

METHODIST GIRLS' SCHOOL ALUMNAE ASSOCIATION

11, Blackmore Drive Singapore 599986. Tel: 6469-4800 Fax: 6469-8717

12 March 2019

To All Members

NOTICE OF THE MGSAA 58TH ANNUAL GENERAL MEETING

Notice is hereby given that the 58th Annual General Meeting of the MGS Alumnae Association will be held on Saturday, 13 April 2019 at 3.00pm, at the MGS Heritage Centre on Level 1 of Methodist Girls' School, 11 Blackmore Drive, Singapore 599986.

AGENDA

- 1) Address by the President
- 2) To confirm the minutes of the 57th Annual General Meeting held on 14th April 2018
- 3) To adopt the 2018/2019 Annual Report
- 4) To adopt the Statement of Accounts for the year ended 31st December 2018
- 5) To elect Office Bearers and Members of the Management Committee for 2019/2020
- 6) To appoint an Honorary Auditor
- 7) To approve budget and expenses for Financial Year 2018
- 8) To consider and approve amendments to the Constitution as appended in Annexure 1.
- 9) Any Other Business (notice of which shall be given to the Honorary Secretary at least 7 days before the meeting).



Ms Sharmila Nair
Honorary Secretary

Section No.	Rules
1.	<p>Name:</p> <p>The Association shall be called the Methodist Girls' School Alumnae Association.</p>
2(1).	<p>Place of Business:</p> <p>Its place of business shall be at 11 Blackmore Drive Singapore 599986 or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Association shall carry out its activities only in places and premises which have prior written approval from the relevant authorities, where necessary.</p>
2(2).	<p>Definitions:</p> <p>The following words and expressions used in these Rules have the meanings given to them below :</p> <p>"The Alumnae" means the Association mentioned in Section 1 of the Rules. "MGS" or "School" means the Methodist Girls' School in Singapore and includes both the Primary and Secondary sections. "The Rules" means the rules contained in these Rules, with such (if any) modifications as may from time to time be made therein. "Committee" means the Committee as defined in Section 7 of the Rules. "Old Girls" means former pupils of MGS who are 16 years and above and whose membership applications are received with effect from 1 May 2019 and who have been such pupils for a period of not less than:</p> <p>(a) four academic years in the primary school; or</p> <p>(b) two academic years in the secondary school.</p>
3.	<p>Objects:</p> <p>(1) To maintain contact between MGS and her former pupils and staff.</p> <p>(2) To develop a true spirit of loyalty and love for the Alma Mater.</p> <p>(3) To secure the co-operation and active support of the alumnae in carrying out the aims and objects of MGS.</p> <p>(4) To render general assistance to its members.</p>

4.	<p>Membership:</p> <p>There shall be 2 classes of members.</p> <p>(1) Ordinary Members shall be confined to Old Girls as defined in Section 2(2) of the Rules. Only Ordinary Members who have attained the age of 21 years shall be allowed to vote and hold office.</p> <p>(2) Honorary Members shall be confined to past and current principals and members of the teaching staff of MGS who do not qualify for membership under Section 4(1) of the Rules. They shall not have any vote, hold office nor have any say in the management of the Alumnae except as provided for in Section 7(3) of the Rules.</p> <p>(3) All persons who are members of the Alumnae as at the date this revised Section 4 of the Rules takes effect shall, notwithstanding the above sections of the revised Section 4, remain members of the Alumnae and retain their existing category of membership.</p> <p>(4) Notwithstanding the foregoing, the Committee currently elected shall have the discretion to approve applications which do not fall within the foregoing definitions on a case by case basis.</p>
5.	<p>Admission of Members:</p> <p>Intending Ordinary Members shall sign application forms which shall be placed before the Committee for approval.</p> <p>Admission as an Honorary Member shall be by invitation only.</p>
6.	<p>Subscription:</p> <p>A membership fee, to be determined by the Committee from time to time, shall be payable upon application for Ordinary Membership.</p>
7.	<p>Management:</p> <p>(1) The management of the Alumnae shall be vested in a Committee consisting of:-</p> <ul style="list-style-type: none"> (a) The President; (b) The Vice-President; (c) The Honorary Secretary; (d) The Assistant Honorary Secretary; (e) The Honorary Treasurer; (f) The Honorary Publicity Officer; (g) The Honorary Legal Adviser;

	<p>(h) Four Committee Members; and</p> <p>(i) Any ex-officio members who are appointed in accordance with these Rules.</p> <p>The committee members set forth in Section 7(1) (a) through 7(1) (h) shall be elected at the Annual General Meeting. The tenure of office of the members of the Committee shall be one year. All of them shall be eligible for re-election provided that no member shall hold the office of President for more than four consecutive terms or the office of Honorary Treasurer for more than two consecutive terms. To stand for election as President, a nominee must have been a member of the Committee for a period of at least two years prior to the date of the Annual General Meeting at which she is nominated.</p> <p>(2) In the event that the President is not re-elected to office, the outgoing president will then remain on the Committee as a member, ex-officio, for a further term of one year.</p> <p>(3) The Principal and Chairman of the Board of Management of MGS shall serve, ex-officio, as members of the Committee.</p>
8.	<p>Power of the Committee:</p> <p>(1) The Committee shall have the following powers :-</p> <p>(a) To carry out the objects of the Alumnae in accordance with the Rules.</p> <p>(b) To co-opt if and when necessary not more than six members into the Committee for a period expiring on the date of the next General Meeting.</p> <p>(c) To fill by appointment any position vacated by a Committee member during her term of office until the next election of the Committee.</p> <p>(d) To approve all payments from the funds of the Alumnae and ^have powers and authorize operating expenses of a sum not exceeding S\$2,000.00 per month and capital expenditure of a sum not exceeding S\$5,000.00 per annum from the Alumnae's funds for the Alumnae's purposes. Any expenditure in excess of this amount shall require the approval of the members at a General Meeting.</p> <p>(e) To make, repeal or alter any by-laws regulating the proper management of the Alumnae in its various activities.</p> <p>(f) To appoint sub-committees as the Committee may deem necessary or expedient.</p> <p>(g) To decide any matter not specifically provided for in the Rules.</p>

	<p>(2) 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 Meeting.</p>
9.	<p>Duties:</p> <p>(1) The President, or in her absence, the Vice-President, shall preside at all General and Committee Meetings of the Alumnae.</p> <p>(2) Should the President or the Vice-President be absent, the meeting shall elect its own Chairman.</p> <p>(3) In the event of a tie, the Chairman shall have a second or casting vote.</p> <p>(4) The Honorary Secretary with the assistance of the Honorary Assistant Secretary shall:-</p> <p>(a) Keep a record of the proceedings of the Alumnae and of the Committee Meetings. (b) Attend to all correspondence of the Alumnae.</p> <p>(c) Be in charge of all documents and papers of the Alumnae.</p> <p>(d) Issue notices and convene General and Committee Meetings. (e) Keep a membership Register.</p> <p>(5) The Honorary Treasurer shall:-</p> <p>(a) Keep all funds, collect and disburse all moneys on behalf of the Alumnae.</p> <p>(b) Keep an account of all monies received and disbursed.</p> <p>(c) Draw up a Balance Sheet annually which shall be duly audited before being submitted to the Annual General Meeting for approval; and</p> <p>(d) Keep S\$500/- with her for petty cash expenses of the Alumnae and money in excess of this amount shall be deposited in a bank named by the Committee. Cheques for withdrawals from the bank shall be signed by the Honorary Treasurer and any one of the following:-</p> <p>(i) The President;</p>

	<ul style="list-style-type: none"> (ii) The Vice-President; (iii) The Honorary Secretary; or (iv) Any one of the ex-officio members
10.	<p>Meetings:</p> <p>(1) There shall be at least one Committee meeting during each School term. Seven days' notice shall be given of the meeting.</p> <p>Annual General Meetings</p> <p>(2) The Annual General Meeting of the Alumnae shall be held once a year at such time and place as the Committee shall decide to be held but in any case no later than the month of June. The business of the Meeting shall be:-</p> <ul style="list-style-type: none"> (a) To receive the Report and pass the accounts for the year ended December 31st. (b) To elect officers and committee members. (c) To appoint an Honorary Auditor. (d) Any other business which may be brought to the notice of the meeting. <p>Extraordinary General Meeting</p> <p>(3) An Extraordinary General Meeting of the Alumnae shall be convened:-</p> <ul style="list-style-type: none"> (a) When deemed necessary by the Committee. (b) Upon written application of not less than 20 Ordinary Members to the Honorary Secretary stating therein the purpose for which the meeting is to be called. In which case, the Committee shall convene the Extraordinary General Meeting within two months after the date of receipt of such written application, failing which, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten clear days' written notice to all Ordinary Members setting forth the business to be transacted and simultaneously posting the agenda on the Alumnae's notice board or official website. <p>Notice</p> <p>(4) At least fourteen clear days' notice shall be given of an Annual General Meeting and at least ten clear days' notice shall be given of an Extraordinary General Meeting. Notice of the meeting, stating the draft agenda, date, time and place of meeting shall be sent by the Honorary Secretary to all Ordinary Members by post and/or electronic mail. The</p>

	<p>particulars of the agenda shall be posted on the Alumnae's notice board or official website at least four clear days in advance of the meeting.</p> <p>Agenda</p> <p>(5) Any Ordinary Member who wishes to place an item on the agenda of a General Meeting may do so provided she gives notice to the Honorary Secretary at least seven clear days' before the meeting is due to be held.</p> <p>Quorum</p> <p>(6) At least twenty members shall form the quorum at a General Meeting. In the event that there is no quorum, the meeting shall be adjourned to thirty minutes later and should the number then present be insufficient to form a quorum, those present shall be considered as quorum, but they shall have no power to alter, amend or make additions to any of the existing Rules of the Constitution.</p> <p>Voting</p> <p>(7) The following shall apply at every General Meeting:-</p> <ul style="list-style-type: none"> (a) Every member entitled to one vote shall be entitled to one vote (b) Voting shall be by show of hands unless the Chairman otherwise directs or a ballot is requested by not less than five members. (c) Every resolution shall be decided by a simple majority of the members present and entitled to vote, save where by these Rules any other majority is required. Such decision shall be binding on all members.
11.	<p>Amendments:</p> <p>The Alumnae shall not amend its Constitution without prior approval in writing of the Registrar of Societies. No amendments to the Rules shall be made except by a majority of two-thirds of the members present and voting at a General Meeting. At least seven clear days' notice shall be given of such proposed alteration, amendment or addition.</p>
12.	<p>Prohibitions:</p> <p>(1) 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 on the Alumnae's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.</p>

	<p>(2) The funds of the Alumnae shall not be used to pay the fines of members who have been convicted in Court nor shall they be used for donations, presents or any other purposes in connection with any political parties or trade unions or for any purposes which are not for the furtherance of the objects of the Alumnae.</p> <p>(3) The Alumnae shall not engage in any Trade Union activity as defined any written law relating to trade unions for the time being in force in Singapore.</p> <p>(4) The Alumnae shall not hold any lottery, whether confined to its members or not, in the name of the association or its office-bearers, Committee or members except with the prior approval of the relevant authorities.</p> <p>(5) The Alumnae shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.</p> <p>(6) The Alumnae shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.</p>
13.	<p>Audit and Financial Year:</p> <p>(1) A firm of Certified Public Accountants shall be appointed at each Annual General Meeting to be Auditors of the Alumnae who will serve for one year only and shall be eligible for re-appointment.</p> <p>(2) The said firm of Public Accountants:</p> <p>(a) Will be required to audit the accounts of the Alumnae for each financial year and present a report upon them to the Annual General Meeting.</p> <p>(b) May be required by the President to audit the accounts for any period within their tenure of office at any time and make a report to the Committee.</p> <p>(3) The financial year shall be from 1st January to 31st December.</p>

14.	<p>Dissolution:</p> <p>(1) The Alumnae shall not be dissolved, except with the consent of not less than three-fifths of the Ordinary Members of the Alumnae, either in person or by proxy at an Extraordinary General Meeting convened for this purpose.</p> <p>(2) In the event of the Alumnae being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Alumnae shall be fully discharged, and the remaining funds will be donated to MGS or given to any charitable cause as decided by the members at such Extraordinary General Meeting as referred to in Section 14(1) of the Rules.</p> <p>(3) A Certificate of Dissolution to the Registrar of Societies shall be given within seven days of the dissolution.</p>
15.	<p>Statements:</p> <p>Public statements including without limitation circulars, letters, press interviews and releases, pamphlets, information on the Alumnae's official website, must first have the approval of the Committee before their release or publication.</p>
16.	<p>Property:</p> <p>No member shall take away or permit to be taken away from the Alumnae's premise, any property of the Alumnae, except with the written permission of the Honorary Secretary, under any pretence whatsoever, or shall damage or destroy.</p>
17.	<p>Interpretation:</p> <p>In the event of any question or matter pertaining to day-to-day administration 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.</p>
18.	<p>Disputes:</p> <p>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 member fail to resolve the matter, they may bring the matter to arbitration or a court of law for settlement.</p>

METHODIST GIRLS' SCHOOL ALUMNAE ASSOCIATION
58TH ANNUAL GENERAL MEETING
Nomination Form

To: The Honorary Secretary

Date: _____

I wish to nominate the following MGSAA Alumnae member for the position on the Management Committee as indicated:

Name of Nominee

Position to be Held

I have obtained her/their consent.

Nominated By (Name in BLOCK LETTERS)

Signature

Note:

Nominations for the posts must be received three working days before the AGM (ie by 5pm of Tuesday, 9 April 2019)

Please note that the Annual Report and Statement of Accounts are not enclosed with this Notice of AGM.

For a personal copy, members can choose to

1. Collect a copy from the MGS General Office between 9am to 5pm, Mondays to Fridays
2. Request for a copy to be sent to them by post or email by contacting Ms Joanna Kong, at 64694800 or mgsalumnae@gmail.com
3. View the documents on the MGS Alumnae webpage at www.mgs.moe.edu.sg.