

PA East Byelaws 2019/2020

1. General Provisions

- 1.1. These Byelaws are to be read together with the Constitution of the Parents' Association (the "Constitution").
- 1.2. If there is inconsistency between the Constitution and the Byelaws, the Constitution shall take precedence.
- 1.3. The Byelaws adopt the abbreviations and meaning of the terms defined in the Constitution.

2. Managing Committee

- 2.1. Managing Committee members shall be approved by majority (more than $\frac{1}{2}$) vote cast of presenting members at General Meetings.
- 2.2. A member can be co-opted into the Managing Committee by $\frac{2}{3}$ majority vote of the current Managing Committee when there is vacancy.
- 2.3. Members of the Managing Committee shall:
 - 2.3.1. Participate in the Managing Committee and support events organised by the Parents' Association;
 - 2.3.2. Attend Managing Committee meetings. If a member is unable to attend, they shall inform the Secretary in advance;
 - 2.3.3. Be a positive community-building representative in all interactions with the College, parents and students;
 - 2.3.4. Fulfill corresponding responsibilities;
 - 2.3.5. Work with the College's Facilities Coordinator, to maintain the Parents' Association Lounge, storeroom, and any other spaces assigned to the Parents' Association;
 - 2.3.6. Work on assigned email account and associated document drive;
 - 2.3.7. Share information and resources within the Committee;
 - 2.3.8. Resign in writing to the Secretary when necessary and applicable;
 - 2.3.9. Ensure a complete handover with assigned replacement when leaving the Managing Committee. If there is no replacement assigned, handover to one of the four Office Bearers unless waived by the Chairperson.

3. Office Bearers

- 3.1. This section describes the roles and duties of the Office Bearers in addition to what is stated in the Constitution (Art 5.1.3). These duties include but are not

limited to what is listed below.

3.2. Chairperson

- 3.2.1. The Chairperson shall represent the Parents' Association and liaise with other key stakeholders in the College community. The Chairperson shall foster positive community engagement and maintain positive relationships with all external partners and school departments.
- 3.2.2. The Chairperson shall ensure the strategic planning of the Parent's Association is in line with the objectives of the Parents' Association as mentioned in Article 2 of the Constitution and the College's values, strategies, plans and programmes.
- 3.2.3. The Chairperson shall be in charge of governing, functioning and overseeing operations of the Parents' Association with the primary focus of maintaining and fostering positive community spirit.
- 3.2.4. The Chairperson shall be an ex-officio member of all committees.
- 3.2.5. At the end of his/her term, the Chairperson shall hand over his/her duties to the incoming Chairperson and assist with all things necessary to facilitate a smooth handover.

3.3. Vice-Chairperson

- 3.3.1. The Vice-Chairperson shall be an ex-officio member of all committees.
- 3.3.2. At the end of his/her term, the Vice-Chairperson shall hand over his/her duties to the incoming Vice-Chairperson and assist with all things necessary to facilitate a smooth handover.

3.4. Secretary

- 3.4.1. The Secretary shall prepare all necessary documents for each meeting, including but not limited to notices, agendas, sign-in sheets, previous minutes and materials for distribution.
- 3.4.2. The Secretary is responsible for compliance with the Registry of Societies and relevant licences.
- 3.4.3. The Secretary is responsible for maintaining the password database.
- 3.4.4. At the end of his/her term, the Secretary shall hand over his/her duties to the incoming Secretary and assist with all things necessary to facilitate a smooth handover.

3.5. Treasurer

- 3.5.1. The Treasurer shall adhere to and implement all financial procedures established by the Parent's Association.

- 3.5.2. The Treasurer shall be responsible for maintaining accurate records of all financial transactions of the Parents' Association, including a breakdown for all events organised by the Parents' Association.
- 3.5.3. The Treasurer shall keep a maximum of S\$1,500 in cash at any one time to meet the petty cash requirements of the Parent's Association.
- 3.5.4. The Treasurer shall prepare a financial update for each Managing Committee Meeting.
- 3.5.5. The Treasurer shall make available, within one calendar month, all books and financial records for inspection by Members upon request.
- 3.5.6. At the end of his/her term, the Treasurer shall hand over his/her duties to the incoming Treasurer and assist with all things necessary to facilitate a smooth handover. This includes but is not limited to assisting in the change of new signatories for all bank accounts and providing access to the bank accounts.

4. Financial Affairs & Records

- 4.1. At the end of his/her term, the Treasurer shall hand over his/her duties to the incoming Treasurer and assist with all things necessary to facilitate a smooth handover. This includes but is not limited to assisting in the change of new signatories for all bank accounts and providing access to the bank accounts.
- 4.2. The financial year shall be 1st August to 31st July of the following year.
- 4.3. The Singapore Accounting Standards are to be adhered to.
- 4.4. The Treasurer in conjunction with the 3 other Office Bearers will prepare an operational expense budget and present this to the Managing Committee by the second Managing Committee Meeting after being voted in
- 4.5. The operational expense budget will need to be approved by a majority of the Managing Committee.
- 4.6. All Parents' Association records must be maintained for 7 years. Outgoing Managing Committee members must ensure that records are transferred to the new Managing Committee members. The transfer must take place as soon as practicable after the election of the new Managing Committee.
- 4.7. Individual event budgets, including but not limited to the Family Festival and Graduation, need approval by a majority of the Managing Committee.

5. Managing Committee Meetings

- 5.1. Managing Committee Meetings may, for the purpose of preparing accurate meeting minutes be audio-recorded by the Secretary. The audio-recording shall be deleted after the minutes of the meeting have been approved by the Managing Committee in the subsequent Managing Committee Meeting.

6. Elections

6.1. Elections Overseer

- 6.1.1. The Chairperson shall appoint a Member and/or committee to oversee the elections process ("Elections Overseer").
- 6.1.2. The Elections Overseer shall ensure the integrity of the votes cast and shall preside over the entire process to ensure that the election is conducted in a fair and orderly manner.
- 6.1.3. The Elections Overseer must not be a member of the current Managing Committee and cannot run in the upcoming elections.
- 6.1.4. The Elections overseer shall count the votes during the AGM/EGM and where necessary, appoint a team to assist in the same and announce the outcome of the elections.

6.2. The Secretary shall:

- 6.2.1. Prepare and distribute the nomination forms and officially close the nomination period at the predefined time;
- 6.2.2. Collect the nomination forms and verify the eligibility of the candidates.

6.3. Contested elections

- 6.3.1. Whenever there are multiple candidates nominated for the same position, candidates must be listed in alphabetical order by last name.
- 6.3.2. The votes must be tallied after the completion of the online voting period. The electronic records must then be kept for one year following the date of the election or until the determination of any grievance filed concerning the election, whichever is later.

6.4. Uncontested elections

- 6.4.1. If there is only one candidate for an office, a Member must make a motion to cast one vote to elect the candidate for office. This motion needs to be seconded by another Member. A vote by hand is required for approval of the motion.

6.5. Proxies

- 6.5.1. A proxy may be appointed by a member if the member is not able to attend the general meeting.
- 6.5.2. The proxy must also be a member of the Parents' Association.
- 6.5.3. A Member may only act as a proxy for a maximum of three other members
- 6.5.4. When a member is appointing a proxy, the notice must be received (email or hard copy) by the secretary at least 15 hours prior to the AGM/EGM.

Nominations

Where the Secretary does not receive nominations for an elected Managing Committee position by the advertised deadline, the following will apply:

- 6.5.5. The elections shall proceed at the AGM for the election of the new Managing Committee members whose nominations have been received in time.
- 6.5.6. Nominations will re-open after the AGM and will continue to be advertised until such a date a member steps forward to take up the position. The managing committee can co-opt this new member into the Managing Committee by a $\frac{2}{3}$ majority of votes during a Managing Committee Meeting.

7. **Amendments**

7.1 **Changes of the Byelaws**

- 7.1.1 Any change of the Byelaws should be approved by a $\frac{2}{3}$ majority vote of the Managing Committee members prior being published in the eBrief.

Appendix A

Value of the Parents' Association East UWCSEA

The Parent Association expects members to adopt the UWCSEA values as follows:

- Be honest and act with integrity in all that they do
- Avoid prejudice by developing views based on evidence and reasoning
- Be compassionate and morally responsible
- Embrace challenge in order to maximise their potential
- Offer to help other people
- Take an interest in and enjoy friendships with people of other culture and backgrounds
- Minimise their harmful effect on the environment