

## PARENTS' ASSOCIATION EAST – UWC South East Asia

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### Constitution of the Parents' Association

4 September 2020

### Constitution of the Parents' Association East of United World College of South East Asia

#### ARTICLE 1: NAME AND PLACE OF BUSINESS

1. This society shall be known as the “Parents’ Association, United World College of South East Asia - East” (the “**Parents’ Association**”). Its place of business shall be the East campus of the United World College of South East Asia, located at 1 Tampines Street 73, Singapore 528704 (the “**College**”), or at such other address as may be decided by the Managing Committee of the Parents’ Association from time to time, subject to the approval of the Registrar of Societies, Singapore.

#### ARTICLE 2: OBJECTIVES

2. The objectives of the Parents’ Association’ shall be:
  - 2.1 To support the vision, mission and values of the College.
  - 2.2 To provide a forum for building a positive, peaceful and united community spirit amongst the College’s students, staff and parents (the “**Community**”).
  - 2.3 To support Parents/Legal Guardians of the students of the College (“**Parents**”) by providing a channel of communication and a forum for the free exchange of views and ideas between the Parents and the College.
  - 2.4 To maintain positive and open communication with the College Leadership Team.
  - 2.5 To liaise with all strategic stakeholders within the Community on behalf of the Parents.
  - 2.6 To facilitate the above by organising social events and running regular activities which reflect and support the College’s initiatives.

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## ARTICLE 3: MEMBERSHIP AND STRUCTURE

### 3.1 Membership

- 3.1.1 The Parents of any student enrolled at the College, upon providing their particulars, shall be deemed to be Members of the Parents' Association ("**Members**").
- 3.1.2 Parents may also at any time, become a Member by application to be part of any committee or through a clear expression that they wish to vote in the affairs of the Parent's Association.
- 3.1.3 For the avoidance of doubt, Members shall be limited to 2 for each family, irrespective of the number of students from that family who are enrolled in the College.
- 3.1.4 Any Member who wishes to opt out or resign from the Parents' Association whilst his/her child is enrolled at the College may do so by giving written notification to the Secretary.
- 3.1.5 If a Parent of a student who has previously opted out of or resigned from the membership of the Parents' Association should subsequently wish to re-join, then the Parent should make a new application to the Parents' Association.
- 3.1.6 A copy of the Constitution and Byelaws of the Parents' Association shall be available for inspection upon reasonable notice by any Member either through online access or at the Parents' Association's place of business.

### 3.2 Structure of the Parents' Association

- 3.2.1 The structure of the Parents' Association shall be:
  - 3.2.1.1 the membership, comprising all Members;
  - 3.2.1.2 a managing committee of at least 10 members and a maximum of 30 members, including the 4 Office Bearers (the "**Managing Committee**"); and

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- 3.2.1.3 the 4 office bearers set forth in Article 5, elected by a majority of votes cast in accordance with this Constitution and its Byelaws (the “**Office Bearers**”).

## ARTICLE 4: MEETINGS

### 4.1 General Meetings

- 4.1.1 The Annual General Meeting (“**AGM**”) shall be held no later than the 30<sup>th</sup> of November each year. The following agenda items shall be considered at the Annual General Meeting:
- 4.1.1.1 presentation and approval of the previous year’s accounts and the report of the Managing Committee;
  - 4.1.1.2 election of any Managing Committee members for the following year;
  - 4.1.1.3 election of the auditor; and
  - 4.1.1.4 dealing with any other business.
- 4.1.2 An Extraordinary General Meeting (“**EGM**”) may be called at any time by the Chairperson, a 2/3<sup>rd</sup> majority of the Managing Committee members, or on the request in writing of at least 25% of the total voting membership or 30, whichever is the lesser. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. An EGM shall be convened within 2 months from the date of such request or order.
- 4.1.3 If the Managing Committee does not convene the EGM within 2 months, the Members who requested for the meeting shall convene the EGM by giving 10 days’ notice to Members setting forth the business to be transacted.
- 4.1.4 At least 25% of the total voting membership or 30 Members, whichever is the lesser, must be present at an AGM or EGM for a quorum, for its proceedings to be valid. In the event of there being no quorum, the meeting shall be adjourned for half an hour. Should the number then

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present be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to amend the existing Constitution.

- 4.1.5 Only a Member shall have voting rights at any general meeting of the Parents' Association. The Chairperson or in his/her absence the Vice Chairperson shall have a second or casting vote at any general meeting in the event of a tie.
- 4.1.6 At least 14 days' prior notice of an Annual General Meeting, and at least 10 days' prior notice of an Extraordinary General Meeting, together with a meeting agenda, must be given to the Members. Any Member who wishes to place an item on the agenda of a general meeting may do so by giving notice in writing to the Secretary at least 7 days before they date of the meeting. Particulars of the agenda must be provided to the Members at least 4 days in advance of the meeting.
- 4.1.7 General meetings shall be presided over by the Chairperson of the Parents' Association ("**Chairperson**"), or in his/her absence by the Vice Chairperson of the Parents' Association ("**Vice Chairperson**").
- 4.1.8 A general meeting shall not be subverted or invalidated by a mere technical breach, such as the inadvertent failure to give notice of a meeting to a Member, or the fact that a Member has not received such notice.
- 4.1.9 Voting may be done online prior to the AGM. Notice of online voting must be given to Members pursuant to clause 4.1.5 above. If online voting is not available the vote will be deferred until online voting is available.

### 4.2 Managing Committee Meetings

- 4.2.1 The Managing Committee shall meet as frequently as it may deem necessary, but not less frequently than once every 2 months during the College session, and at any time on the request of the Chairperson.
- 4.2.2 At least 5 days' prior written notice, together with a meeting agenda must be given before a Managing Committee meeting, and decisions may then be voted upon by a simple majority of Members attending. In the event of a split vote, the Chairperson shall cast the deciding vote.

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- 4.2.3 Any member of the Managing Committee may call a committee meeting provided half the Committee Members, of which 2 Office Bearers are included, agree.
- 4.2.4 The Chairperson may call a committee meeting at any time in an emergency by giving at least 24 hours' written notice.
- 4.2.5 The quorum for a meeting of the Managing Committee shall be half of the Committee Members, at least 2 of whom must be Office Bearers. In the event of there being no quorum present at any such meeting, the meeting shall be adjourned for 30 minutes, after which those present shall be considered a quorum and shall proceed with full powers.
- 4.2.6 Meetings may be held via teleconference or video conference.

## **ARTICLE 5: MANAGING COMMITTEE**

### **5.1 General**

- 5.1.1 The business of the Parents' Association shall be managed by the Managing Committee, which shall comprise of a maximum of 30 Members.
- 5.1.2 They shall be elected in accordance with the Constitution and Byelaws.
- 5.1.3 The Office Bearers of the Managing Committee and respective duties are the:
  - 5.1.3.1 Chairperson, who shall preside at all meetings of the Parents' Association whenever necessary. The Chairperson shall govern the Parents' Association and carry out its Objectives in Article 2.
  - 5.1.3.2 Vice Chairperson, who shall deputise for the Chairperson in his/her absence and carry out such duties as may be assigned to him/her by the Chairperson.

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- 5.1.3.3 Secretary, who shall keep all records, except financial, of the Parents' Association and be responsible for correspondence as directed by the Managing Committee and shall keep minutes of all General Meetings and Managing Committee meetings; and
- 5.1.3.4 Treasurer, who shall be responsible for managing the financial affairs of the Parents' Association.
- 5.1.4 Managing Committee members shall assist in running the affairs of the Parents' Association, and their specific duties shall be as determined by the Chairperson from time to time.
- 5.1.5 The following persons are not eligible to be part of the Managing Committee:
  - 5.1.5.1 Non-members of the Parents' Association; or
  - 5.1.5.2 Existing members of the Board of Governors of United World College South-East Asia (East) or the College, the College Leadership Team, nor their respective spouses. However, this does not apply where a member of the Managing Committee is subsequently invited to join the Board of Governors.

## **5.2 Vacancies**

- 5.2.1 Any member of the Managing Committee who is absent from 3 consecutive meetings without being able to furnish a satisfactory explanation shall cease to be a member of the Managing Committee by confirmation of a majority of the Managing Committee, and a successor may be co-opted by the Managing Committee to serve until the next AGM. Such member can be co-opted by  $\frac{2}{3}$  majority vote of the current Managing Committee membership (excluding said Member).
- 5.2.2 If a member of the Managing Committee (including an Office Bearer) resigns, transfers out of Singapore or is removed, the Managing Committee shall replace its missing member (including the position of an Office Bearer) by co-option. The newly co-opted Managing Committee member shall have full voting rights.

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5.2.3 In the event that vacancies are not filled by co-option, a call for nominations shall occur no longer than 21 days after the vacancy occurs. A general meeting shall be held to elect new Office Bearers of the Managing Committee. If the vacancy occurs out of College term time, the general meeting to elect new Office Bearers of the Managing Committee shall occur as soon as practicable in the new College term.

5.2.4 In the event that a Member of the Managing Committee:

5.2.4.1 lacks mental capacity as declared by a court order under the Mental Capacity Act (Cap. 177A) or any relevant Act in force; and/or

5.2.4.2 becomes disruptive during Managing Committee meetings and/or disrupts the administration of the Managing Committee's duties to the extent that its duties cannot be effectively carried out; and/or

5.2.4.3 damages the interests and/or good name of the Parents' Association and/or the College; and/or

5.2.4.4 is convicted of a criminal offence involving dishonesty; the said Member may be removed by a vote of no-confidence carried by a  $\frac{2}{3}$  majority vote of the current Managing Committee membership (excluding said Member).

5.2.5 Any one or more Office Bearer(s) or Member(s) of the Managing Committee may be removed by a vote of no confidence carried by a  $\frac{2}{3}$  majority vote of the Members present and voting at any EGM, provided such no-confidence motion was on the agenda of the respective meeting.

### **5.3 Term**

5.3.1 In order to ensure effective service to the College community, the Managing Committee shall be elected, except the Office Bearers, for a term of one year, in accordance with the Byelaws.



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5.3.2 All Office Bearers shall be elected for a term of one year except the Treasurer shall be elected for a term of two years. Office Bearers and other members of the Managing Committee shall be eligible for re-election, but only for a maximum cumulative term of 4 years in any Managing Committee position and for a maximum of 2 consecutive years in the case of the Treasurer. If a retiring Office Bearer has completed a cumulative term of 4 years, he/she may choose to continue as a member of the Managing Committee for the subsequent consecutive year (ie. the 5<sup>th</sup> year) provided (i) he/she is still a Member; and (ii) at the discretion of the incoming Chairperson.

### **5.4 Other matters**

5.4.1 Any member of the Managing Committee who is a party to any contract and/or arrangement that may result in a conflict of interest with their duties as a member of the Managing Committee must declare as soon as practicable such contracts, arrangements and conflict to the other members of the Managing Committee when he/she becomes aware.

## **ARTICLE 6: FINANCE**

### **6.1 Funds**

6.1.1 All funds of the Parents' Association shall be held, and any debts due to the Parents' Association shall be collected, by the Treasurer. The Treasurer shall keep proper records.

6.1.2 All cash received should kept securely in the safe and banked in within 10 working days.

6.1.3 The Treasurer may sign cheques or make electronic transfers singly of up to S\$ 1,000, but transactions for a greater amount shall be performed by the Treasurer and other signatory and in the absence of the Treasurer, approved by any two of the Office Bearers of the Parents' Association.



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6.1.4 At any given point in time, there shall be 4 signatories to the bank account(s) of the Parents' Association comprising the 4 Office Bearers. In the event an Office Bearer is unable to be a signatory, another Managing Committee member shall be chosen by the Managing Committee to have signatory rights to make up the required 4 signatories.

### **6.2 Report and Audit**

6.2.1 At the Annual General Meeting, the Treasurer shall present an audited Report on Income and Expenditure Account and a Balance Sheet containing a summary of the assets and liabilities of the Parents' Association for the preceding financial year.

6.2.2 An external auditor firm shall be appointed at each AGM for a term of one year and eligible for reappointment for no more than 3 years. The external auditor firm shall be independent and declare that it has no conflict of interest upon taking up the position.

6.2.3 The external auditor firm will be required to audit each year's accounts and present a report upon them to the AGM. They may also be required at the request of the Chairperson to audit the Parents' Association's accounts for any period within their tenure of office at any date and make a report to the Managing Committee.

## **ARTICLE 7: PROHIBITIONS**

7.1 The Parents' Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

7.2 The Parents' Association shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

7.3 The funds of the Parents' Association shall not be used to pay the fines of any Members who have been convicted in a Court of Law.

7.4 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act (Cap 250), is forbidden

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on the premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

- 7.5 The Parents' Association shall not knowingly contravene any of the College's written policies that have been communicated to it or made available on the College's website.
- 7.6 The Parents' Association shall not hold any lottery, whether confined to its members or not, in the name of the Parents' Association or its Office Bearers, Management Committee or Members unless with the prior approval of the relevant authorities.
- 7.7 The Parents' Association shall not raise funds from the public for whatever purposes without the prior approval in writing of all relevant authorities, where necessary.

### ARTICLE 8: DISSOLUTION

- 8.1 The Parents' Association shall not be dissolved, except with the consent of at least  $\frac{3}{5}$  of the Members expressed, either, in person or by proxy at a general meeting convened for the purposes of dissolving the Parents' Association.
- 8.2 In the event the Parents' Association is dissolved as provided above, all debts and liabilities legally incurred on behalf of the Parents' Association shall be fully discharged, and the remaining funds will be devoted to such local charitable organisations as the Members shall decide.
- 8.3 Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies, Singapore.

### ARTICLE 9: BYELAWS

- 9.1 The Managing Committee, or the members at an AGM or EGM, may make, alter, add to and repeal the Byelaws of the Parents' Association, as long as the Byelaws do not conflict with the Constitution of the Parents' Association.

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9.1.1 Any changes to byelaws will be published in eBrief. Any member or parent may raise concerns to the Management Committee for the reconsideration of the Managing Committee within one week of publication. After consideration of any objections, the Managing Committee must republish the byelaws in eBrief. If there are still objections an EGM may be called in accordance with the terms of the constitution.

## **ARTICLE 10: AMENDMENT OF THE CONSTITUTION**

- 10.1 No alteration or addition to this Constitution shall be made except at an AGM or an EGM convened for the purpose. Such changes shall be approved with the consent of at least  $\frac{2}{3}$  of the Members present and voting. Voting may be done online at the discretion of the Managing Committee.
- 10.2 Notice of the proposed amendments to the Constitution shall be given at the same time as the notice of the General Meeting in accordance with Article 4.1.5 above.
- 10.3 No proposed amendments will come into force unless adopted by the general Members in accordance with Article 10.1 above and without prior sanction of the Register of Societies.