

**CONSTITUTION
OF
AUSTRALIAN INTERNATIONAL SCHOOL SINGAPORE PARENTS' ASSOCIATION**

Dated November 2007

NAME

1. The Association shall be known as the "Australian International School Singapore Parents' Association", hereinafter referred to as "AISSPA" or "Parents Association".

PLACE OF BUSINESS

2. Its place of business shall be at, 1 Lorong Chuan, Singapore 556818, or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. AISSPA shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

OBJECTIVES

3.
 - a) To develop a community spirit in the Australian International School Singapore (hereinafter referred to as the "School") by interaction with other interested parents and their families in social events arranged from time to time.
 - b) To assist the students of the School by providing resources to the School for the well-being of the students.
 - c) To provide a feedback mechanism between the parents, the Board of Directors, the School Executive and the staff of the School through the Principal.
 - d) To provide support for parents and students who are considered to be in need of help, such as during financial hardship or sickness.
 - e) To act as a link between the business community and the School, and to represent their interests in the well-being of the School.
 - f) To assist parents and guardians new to the School to settle into AISS and to provide an informal network of information and support for such parents and guardians.

MEMBERSHIPS

4. There shall be only one category of membership. Membership is open to parents/guardians of current students at the School. Employees of the Australian International School Singapore who are parents/guardians of children at the School may be members of AISSPA, but they shall not be entitled to hold Executive positions (i.e. President, Vice-President, Secretary or Treasurer). They may hold general committee positions.
5. An applicant shall be considered a member after receipt of annual membership fees for the current calendar year.
6. The Principal is an ex officio member of AISSPA and the Committee.

ENTRANCE FEE, SUBSCRIPTIONS AND OTHER DUES

7. Annual membership fees as set by the Committee are payable in advance. The annual membership fee may only be changed by a majority vote of Committee members.
8. Only members are entitled to vote and to hold office.
9. Any additional funds required for special purposes may only be raised with the consent of a majority of Committee members. However, the School Executive is to be informed of any fund-raising activities prior to the commencement of such. The School Executive has the right of veto over such activities.

SUPREME AUTHORITY

10. The supreme authority of AISSPA is vested in a General Meeting of the members presided over by the President or his/her nominee.

GENERAL MEETINGS AND ANNUAL GENERAL MEETINGS

11. A minimum of one General Meeting is to be held each school term including an Annual General Meeting in February of each year.
12. At least fourteen (14) days' notice shall be given of an Annual General Meeting and a General Meeting and particulars of the agenda shall be posted on the AISSPA notice board.
13. The following points shall be considered at the Annual General Meeting:
 - a) The financial year's accounts and annual report of the Committee.
 - b) The election of office-bearers and honorary auditors for the following term.

In the event that a full committee is not elected at the Annual General Meeting, vacant positions may be filled at the first General Meeting held in the following year. When the audited financial year's accounts are completed they are to be accepted by a majority vote at the first General Meeting after receipt of such Audited Financial Statements, providing such General Meeting has a quorum of members present.

14. The following shall be considered at a General Meeting:
 - a) President's report
 - b) Treasurer's report
 - c) Principal's report.

The Treasurer's report shall be presented in writing. In the event the Principal is unavailable to attend a General Meeting, he/she shall nominate a replacement from the School Executive to present the Principal's report.

The chairman of any General Meeting shall be nominated in advance by the committee.

15. Any member who wishes to place an item on the agenda of a General Meeting may do so provided he/she gives notice to the Secretary one week before the meeting is due to be held.

16. At least one-quarter of the total voting membership or twenty (20) voting members, whichever is the lesser, present at a General Meeting or Annual General Meeting shall form a quorum. In the event of there being no quorum at the commencement of the meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any of the existing rules or elect office-bearers.

EXTRAORDINARY GENERAL MEETINGS

17. At any time, an Extra-ordinary General Meeting must be called by the President on the written request of not less than fifteen (15) voting members and may be called at any time by order of the Committee. The Extra-ordinary General Meeting shall be convened within one (1) month from receiving this request to convene the Extra-ordinary General Meeting and at least fourteen (14) days' notice of an Extra-ordinary General Meeting and particulars of the agenda shall be posted on the AISSPA notice board.
18. If the Committee does not within one (1) month after the date of the receipt of the written request proceed to convene an Extra-ordinary General Meeting, the members who requested the Extra-ordinary General Meeting shall convene the Extra-ordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the AISSPA notice board. The provisions of Clause 16 will apply in relation to Extra-ordinary General Meetings.

MANAGEMENT AND COMMITTEE

19. The administration of AISSPA shall be entrusted to a Committee consisting of the following to be elected at each Annual General Meeting:

An Executive Committee, comprising:

- A President
- A Vice-President
- A Secretary
- A Treasurer

A minimum of six (6) and maximum of twelve (12) Ordinary Committee Members to be elected from members.

20. Names for the above offices shall be proposed and seconded at the Annual Genral Meeting and election will follow on a simple majority vote of members. The term of office of the Executive Committee is thirteen (13) months (inclusive of a one-month hand-over to the new Executive Committee). The term of office of Ordinary Committee members is one year.
21. Election of the Executive Committee shall be by a show of hands. Ordinary Committee members shall be nominated and seconded. The Principal or his/her nominee shall act as Returning Officer for the purpose of counting the votes. In the event of a tie, the Chair shall have the casting vote.
22. Any member of the Committee absenting themselves from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any change in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
23. The duty of the Committee is to organise and supervise the activities of AISSPA. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.

DUTIES OF OFFICE-BEARERS

24. The duties of the office-bearers are as follows:
- a) The President shall chair all general and Committee meetings. He/she shall also represent AISSPA in dealings with outside persons.
 - b) The Vice-President shall assist in the President in the general administration of the AISSPA Committee and act as President in his/her absence.
 - c) The Secretary shall keep all records, except financial, of AISSPA and shall be responsible for their correctness. He/she will keep minutes of the Annual General Meeting, all General Meetings and Committee meetings.
 - d) The Treasurer shall keep all funds and collect and disburse all moneys on behalf of AISSPA and shall keep an account of all monetary transactions and shall be responsible for their correctness. He/she shall comply with all rules and regulations of the Singapore Inland Revenue Service in conjunction with a nominated Public Accountant. He/she will not keep more than \$300 in the form of cash, and money in excess of this will be deposited in a bank to be named by the Committee. Cheques etc for withdrawals from the bank will be signed jointly by any two members of the Executive Committee.
 - e) Ordinary Committee Members shall assist in the general administration of AISSPA and perform duties assigned by the Committee from time to time.
 - f) For one month after the Annual General Meeting (the annual handover period), until the new signatories are accepted by the bank, the old signatories are able to sign cheques. The purchase must be approved by the new committee.
25. The AISSPA Committee may assign specific roles to Ordinary Committee Members, and establish working sub-committees as they see fit.

AUDIT AND FINANCIAL YEAR

26. a) The financial year shall be from 1st January to 31st December.
- b) AISSPA shall appoint during its Annual General Meeting a firm of public accountants as its external auditor. It shall serve for a term of one year and may be re-appointed for consecutive terms. It:
- Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
 - May be required by the President to audit AISSPA's accounts for any period within their tenure of office at any date and make a report to the Committee.

PROHIBITIONS

- 27 a) Gambling of any kind, whether for stakes or not, is forbidden on AISSPA's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
- b) The funds of AISSPA shall not be used to pay the fines of members who have been convicted in Court.
- c) AISSPA 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.

- d) AISSPA shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affects consumer interests.
- e) AISSPA shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- f) AISSPA shall not hold any lottery, whether confined to its members or not, in the name of AISSPA or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
- g) AISSPA shall not raise funds from non-members for whatever purposes without prior approval in writing of the Head, Licensing Division, Singapore Police Force and other relevant authorities.

AMENDMENTS TO RULES

- 28. No alteration or addition /deletion to these rules shall be made except at a General Meeting and passed by a majority vote of members present and they shall not come into force without prior sanction of the Registrar of Societies.

INTERPRETATION

- 29. In the event of any question or matter pertaining to day-to-day administration of AISSPA, which is not expressly provided for in the rules, the Committee shall have power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

DISPUTES

- 30. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with the rules in the Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of Law for settlement.

DISSOLUTION

- 31. a) AISSPA shall not be dissolved, except with the consent of not less than three-fifths of the total voting membership of AISSPA for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- b) In the event of AISSPA being dissolved as provided above, all debts and liabilities legally incurred on behalf of AISSPA shall be fully discharged, and the remaining funds will be disposed of in such manner as the general meeting of members may determine or donated to an approved charity or charities in Singapore.
- c) A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.