



Yio Chu Kang Secondary School Parent Support Group Constitution & By-Laws

ARTICLE 1 – Name & Definition

The support group shall be named the Yio Chu Kang Secondary School Parent Support Group (hereafter termed “PSG@YCKSS”). The PSG@YCKSS shall observe the provisions set forth in the PSG@YCKSS Constitution and the policies established by the school.

ARTICLE 2 - Purpose

The purpose of the PSG@YCKSS shall be to enhance the education of our children and to contribute to the development and improvement of all aspects of school life by supporting the staff of YCKSS in advancing the interests of the school and in promoting the well-being of our students, parents, teachers and community.

Its objectives are to :-

- a) Develop and promote positive relationships, understanding and communication channel between parents and school;
- b) Create opportunities for parents to share and volunteer expertise and knowledge to YCKSS students and staff; and
- c) Organise and support the activities of YCKSS and its FamilyMatters@School programmes.
- d) Play a part in recruiting and leading other parents to join this meaningful endeavour to ensure sustainability of home-school partnership

ARTICLE 3 – Non-profit, Non-political Character

Section 1: Non-Profit

The PSG@YCKSS shall be exclusively educational in character as delineated in Article 2. It shall not be conducted or operated for its own profit, and no part of the net income, revenue, earnings of the PSG@YCKSS shall benefit any individual.

Section 2: Non-Political

The PSG@YCKSS shall, in its aims and activities, be politically neutral. It shall recognize the diversity of nationalities that constitute YCKSS and shall act to foster racial harmony by recognizing common concerns.

ARTICLE 4 - Membership

Section 1: Eligibility

The parents or legal guardians of students presently enrolled at YCKSS are automatically eligible for membership in the PSG@YCKSS, as are presently employed administrators, teachers, and staff members.

Membership eligibility will be as follows:-

- a) Parents or legal guardians: for as long as their son or daughter is enrolled at YCKSS.
- b) Administrators, teachers, and staff: for as long as they are employed by YCKSS.
- c) Associate Members: until such time as the Associate Member chooses not to participate in the PSG@YCKSS.

Section 2: Associate Members

Parents whose children have left YCKSS or individuals who have a special interest in the objectives of the PSG@YCKSS may join if recommended by the Executive Committee and approved by a simple majority of those present at any Executive Committee meeting. Associate Members are not eligible to serve on the Executive Committee.

ARTICLE 5 – Executive Committee, Officers & Their Election

Section 1: Executive Committee

An Executive Committee (Ex-Co) shall govern the PSG@YCKSS and comprise School Leaders (Principal and Vice-Principal(s)); School Partnership Liaison Officer (PLO); President, Vice-President(s), Secretary(ies), Treasurer(s), and the Parent Representative to YCKSS School Advisory Committee (SAC).

Section 2: Officers

The PSG@YCKSS Officers shall comprise a President, two Vice-Presidents, two Secretaries, two Treasurers, an Events Coordinator, and a Parent Representative to the YCKSS SAC.

The positions of Vice-President, Secretary, and Treasurer may be jointly held by two individuals.

The position of Events Coordinator may be jointly held by up to eight individuals.

No one individual may hold two offices simultaneously, nor may the School Leaders be elected to any office.

Section 3: Executive Committee Meetings

The Executive Committee shall meet once every semester, with a total of at least two meetings in a year. The notice of meeting shall be given at least one week in advance.

Special meetings may be called by the President or Ex-Co with a week's notice given.

The last regular meeting of the school year shall be the annual meeting, at which time annual reports shall be received.

Section 4: Term of Office

The term of Executive Committee members shall be for: -

One year and six months, beginning 1st June 2014 to 30th Nov 2015 for the next Executive Committee and subsequently one year, beginning 1st December of the first year through 31st November of the second year, starting in Dec 2015.

All officers are eligible for re-election.

Section 5: Meetings

The PSG@YCKSS Officers shall meet quarterly at a pre-designated time and place set by the Ex-Co.

ARTICLE 6 – Duties of the Executive Committee & Officers

S/no.	Designation	Terms of Reference
1	President	Chair all PSG Committee meetings Set agenda for PSG Committee meetings in conjunction with Vice-Presidents and School Parent Liaison Officer. Represent PSG@YCKSS at all official functions if and when invited by school Prepare school annual report, together with Vice-Presidents and PLO Perform all duties pertaining to the general administrative responsibility.
2	Vice-President (up to 2)	Assist the President in the performance of his/her duties Perform the duties of President in the absence of the office Assist President in the preparation of school annual report Assist President in setting agenda for meeting, in conjunction with PLO
3	Secretary (up to 2)	Maintain accurate minutes of the proceedings of all PSG Committee meetings Send out notices and minutes of all PSG Committee meetings Maintain a list of confirmed committee members and their contact information Liaise with PLO to conduct correspondence of the PSG Maintain communication between PSG and the school
4	Treasurer (up to 2)	Prepare and maintain an account of all monetary transactions and be responsible for accounting correctness of the account operated by the PSG@YCKSS. Keep all income and expenditure records and other relevant financial records; Prepare payment of funds for purchases authorized by the PSG Ex-Co. Present projected budget for the coming year at the AGM. Prepare Financial Statement for the annual report
5	PSG@YCKSS Representative to SAC	Attend all SAC meetings Serve as a direct liaison between PSG@YCKSS and the SAC Represent the interest of PSG@YCKSS at SAC

ARTICLE 7 – Standing Committees

Standing Committees shall be formed as deemed necessary by the voting membership of the PSG@YCKSS.

A Translators' Committee shall be established to assist the PSG@YCKSS in achieving its objective of strengthening the relationship between the home and school by translating PSG@YCKSS communications into languages that represent the major nationality compositions of the school.

The Chairperson of the committees shall be selected by the Ex-Co and the Principal of the school or his/her representative.

The Chairperson of these committees shall present plans of work to the Ex-Co and no committee work shall be undertaken without approval of the Ex-Co and the Principal or his/her representative.

Committee additions and deletions shall be reviewed by the Ex-Co and appropriate action(s) shall be taken.

ARTICLE 8 – Distribution of Funds

The Ex-Co is authorized to vote on fund appropriation of up to \$10,000. Allocations in excess of \$10,000 shall be voted upon at a general PSG@YCKSS meeting. Advance notice of at least two weeks shall be given prior to the meeting at which voting is to take place.

The funds shall be applied only in payment or discharge of the expenses arising from the goods or services rendered from the activities and/or events organised by the PSG@YCKSS, in conjunction with the school.

ARTICLE 9 – Liabilities of Members

No member of the PSG@YCKSS or its officers shall have any personal obligations in respect to PSG@YCKSS liabilities.

ARTICLE 10 – Dissolution or Liquidation

No part of the net income, revenue, funds or donations to the PSG@YCKSS shall benefit any member, officer, or any other private individual (except that reasonable compensation may be paid for goods and services rendered in connection with one or more of PSG@YCKSS's purposes). No member, officer, or any private individual shall be entitled to a share in the distribution of any part of the assets of the PSG@YCKSS, on its dissolution or liquidation. In the event of such dissolution or liquidation, the assets shall be transferred to the School Operating Fund maintained by the school.

ARTICLE 11 – Nominating Committee and Elections

Section 1. Purpose of the Nominating Committee

The purpose of the Nominating Committee is to recognize and seek qualified nominees for the elected leadership of the PSG@YCKSS.

Section 2. Composition of the Nominating Committee

The Nominating Committee shall comprise School Leaders, two Executive Committee members appointed by the President, and two additional PSG@YCKSS members who have a broad acquaintance with the PSG@YCKSS membership and an understanding of the organization's functions and its purposes.

Section 3. Nominating Committee Selection Time

The Nominating Committee shall be elected by a simple majority of those present at an Executive Committee meeting held not later than one month prior to the AGM.

Section 4. Elections

At the AGM, the slate prepared shall be read, and candidates shall be voted on by the PSG@YCKSS members to fill the elected offices. Those candidates nominated from the floor shall be added to the list. With the exception of jointly held positions, the candidate who receives the greatest number of votes for each office shall be elected.

The President and the Vice-President(s) shall be elected through ballot and the rest of the Ex-Co members shall be selected by the President and Vice President(s).

Section 5. Vacancies

In the event that an office is vacated, the Executive Committee may fill such office by invitation until the election at the next AGM.

ARTICLE 12 – Amendments

These Articles and/or accompanying By-laws may be amended by a majority vote of the current membership (each membership as defined in the By-laws as being entitled to cast one vote) at the last meeting of the academic year (the AGM as specified in the By-laws) provided that there is a quorum present and that copies of such amendments have been distributed to the members previously.

BY-LAWS

Article 1: Address

The business address of the PSG@YCKSS shall be:-

Yio Chu Kang Secondary School
3063 Ang Mo Kio Avenue 5 Singapore 569868.

Article 2: Meetings

An AGM shall be held at the 4th quarter of the year with other meetings called during the year, at times determined by the Ex-Co. The agenda for the AGM shall include the election of officers, budget appropriations, and financial reports, including a projected budget. Except in cases of urgent business, notification of the time and place of general and Ex-Co meetings shall be published in the

school calendar, or written notification sent to members at least two weeks prior to the date of meeting.

Article 3: Quorum

A quorum for purpose of voting at the AGM shall exist when six members (both Ex-Co and non Ex-Co) are present.

Article 4: Procedures

AGMs shall be conducted in English.

Article 5: Dues and Special Fees

Section 1. Dues

Members of the PSG@YCKSS shall pay an annual fee determined by the membership at the AGM.

Section 2. Voting Privileges

Each member shall qualify for one vote (i.e. one family membership qualifies for one vote).

Section 3. Special Fees

PSG@YCKSS Members may from time to time, be asked to contribute additional funds for special projects sponsored by committees and upon approval of the general membership.

Discussed on 15 October 2015

Endorsed during AGM on 24 October 2015