

# **The Constitution of World Association of Lesson Studies (WALS)**

## **1. NAME**

- 1.1 The name of the Association shall be the “World Association of Lesson Studies” and hereafter referred to as the “WALS”.

WALS is a global organization and includes three WALS zones: 1. The Americas, Canada, and Caribbean; 2. Africa, Middle East, and Europe; and 3. Central, South and East Asia, and Oceania. Each zone consists of members, institutions, and national associations.

## **2. PLACE OF BUSINESS**

- 2.1 Its place of Business shall be *The World Association of Lesson Studies, Policy, Curriculum and Leadership Academic Group* at the National Institute of Education in Singapore. WALS shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

The correspondence address is The World Association of Lesson Studies, Policy, Curriculum and Leadership Academic Group, National Institute of Education, 1 Nanyang Walk, Singapore 637616.

## **3. OBJECTIVES**

- 3.1 *WALS objectives are*

- a. to promote and advance their research and practices focused on *Lesson Study* and its various forms to improve the quality of teaching and learning.
- b. to encourage research collaboration, and mutual assistance and information exchange among its members.
- c. to maintain close links with universities and schools in the furtherance of the above objectives.

- 3.2 WALS does not aim to achieve an economic profit.

## **4. MEMBERSHIP**

- 4.1 Membership of the WALS shall be open to researchers, practitioners, institutions, and national associations, who actively contributing to the development of Lesson Study in its various forms in accordance with the WALS’s objectives.

*Application of membership*

- 4.2 A person wishing to join WALS as a member shall submit an application to the Honorary General Secretary on a prescribed form.
- 4.3 The Honorary General Secretary shall submit all applications to the Executive Committee for consideration. The Executive Committee shall have the power to accept or reject the application of any person without giving reasons.

*Rights and obligations of members*

- 4.4 Members have the right to vote (in person or digitally) at the Annual General Meeting.
- 4.5 Members may nominate in writing candidates for membership of WALS Council.
- 4.6 Members shall be kept informed (<https://walsnet.org>) of all activities of WALS in which they may participate.
- 4.7 Membership of WALS is voluntary, but the member is bound to respect the Constitution, the decisions taken by the Annual General Meetings, the Council and the Executive Committee in accordance with this Constitution.

*Annual fee*

- 4.8 The annual fee of members, institutions and national associations shall be decided at the Annual General Meeting on recommendation of the Council.
- 4.9 The annual membership fee can be paid as part of the annual WALS conference fee or directly to WALS at <https://walsnet.org>.
- 4.10 Any additional funds required for special purposes may only be raised from members with the consent of the Annual General Meeting of members.

*Membership expires*

- 4.11 Membership will end:
- (a) on the decease of the member.
  - (b) after withdrawal of the member has been notified in writing.
  - (c) through failure to pay the annual membership fee.
- 4.12 The income and property of WALS will be entirely devoted to the achievement of the objectives of WALS as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of WALS or to any of them or to any person claiming through any of them.

*WALS digital resources*

4.13 Members will have unrestricted access to WALS digital resources (<https://walsnet.org>) and other information.

4.14 Registered website users, who are not members of WALS will have restricted access to digital resources and other information available on WALS website (<https://walsnet.org>).

**5. SUPREME AUTHORITY AND ANNUAL GENERAL MEETINGS**

5.1 The supreme authority of WALS is vested in the Annual General Meeting of members.

5.2 An Annual General Meeting shall be held before the end of December of each year.

5.3 An Extra ordinary Annual General Meeting maybe called at any time by the Council. At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or not less than 25% of the Council members. A notice in writing shall be given to the Honorary General Secretary setting forth the business that is to be transacted. The Extraordinary Annual General Meeting shall be convened within two (2) months and displayed on WALS website (<https://walsnet.org>) three (3) weeks in advance of the meeting.

5.4 Three (3) months' notice shall be given of an Annual General Meeting and of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Honorary General Secretary to members. The particulars of the agenda shall be posted to members and displayed on WALS website (<https://walsnet.org>) three (3) weeks in advance of the meeting.

5.5 The following items will be included in the agenda of the Annual General Meeting when applicable:

1. President's opening address to the Annual General Meeting.
2. Annual Report of WALS activities on recommendation of the Council.
3. Annual Report of Accounts/Financial Statements on recommendation of the Council.
4. Annual Report on the IJLLS performance and the Publication Committee's recommendation to the Council.
5. Amendments the Constitution on recommendation of the Council.
6. Ratification of Council's election of the President, the President Elect and the Vice President for a term of two (2) coming years on recommendation of the Council.
7. Ratification of Council's election of Office-bearers: the President, the President Elect, the Vice President, the Immediate Past President, the Honorary General Secretary, and the Honorary General Treasurer for a term of two (2) coming years on recommendation of the Council.
8. Ratification of Council's election of two (2) WALS members as Auditors for a term of two (2) coming years on recommendation of the Council.
9. Ratification of Council's election of seven (7) committee members to the Executive Committee for a term of two (2) coming years on recommendation of the President.

10. Ratification of Council's election of members to the Council for a term of three (3) coming years on recommendation of the Council.
  11. The membership fee for the coming year for individual members, institutions, and national associations on recommendation of the Council.
  12. Awards and distinctions on recommendation of the Council.
  13. Proposed motions from members.
  14. Any other businesses.
  15. President's closing of the Annual General Meeting.
- 5.6 Any member who wishes to place a written motion (issue) on the agenda of an Annual General Meeting may do so provided he/she gives notice to the Honorary General Secretary one (1) month before the Annual General Meeting is due to be held.

## **6. COUNCIL**

- 6.1 The authority of WALS is vested in the Council, a body representative of WALS members, institutions, and national associations, which exercises its governance. Council's elections shall be ratified at the Annual General Meeting. Those absent from the Council meeting may vote by using digital resources.

### *Council role and responsibilities*

- 6.2 Council has the responsibility to

- (a) achieve the purposes and objectives of WALS laid down in this Constitution.
- (b) ensure the execution of ratified decisions taken by any Annual General Meeting.
- (c) ensure the execution of elections of members to various positions and commissions in WALS Association.
- (d) decide on matters under dispute.

### *Nomination of members*

- 6.3 Nomination shall be sent to the Honorary General Secretary two (2) months before the annual Council meeting.
- 6.4 The Executive Committee and the Honorary General Secretary are responsible for the arrangements of the nomination of members to the Council.
- 6.5 Nominated members shall be of good standing such as researchers and practitioners who actively contribute to the scientific development of Lesson Study and are instrumental in promoting its scalability and sustainability in its various forms.

*Council members' role and responsibilities*

- 6.6 Council members are expected to attend and participate (in person or digitally) in the WALS Conferences and in the Annual General Meetings and to vote (in person or digitally) on matters, which come before the Council and the Annual General Meeting.
- 6.7 Council members are expected to respond to proposals for voting (in person or digitally) between the WALS Conferences.
- 6.8 Elected Council members, who have served WALS during a three (3) year term, if nominated, may be eligible for re-election for a further three (3) year term.

*Council elections*

- 6.9 The Council has the responsibility to accomplish the election processes in WALS. Council elects:
- (a) The President, the President Elect and the Vice President for a term of two (2) coming years.
  - (b) Office-bearers: the President, the President Elect and the Vice President, the Immediate Past President, the Honorary General Secretary, and the Honorary General Treasurer for a term of two (2) coming years.
  - (c) Two (2) WALS members as Auditors for a term of two (2) coming years. They cannot be re-elected for a consecutive term or vote on Annual Accounts/Financial Statements or Budgets.
  - (d) On recommendation of the President, seven (7) members to the Executive Committee for a term of two (2) coming years.
  - (e) Council members shall be elected for a term of three (3) coming years.

*Causal vacancies*

- 6.10 In the case of vacancy amongst the Council members, Office-bearers and Executive Committee, a successor shall be appointed by the President for the remainder of the original term after consulting the Executive Committee.

**7. EXECUTIVE COMMITTEE**

- 7.1 The administration of WALS shall be entrusted to an Executive Committee elected by the Council, consisting of thirteen (13) members for a term of two (2) years. The President shall act as the chair for the Executive Committee and the President Elect and the Vice President shall act as substitutes in the absence of the President.

*The members of the Executive Committee*

The President

The President Elect

The Vice-President

The Immediate Past President

The Honorary General Secretary

The Honorary Treasurer

The Seven Committee Members

- 7.2 The President may call the Executive Committee Meeting at any time by giving two (2) weeks' notice. Members must attend (in person or digitally) for its proceedings to be valid as quorum with decision taken.
- 7.3 The duty of the Executive Committee is to organise and supervise the daily activities of WALS. When needed, the President, the President Elect, the Vice-President, the Immediate Past President, the Honorary General Secretary, and the Honorary Treasurer may form a quorum; decisions shall be taken by simple majority of the votes cast. The Executive Committee may not act contrary to the expressed wishes of the Annual General Meeting without prior reference to it and shall always remain subordinate and accountable to the Council, and the Annual General Meetings.
- 7.4 Members of the Executive Committee are expected to attend and participate (in person or digitally) in the Executive Committee's meetings, and to respond (in person or digitally), and to vote on matters which come before the Executive Committee.
- 7.5 Any member of the Executive Committee absenting themselves from three (3) meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Executive Committee, and a successor shall be appointed by the President for the remainder of the original term after consulting the Executive Committee. Any changes in the Executive Committee shall be notified to the Registry of Societies in Singapore within two (2) weeks of the change.

**8. DUTIES OF OFFICE-BEARERS***Election process of Office-bearers*

- 8.1 The Council's election of Office-bearers is organised by the Executive Committee. The Annual General Meeting ratifies the Council's election of Office-bearers.
- 8.2 The Office-bearers are the President, the President Elect, the Vice President, the Immediate Past President, the Honorary General Secretary, and the Honorary Treasurer elected for a term of two (2) coming years.
- 8.3 The Annual General Meeting ratifies the Council's election of two (2) WALS members as Auditors for a term of two (2) coming years.

*President*

- 8.4 The President is elected for a two (2) year term, chairs the Annual General Meetings, all Council meetings and all Executive Committee meetings. He/she shall also represent WALS in its dealing with outside persons and third parties, State Administration, and the Courts.

*President Elect*

- 8.5 The President Elect is elected for a two (2) year term. In the absence of the President, he/she chairs the Annual General Meetings, the Council meetings and the Executive Committee meetings and represents WALS in responding to third parties, State Administration, and the Courts.

*Vice President*

- 8.6 The Vice-President is elected for a two (2) year term. In the absence of the President and the President Elect, he/she chairs the Annual General Meetings, the Council meetings and the Executive Committee meetings and represents WALS in responding to third parties, State Administration, and the Courts.

*Immediate Past President*

- 8.7 When the former President Elect assumes the office of the President, the outgoing President becomes the Immediate Past President. He/she is elected for a two (2) year term. In the absence of all or any of the members of the Presidency, the Immediate Past President may act as a substitute. By request from the President, the Immediate Past President can (a) provide continuity by acting as a sounding board for WALS relating to urgent issues and under unexpected circumstances and (b) facilitate governance by chairing meetings when needed.

*Outgoing President*

- 8.8 If the outgoing President notifies the Honorary General Secretary two (2) months before the end of the presidential term, that he/she does not wish to take up the post of Immediate Past President, then the Council will nominate a Council member for election to this two-year term post.

*Honorary General Secretary*

- 8.9 The Honorary General Secretary is elected for a two (2) year term, shall assist with the President, the President Elect, the Vice President, the Council, the Executive Committee and assist with the association of the Annual General Meeting.
- 8.10 The Honorary General Secretary shall keep all records, except financial accounts of WALS and shall be responsible for their correctness. He/she will keep minutes of the Annual General Meetings, Council meetings and Executive Committee meetings. He/she shall maintain an up-to-date *Register of Members* and *Register of Council Members* at all times. Three (3) months before the Annual General Meeting, and the annual Council meeting, he/she shall to all members distribute information and a form for the nomination of Council members. He/she shall ensure that all motions (issues) proposed by members are included in the agenda of the Annual General Meeting.

*Honorary Treasurer*

- 8.11 The Honorary Treasurer, elected for a two (2) year term, shall keep all funds and collect and disburse all money on behalf of WALS and shall keep an account of all financial transactions and shall be responsible for their accuracy. He/she is authorised to spend up to S\$ 500 per month to cover expenses on behalf of WALS. He/she will not keep more than S\$ 500 in the form of cash. Assets, more than this sum, will be deposited in a bank to be named by the Executive Committee.
- 8.12 Assets and financial documents of value for withdrawals from the bank, will be signed by the Honorary Treasurer and either the President, the President Elect, the Vice President, the Honorary General Secretary, or a Council Member resident in the country where the bank account is located.
- 8.13 All Office-bearers, except the Honorary Treasurer, may be re-elected to the same or a related post for a consecutive two (2) year term.

**9. HONORARY AUDITORS, AUDIT AND FINANCIAL YEAR**

- 9.1 Two (2) WALS members elected as auditors for a two (2) year term, shall act as Honorary Auditors. They cannot be re-elected for a consecutive term or vote on Annual Accounts/Financial Statements or Budgets.
- 9.2 The President requires the Honorary Auditors to audit:
- (a) WALS's accounts for any term within their tenure of office at any date and make an Audit Memorandum to the President and to the Executive Committee.
  - (b) Annual Accounts/Financial Statements of WALS are to be presented at the Council meeting and at the Annual General Meeting.
- 9.3 The financial year shall be from July 1 one year and ends on June 30 of the next year.

**10. AWARDS AND DISTINCTIONS**

- 10.1 Honorary membership of WALS may be conferred on such persons at the Annual General Meeting as proposed by the Executive Committee and on recommendation of the Council. Members of WALS can, if nominated, become honorary members as of rights.

**11. VISITORS AND GUESTS**

- 11.1 Visitors and guests may be admitted into the premises of WALS, but they shall not be admitted into WALS rules and regulations. All visitors and guests shall abide by WALS's rules and regulations.



## **12. PROHIBITIONS**

- 12.1 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 WALS's premises.
- 12.2 The funds of WALS shall not be used to pay the fines of members who have been convicted in a court of law.
- 12.3 WALS 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.
- 12.4 WALS shall not indulge in any political activity or allow its funds to be used for political purposes.
- 12.5 WALS shall not hold any lottery, whether confined to its members or not, in the name of WALS or its Office-bearers, Executive Committee or members unless with the prior approval of the relevant authorities.
- 12.6 WALS 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, where necessary.

## **13. AMENDMENTS TO THE CONSTITUTION**

- 13.1 No amendments or addition/deletion to WALS Constitution shall be made except at the Annual General Meetings on recommendation of the Council. Changes of the Constitution shall not come into force without the prior sanction of the Registry of Societies in Singapore.

## **14. INTERPRETATION**

- 14.1 In the event of any question or matter pertaining to day-to-day administration, which is not expressly provided for in this Constitution, the Executive Committee shall have power to use its own discretion. The decision of the Executive Committee shall be final unless it is reversed at an Annual General Meeting of members.

## **15. DISPUTES**

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

## **16. DISSOLUTION**

- 16.1 WALS, resident in Singapore for the time being, shall not be dissolved without the consent of not less than three-fifths ( $\frac{3}{5}$ ) of the total voting membership of WALS for the time being, either in person or digitally, at an Annual General Meeting convened for the purpose.
- 16.2 In the event of WALS being dissolved as provided above, all liabilities legally incurred on behalf of WALS shall be fully discharged, and the remaining funds will be disposed of in such manner as the Annual General Meeting may decide or donated to an approved charity or charities in Singapore.
- 16.3 A Certificate of Dissolution shall be given within one (1) week of the dissolution to the Registry of Societies in Singapore.

**- END -**