

# **CHAPTER 2**

## **GENERAL POLICY**

**2.1 Purpose**

**2.2 Mission Statement**

**2.3 Financial**

**2.4 Structure**

**2.5 Disciplinary**

**2.6 Contracts**

**Appendices**

**2.1 PURPOSE** (as per our Constitution) the purpose of AWA shall be to unite its members for promoting fellowship, furthering cultural interests, and participating in the community activities of Singapore.

**2.2 MISSION STATEMENT** (adopted Nov 2014) the American Women's Association is a sisterhood of women from around the world, who come together to enhance their Singapore experience through fulfilling volunteer run events and activities.

### **2.3 FINANCIAL**

1. AWA has rolling membership, valid for 12 months from the date of registration, and payable by PayPal, credit card, cash or check.
2. Discounted military memberships, partial year memberships and absentee memberships can also be offered each year, subject to board approval.
3. As AWA is a voluntary organization, its members do not receive monetary rewards or payments for time and service devoted to the organization except in the case of those persons hired in a professional capacity.
4. The AWA will not pay for or absorb any personal costs associated with volunteering. Any questions regarding the interpretation of this policy item must be resolved by a board vote prior to the expense being incurred.
5. All requests for reimbursement and for payment of invoices should be made via the AWA website admin panel in a timely manner, and must be accompanied by a receipt/invoice.
6. AWA is under no legal constraint in regard to the amount or direction of charitable donations and/or amounts of monies spent within the organization.
7. 51% of AWA income must be generated by regular (ordinary) members to comply with Singapore income tax regulations for non-profit societies.
8. The Inland Revenue Authority of Singapore requires all AWA funds to come through AWA books. Therefore, all persons assigned to collect fees for AWA committees or subcommittees and events shall comply with the financial procedures that are established by the treasurer and approved by the board for the collecting and receiving of funds.
9. No AWA member may charge anything to the American Club account without the prior knowledge of the president or the office/general manager.
10. At the end of the fiscal year (June 30<sup>th</sup>) all remaining money from activities or events goes into the AWA general funds and is either donated to charity, used to cover shortfalls or to top up AWA reserves. Income does not carry over from one year to the next.
11. The AWA online membership directory is for the exclusive use of AWA members and shall not be used for business purposes. Reminders of this policy appear in the AWA Magazine and online.
12. AWA members should not use the AWA to publicize their own business, or any non-AWA activities, other than through the appropriately agreed channels – e.g. AWA Magazine Advertising.

## **2.4 AWA STRUCTURE**

Volunteer positions within the AWA are defined as follows:

1. (Executive) Board members – see chapter 3 for duties – open only to US/Canadian citizens or spouses of same, voted annually by the AWA membership.
2. Standing Committee - see chapter 3 for duties – open to any AWA member, appointed annually by the AWA (executive) board.
3. Ex-Officio & Co-opted Officers – see chapter 5 for duties - open to any AWA members, appointed by the AWA (executive) board annually with no term limits.

Volunteers 1, 2 and 3 attend the AWA Leadership team meeting on a monthly basis.

4. Event & Activity chairs – see chapter 4 for duties – open to any AWA members, appointed by the AWA (executive) board at the required intervals with no term limits.

## **2.5 DISCIPLINARY**

1. Behavior by a member deemed to be harmful to the reputation of the AWA should be referred to the AWA board for resolution. The board decision in these situations is final.
2. The AWA board reserves the right to refuse or revoke membership, event participation or position within the organization to any person or persons if deemed necessary.

## **2.6 CONTRACTS & LEGAL PAPERWORK**

1. Failure to follow this policy may result in an expense not being reimbursed by the AWA (therefore being absorbed by the member), or the member being required to personally remunerate an organization.
2. No AWA member should agree to a contract without board permission. “A Contract” is defined as “any document or oral understanding containing the terms of an agreement made by an authorized representative of the AWA regarding goods and/or services purchased or received in kind by the AWA, or the donation, exchange, or sale of goods and/or services by the AWA to any party.” For example, reserving space for an AWA event or any other financial commitment prior to the event.
3. Only (executive) board members have the authority to enter into a contract as standard. Other AWA members, e.g. standing committee chairs, can enter into contracts with the permission of the board.
4. Any contract valued at over SGD1000 must also have the signature of an (executive) board member.
5. As an exception to this: Advertising contracts for the AWA Magazine, web site, and membership directory, paid or otherwise, will have guidelines found in their respective AWA policies. Any contracts that follow the guidelines need not be submitted for prior approval to the (executive) board.

6. Anything published or printed and periodically distributed requires a permit from the Licensing Section of the Singapore Ministry of Information & the Arts. This permit is required, for internal or external use, whether the printed item is hand delivered or mailed. The only exception for this is a one-time printing which requires no permit. (AWA examples requiring a permit: AWA Magazine, membership directory, cookbook, etc)
7. Unless otherwise agreed, any original works of authorship, fixed in any tangible medium of expression, prepared for the American Women's Association of Singapore by an author shall become the property of AWA.

Before any such works are prepared for AWA, the author and AWA shall enter into a written agreement wherein the author shall agree to assign the copyright of the original work to AWA for a specified period.

Any deviation from this written agreement is a change in policy and requires the approval of the AWA board. Original works of authorship include the following: literary works, inclusive of any and all computer software (this includes audio and visual aspects); musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; sound recordings; architectural works; and any compilations and derivative works of the original works.

The form of agreement to be completed for each original work is attached hereto as **Appendix C**.