

CONSTITUTION OF

THE ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (SINGAPORE)

UEN: S89SS0105L

1 NAME

The name of the Association shall be the Association for Supervision and Curriculum Development (Singapore) or ASCD (Singapore) for short [hereinafter referred to as "The Association"]

2 PLACE OF BUSINESS

Its place of business shall be 1004 Toa Payoh North, #06-08, Singapore 318995

or such other address as may subsequently be decided by the Executive Council and approved by the Registrar of Societies.

3 INTERNATIONAL AFFILIATION

The ASCD (Singapore) is affiliated to the Association for Supervision and Curriculum Development located in Alexandria, Virginia, USA.

4 OBJECTS

The purpose of the Association shall be the general improvement of education through the promotion of programmes and practices that will facilitate the wholesome development of all persons involved in educational efforts.

Specifically, the Association shall

- i. provide human resource development experiences to promote professional leadership and co-operative curriculum planning and development by all persons involved and affected by education at all levels;
- ii. provide human resource development experiences to improve supervisory skills and leader behaviour that focus directly on assisting instructional personnel in achieving instructional goals;
- iii. review and disseminate information about educational practice, media, research and materials for improving, instruction;
- iv. develop and sustain communication among all of the groups of professionals directly involved in the improvement of curriculum and instruction;
- v. identify, study and evaluate issues in supervision, curriculum and instruction and express the Association's positions on them, including the impact that forces outside of the school have on the learner;
- vi. encourage research, evaluation and theory development in the areas of curriculum, supervision and instruction;
- vii. strive for balance in the curriculum and maintain a perspective of the total educational programme;
- viii. demonstrate leadership in dealing with current and emerging education issues in order to ensure equal and quality educational opportunities for all students.

All of the foregoing purposes and objectives of the Association shall be deemed to be for the purpose of improving curriculum development and supervision in the schools.

5 MEMBERSHIP

- 5.1 The Association has a strong commitment to promoting diversity in membership, membership participation and membership recruitment. There shall be five categories of membership which are open to residents in Singapore: ordinary, student, institutional, life and honorary membership.

5.1.1 Ordinary Membership

Any person who subscribes to the objects of the Association and wishes to participate in its work shall be eligible for ordinary membership in the Association. Ordinary members have the right to

attend all general meetings of the Association, to participate in affairs of the Association, to vote and to hold office in the Association.

5.1.2 **Student Membership**

Any person who is enrolled in full-time study in an educational institute and expresses an interest in supervision and curriculum development shall be eligible for student membership. Student members have the right to attend all general meetings of the Association and to participate in the affairs of the Association, but they shall not vote or hold office in the Association.

5.1.3 **Institutional Membership**

A school, library or educational agency may become an institutional member of the Association. Institutional members, through their delegated representatives, are entitled to attend meetings and to participate in the affairs of the Association. They may not vote or hold office.

5.1.4 **Life Membership**

Any ordinary member, upon payment of the required fee, may be eligible for Life Membership of the Association. Life members shall be entitled to all the privileges of ordinary members.

5.1.5 **Honorary Membership**

Any person who has been an ordinary member of the Association for 20 consecutive years or has made a contribution in the areas of supervision and curriculum development may be invited by the Executive Council to become an Honorary Member of the Association. Honorary members are entitled to attend meetings and to participate in the affairs of the Association but they are not entitled to vote or to hold office.

- 5.2 With the exception of Honorary Membership, any person or institution desiring to become a member of the Association shall complete a membership form and submit it to the registered office of the Association. The Executive Council shall have the discretion to admit or refuse to admit membership applications.
- 5.3 Upon the approval of the Executive Council and the payment of the required fees where applicable, the member is entitled to all the privileges of membership contained in Section 5.1
- 5.4 Any member who wishes to resign his membership of the Association shall do so in writing to the Hon Secretary. He shall then forfeit all rights to and claims upon the Association.
- 5.5 All categories of Memberships are not transferable or assignable.
- 5.6 Memberships may be revoked by a resolution of the Executive Council if the Member is convicted of a felony or behaves in a manner inconsistent with the principles and purposes of the association

6 FEES

- 6.1 The rate of fees payable for each category of membership shall be determined by the Executive Council from time to time. Any special subscriptions for particular purposes may only be raised from members with the consent of the general meeting of the members.
- 6.2 Members who are more than six (6) months in arrears of fees shall be informed of their arrears by the Hon Treasurer. If the arrears are not settled within the stipulated date, they shall cease to be members of the Association.

7 MANAGEMENT

- 7.1 Management of the Association shall be vested in an Executive Council which shall comprise:

The President
The President-elect
The Immediate Past President
The Hon Secretary
The Hon Asst Secretary
The Hon Treasurer
The Hon Asst Treasurer
8 Council members.

- 7.2 Except for the Immediate Past President, the other members of the Executive Council shall be elected at the Annual General Meeting of the Association.

- 7.3 The term of office of the Executive Council shall be two years, commencing 1 July of the year during which elections are held. Except for the President, the Hon Treasurer and the Hon Asst Treasurer, the other members of the Executive Council may be further re-elected for another two terms consecutively. The Hon Treasurer and the Hon Asst Treasurer may not be re-elected to the same or related post for a consecutive term.
- 7.4 The Executive Council shall
- i be responsible for the administration of the Association;
 - ii organise activities that are consistent with the objects of the Association;
 - iii adopt the Annual Budget;
 - iv prepare the Annual Report and Statement of Accounts for the Annual General Meeting of the Association;
 - v appoint sub-committees as may be necessary to carry out the activities of the Association;
 - vi fill vacancies in office until the next elections;
 - vii approve membership applications;
 - viii confer Honorary membership of the Association;
 - ix accept donations in cash or kind for the general funds of the Association or to defray expenses of special projects consistent with the objects of the Association.
- 7.5 The Executive Council 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.

8 DUTIES OF OFFICE-BEARERS

8.1 The President shall

- 8.1.1 chair all meetings of the Executive Council;
- 8.1.2 represent the Association in its dealings with outside bodies;
- 8.1.3 preside at the General Meetings of the Association.

8.2 The President-Elect shall

- 8.2.1 assume the duties of the President in his absence;
- 8.2.2 assist the President in his duties;
- 8.2.3 countersign all bills approved for payment by the Hon Treasurer.

8.3 The Immediate Past President shall

- 8.3.1 act as adviser to the Executive Council.

8.4 The Hon Secretary shall

- 8.4.1 convene all Executive Council and General Meetings of the Association;
- 8.4.2 be responsible for keeping proper records of all Executive Council and General Meetings;
- 8.4.3 be the official correspondent of the Association under the direction of the Executive Council;
- 8.4.4 prepare and present the Annual Report of the Association at the Annual General Meeting of the Association.

8.5 The Hon Asst Secretary shall

- 8.5.1 maintain the Register of members of the Association;

8.5.2 assist the Hon Secretary in his duties and deputize for him in his absence.

8.6 The Hon Treasurer shall

8.6.1 keep proper records of all monies received and disbursed by the Association;

8.6.2 be authorised to expend up to \$200 per month for petty expenses on behalf of the Association;

8.6.3 deposit cash in excess of \$200 in a bank to be named by the Executive Council;

8.6.4 jointly sign cheques with the President, the President-elect or the Hon Secretary;

8.6.5 present six-monthly statements of the Association's finances to the Executive Council;

8.6.6 arrange for an annual audit of the Association's accounts;

8.6.7 present the audited statement of Income and Expenditure and the Balance Sheet at the Annual General Meeting of the Association;

8.6.8 approve all payments by the Association.

8.7 The Hon Asst Treasurer shall

8.7.1 maintain the Petty Cash account of the Association;

8.7.2 assist the Hon Treasurer in his duties and deputize for him in his absence.

8.8 The Council Members shall

8.8.1 attend and participate in all general and council meetings and assist in carrying out the decisions made at these meetings.

8.9 Committee Appointments

Members shall be appointed by the Executive Council to chair committees charged with specific responsibilities. The Committee Chair may co-opt other members subject to the approval of the Executive Council. However, the co-opted members shall not have any voting rights, at Executive Council Meeting nor constitute part of the quorum at Executive Council Meetings.

9 MEETINGS

9.1 Executive Council

9.1.1 The Executive Council shall meet at least 4 times a year;

9.1.2 Special meetings may be convened by the President with at least seven days' notice;

9.1.3 Meetings may also be convened upon the written request of at least 5 members of the Council;

9.1.4 The quorum for all meetings of the Executive Council shall be eight (8);

9.1.5 Decisions shall be carried by a simple majority of those present. However, in the event of a tie, the President shall have the casting vote;

9.1.6 Any member of the Executive Council absenting himself from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Executive Council, and a successor may be co-opted by the Executive Council to serve until the next Annual General Meeting;

9.1.7 Any changes in the Executive Council shall be notified to the Registrar of Societies within two weeks of the change.

9.2 Supreme Authority and Annual General Meetings

9.2.1 The supreme authority of the Association is vested in a general meeting of the members presided over by the President.

9.2.2 The Association shall hold an Annual General Meeting by May of each year.

- 9.2.3 At least one month's notice shall be given for the Annual General Meeting.
- 9.2.4 The following business shall be transacted at the Annual General Meeting of the Association.
- i to confirm the minutes of the last Annual General Meeting;
 - ii to receive and adopt the Annual Report of the Association;
 - iii to receive the audited Statement of Accounts and Balance Sheet of the Association;
 - iv to elect Hon Auditors for the Association;
 - v to elect the Executive Council members of the Association biennially;
 - vi to transact any other business, notice of which has been given to the Hon Secretary at least two weeks before the Annual General Meeting.
- 9.2.5 At least one-fifth of the total voting membership of the Association present at the Annual General Meeting shall form a quorum.
- 9.2.6 In the event of there being no quorum, 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 alter, amend or make additions to any of the existing rules.

9.3 **Extraordinary General Meetings**

- 9.3.1 All other meetings of the Association shall be termed Extraordinary General Meetings.
- 9.3.2 Extraordinary General Meetings may be convened by the President on the instruction of the Executive Council or upon the written request of at least one-fifth of the voting membership of the Association.
- 9.3.3 At least two weeks' notice is required for convening an Extraordinary General Meeting.
- 9.3.4 At least one-fifth of the total voting membership of the Association present at the Extraordinary General Meeting shall form a quorum.
- 9.3.5 The Extraordinary General Meeting shall only transact the business for which it has been called.

9.4 **Online and Virtual Meetings**

- 9.4.1 All Meetings, including Annual General Meetings, Extraordinary General Meetings, Council Meetings, may be convened, conducted, or held in person or virtually

10 **FINANCIAL YEAR**

The financial year of the Association shall be from 1 Jan to 31 Dec of each year.

11 **AUDIT**

- 11.1 Two voting members, not members of the Executive Council, shall be elected as Hon Auditors of the Association at the Annual General Meeting.
- 11.2 They shall hold office for one year and shall not be eligible for re-election.
- 11.3 They shall be required to audit the Association's Accounts annually and present a report upon them to the Annual General Meeting.
- 11.4 They may be required by the President to audit the Association's accounts for any period within their tenure of office and to submit reports of such audits to the Executive Council.

12 **TRUSTEES**

- 12.1 If at any such time the Association acquires immovable property, such property shall be vested in three (3) trustees subject to a declaration of trust.

- 12.2 The trustees shall be elected at a general meeting and shall continue until replaced or removed by a general meeting of members. However, any trustee is free to resign his trusteeship at any time.
- 12.3 If a trustee dies or becomes of unsound mind or moves permanently or is absent from Singapore for a period of one year, he shall be deemed to have resigned his trusteeship.
- 12.4 If a trustee is guilty of misconduct of such a kind as to make it undesirable for him to continue as a trustee, he may be removed by a special resolution of a General Meeting.
- 12.5 The address(es) of immovable property, names of trustees and any subsequent changes shall be made known to the Registrar of Societies.

13 PROHIBITIONS

- 13.1 Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and persons of bad character into the premises is forbidden.
- 13.2 The funds of the Association shall not be used to pay the fines of members who have been convicted in court.
- 13.3 The 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.
- 13.4 The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which as 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 services to be supplied by them.
- 13.5 The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association, Executive Council or members.
- 13.6 The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 13.7 The Association shall not raise funds from the public for whatever purpose without the prior approval in writing of the relevant bodies and giving notice to the Registrar of Societies.

14 AMENDMENTS TO/REVIEW OF THE CONSTITUTION

- 14.1 The Constitution shall be reviewed once every five years by the Council and any amendments or additions/deletions to the Constitution shall be made at the Annual General Meeting or at an Extraordinary Meeting called for the purpose.
- 14.2 Any amendment or addition/deletion to the Constitution shall require the support of at least two-thirds of the voting members present at the Annual General Meeting or at the Extraordinary General Meeting called for the purpose.
- 14.3 No amendment or addition/deletion to the Constitution shall come into force without the prior approval in writing of the Registrar of Societies.

15 DISSOLUTION

- 15.1 The Association shall not be dissolved except with the consent of at least three fifths of the voting members of the Association for the time being resident in Singapore expressed in person or by proxy at a General Meeting convened for the purpose.
- 15.2 In the event of the Association being dissolved as provided for above all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining funds donated to the Education Fund or to charitable organisations in Singapore as determined by members at the time of dissolution.
- 15.3 Certificate of dissolution shall be given within seven days of the dissolution to the Registrar of Societies.

16 INTERPRETATION

- 16.1 In the event of any question or matter arising out of any point which is not expressly provided for in the rules, the Executive Council shall have the power to use their own discretion. The decision of the Executive Council shall be final unless it is reversed at a general meeting of members.

