CONSTITUTION

OF

THE SINGAPORE ASSOCIATION OF SOCIAL WORKERS

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1. TITLE

The name of the Association shall be "The Singapore Association of Social Workers", hereinafter called "The Association".

2. PLACE OF BUSINESS

The place of business of the Association shall be at the Family Resource and Training Centre, Block 324, #01-209 Clementi Avenue 5, Singapore 120324, or any other address as may from time to time be decided by the Executive Committee, subject to the approval of the Registrar of Societies. Any change of address shall be communicated to the membership present at a General Meeting or at the soonest date possible after a change is made.

3. OBJECTS

3.1 To advance social work as a profession and foster a high standard of social work in the country by:

(a) Promoting and participating in the education and training of social workers.

(b) Providing for lectures, seminars and such other courses as would contribute to the professional development of the membership.

(c) Engaging in the exchange of professional and technical knowledge and opinions through the conduct, sponsorship, or encouragement of research and publications, and through the distribution of materials, including books, papers, or reports.

(d) Maintaining a Social Work Code of Professional Ethics for the guidance of Members and to compel the observance of strict rules of professional conduct as a condition of membership.

(e) Supporting effort aimed at raising public awareness and recognition of social work as a profession.

(f) Setting up a regulatory body for the social work profession.

(g) Maintaining, with such particulars as the Executive Committee shall decide, a Register of Social Workers and / or Registered Social Workers.

3.2 To participate in activities which promote social work and social welfare on a national or an international level by:

(a) Fostering the study of social problems and social services in Singapore and elsewhere.

(b) Participating in national and international meetings, such as conferences, seminars and workshops.

(c) Facilitating the organisation of in-service training courses and other activities for the development of professional and para-professional workers and volunteers in welfare and related services.

(d) Representing to the relevant authorities, when necessary, the views of the social work profession on social conditions, social policy, and social legislation.

(e) Providing consultancy services to advance the welfare of individuals, families, groups and the community.

3.3 To participate in and provide community and social services to the public by:

(a) Establishing and managing training, resource and related professional services to assist organisations, and individuals who are providing, or intend to provide, welfare and other forms of social services.

(b) Operating a family resource and training centre and such other facilities, if necessary, for the purpose of helping organisations, professionals, groups and individuals to provide more efficient and effective welfare and allied services.

3.4 To promote the well-being of social workers by:

(a) Organising social activities for the benefit of Members.

(b) Enhancing through appropriate means, the personal development of Members.

(c) Upholding professionally acceptable standards in the recruitment and service conditions of social workers.

4. MEMBERSHIP

4.1 The Association shall consist of Ordinary Members, Provisional Members, Associate Members, Student Members, Honorary Members, Life Members and Fellows (collectively known as "Members"):

(a) Ordinary Membership is granted by application to persons who hold professional qualifications in social work recognised by the Association, and who have attained a period of social work practice experience acceptable to the Membership and Registration Standing Committee.

(b) Provisional Membership may be granted for up to one year by application to persons who wish to apply for Ordinary Membership and who do not at the point of application qualify for Ordinary Membership, but:-

(i) hold professional qualifications or has passed examinations in social work recognised by the Association; and

(ii) are engaged in the practice of social work to the satisfaction of the Membership and Registration Standing Committee.

An application for Provisional Membership shall be sponsored by two Ordinary Members of the Association. The Membership and Registration Standing Committee may also elect such eligible candidates to be Provisional Members as it deems fit. Applications for extension of Provisional Membership shall be considered on a case-by-case basis.

(c) Associate membership may be granted by application to persons who:

(i) Do not qualify for Ordinary Membership, but who hold qualifications at the tertiary level and whose employment places them in close association with social workers

(ii) An application for Associate Membership shall be sponsored by two Ordinary Members of the Association. The Membership and Registration Standing Committee may also elect such eligible candidates to be Associate Members as it thinks fit.

Associate memberships will cease with the mandatory registration of social workers.

(d) Student Membership may be granted by application to persons who are either:

(i) Singapore Citizens or Permanent Residents undergoing a course of professional training in social work locally or overseas that is recognised by the Association or

(ii) undergoing a social work course of study locally that is recognised by the Association.

(e) Honorary Membership may be conferred by the Association on any person who has rendered outstanding service to the profession and who does not possess any professional social work qualification recognised by the Association.

(i) A petition to confer Honorary Membership shall be signed by no fewer than 20 Fellows, Life Members or Ordinary Members, and shall be lodged with the Honorary Secretary of the Association at least thirty days before the date of a General Meeting in that year, for consideration at that meeting.

(ii) Such proposal for the conferment of Honorary Membership shall meet with the approval, by secret ballot, of not less than two-thirds of the Association's total Fellows, Life Members or Ordinary Members present at General Meetings

(f) A person who was a Life Member as of 28 June 2003 continues to be a Life Member of the Association until the death of such Life Member. No person shall be eligible to apply for Life Membership on or after 28 June 2003.

(g) Fellowship may be conferred by the Association on any person who is a Life or Ordinary Member of the Association, or qualifies to be so, and who has rendered outstanding service to the profession.

(i) The procedure to confer the title of "Fellow" on an eligible person shall follow that for "Honorary Membership".

(ii) Upon ratification of this amendment, all Honorary Members who are eligible for Ordinary Membership of the Association shall henceforth be deemed to have been conferred as Fellows of the Association.

4.2 Any application for membership to the Association, with the exception of Honorary Membership and Fellowship, shall be at the discretion of the Membership and Registration Standing Committee, with the approval of the Executive Committee.

4.3 Members of the Association holding any category of membership shall at all times observe the Social Work Code of Professional Ethics and conduct themselves in a manner consistent with the status of a professional and in keeping with the good name of the Association.

Members failing to do so shall be subjected to disciplinary action as specified by the Rules and Regulations of the Association's Disciplinary Board.

5. MEMBERSHIP RIGHTS & TERMINATION

5.1 Fellows, Life and Ordinary Members are entitled to vote and be eligible to hold office.

5.2 Honorary Members, Associate Members, Provisional Members and Student Members are entitled to all the benefits of the Association, but are not entitled to vote at the General Meeting or be eligible to stand for election to the Executive Committee nor Chairpersonship of Standing and Special Committees.

5.3 Honorary Members, Associate Members, Provisional Members and Student Members can be co-opted or appointed into Standing Committees, Special Committees or Sub-Committees, in which case they shall be entitled to vote at such Committee meetings.

5.4 Any Member who shall, in the opinion of the Professional Ethics Standing Committee, have acted in breach of his professional conduct, this Constitution or the Social Work Code of Ethics, or who shall have been admitted as a Member as a result of false representation, or who shall have been guilty of such conduct as shall have rendered him unfit to continue to be a Member of the Association or who shall show that his professional practice is likely to be affected by health matters shall be liable to have his membership suspended or terminated in accordance with the procedures laid down by the Disciplinary Board. The Executive Committee's decision, based on the recommendation made by the Disciplinary Board, shall be binding on the Member.

5.5 Life, Ordinary, Associate, Provisional and Student Members may terminate their membership in the Association by informing the Association's Honorary Secretary in writing. There shall be no refund of the subscription dues when membership is terminated.

5.6 The Honorary Secretary shall duly inform all such persons about the termination of their membership in the Association by registered mail to their addresses as kept in the Association's Register of Members.

5.7 Former members who subsequently apply for the reinstatement of their membership, and whose applications are approved by the Executive Committee of the Association, shall be required to again pay the Association's Entrance Fee in force at the time of the applications, in addition to paying the new subscription dues.

6. ENTRANCE FEE AND SUBSCRIPTION

6.1 The following rates of entrance fee and subscription shall be payable by members:

(a) Entrance Fee

(i) An entrance fee shall be payable by applicants for Ordinary or Associate Membership into the Association.

(ii) The amount for the entrance fee shall be such sum as the Executive Committee may from time to time determine to ensure that the Association has sufficient funds to conduct its ordinary business.

(iii) The entrance fee shall be waived for persons with Provisional or Student Membership who have graduated and / or are now eligible to apply for Ordinary Membership to the Association at any time before the start of the Association's subsequent Financial Year.

(b) Subscriptions

(i) The fee structure shall be subjected to review by the Executive Committee. Amendments, if any, shall be approved by office bearers.

(c) Fellows and Honorary Members are exempted from paying entrance fee and annual membership subscriptions of the Association.

6.2 Due Dates

(a) Subscriptions shall be payable to the Honorary Treasurer of the Association as they fall due.

(b) New Membership applications can be processed at any time of the year while membership renewals shall take place in April annually. New members who register between the months of October to March will be offered a discounted rate off the annual subscription fees. Such memberships will be renewed at the full rate from April as they fall due. The validity period of Membership, including whether it should be extended beyond an annual basis, shall be subjected to review by the Executive Committee. Amendments, if any shall be approved by Office Bearers.

(c) Members shall not be entitled to any refund of the Entrance Fee or unexpired portion of Subscription paid for the current Financial Year upon transferring Membership status from one category to the other.

6.3 Financial Year

The Financial Year of the Association shall be from 1st April to 31st March of the following year.

6.4 Renewals

Renewal notices will be sent via email or postal mail to members' official current addresses on record at least 1 month prior to expiry of membership. Members who fail to renew their membership within 1 month of expiry of their membership will cease to be Members.

7. EXECUTIVE COMMITTEE

7.1 Composition

The Executive Committee shall comprise:

(a) Officers of the Association - President; Vice-President; Honorary Secretary; Honorary Assistant Secretary; and Honorary Treasurer.

(b) Seven Ordinary Committee Members, each also to be the Chairperson of one of the Association's Standing Committees.

(c) Up to four co-opted members of the Association whom the Executive Committee considers to have a special contribution to make to the work of the Association.

(d) The immediate past President as an ex-officio member.

7.2 Duties of Office Bearers

(a) The President shall act as Chairman at all General and Executive Committee Meetings.

(b) The Vice-President shall deputize for the President in the latter's absence.

(c) Honorary Secretary

The Honorary Secretary shall keep all records of the Association, except for financial records, and shall be responsible for their correctness. The Honorary Secretary shall keep Minutes of all general and Executive Committee Meetings.

(d) Honorary Assistant Secretary

The Honorary Assistant Secretary shall be responsible for the co-ordination of Standing Committees of the Association and shall generally assist the Honorary Secretary on all matters as may be decided by the Executive Committee.

(e) Honorary Treasurer

The Honorary Treasurer shall be responsible for such finances as are received by the Association and shall submit to the Association an Annual Financial Report:

(i) Official receipts shall be issued by the Honorary Treasurer for all sums of money received on behalf of the Association.

(ii) All monies received by the Honorary Treasurer shall be deposited in the name of the Association in banks approved by the Executive Committee.

(iii) All cheques issued by the Association must be signed by the Honorary Treasurer and the President, or, in the President's absence, the Vice-President.

(iv) The Honorary Treasurer may retain, at any one time, an amount not exceeding S$2,000 as petty cash for the routine office administration of the Association.

(v) The Honorary Treasurer, with the assistance of the Association's Finance Standing Committee, shall keep separate accounts for the routine office administration of the Association, the Publications Standing Committee, the Training Fund, and such other Committees, projects, and activities of the Association, as determined by the Executive Committee or at the Annual General Meeting.

7.3 Duties and Powers of the Executive Committee

(a) The Committee shall meet not less than once every two months, and at least one half of the Executive Committee shall constitute a quorum. All questions submitted to the Executive Committee meeting shall be decided by a simple majority of votes. In the event of an equality of votes the Chairman shall have a casting vote.

(b) The Executive Committee shall be responsible for the overall administration and control of the Association in:

(i) Conducting the business of the Association, and employ and manage paid staff or institute contract-service-arrangements to carry out the daily activities of the Association and administer personnel policy and procedures governing their employment.

(ii) Appointing sub-committees, which shall have powers of co-option, subject to the approval of the Executive Committee.

(iii) Managing the financial affairs of the Association, including the preparation with the assistance of the Association's Finance Standing Committee, of a proposed annual budget for the next financial year for approval at the Association's Annual General Meeting, after seeking the views of the various Committees of the Association.

(iv) Framing By-Laws for the running of the Association and its Committees, with new By-Laws or their revisions to be approved at its General Meeting, by at least two-thirds of those eligible to vote in a General Meeting, for the By-Laws to be valid.

(v) Furnishing an Annual Report which shall include a Financial Statement of the Association.

(c) (i) Within three months of assuming office, the Executive Committee shall formulate a plan of action for its tenure of office and inform members of the Association of such a plan.

(ii) The plan, together with its rationale and long-term implications, shall be communicated to the next Executive Committee of the Association.

(d) The Executive Committee shall be empowered to appoint the Association's Fellows, Life and Ordinary Members to fill vacancies occurring in the Executive Committee between one Annual General Meeting and the next.

(e) Any member of the Executive Committee who is absent from three consecutive Executive Committee meetings without a satisfactory explanation shall be deemed to have resigned from the Executive Committee. The Honorary Secretary shall then duly inform the member concerned about the resignation by registered mail to the member's address as kept in the Association's Register of Members.

(f) Within thirty days after an election is held at the Annual General Meeting, the Honorary Secretary of the newly elected Executive Committee shall call a meeting of the out-going and in-coming Executive Committees, Standing Committees and sub-committees still in existence for the specific purpose of handing and taking over the affairs of the Association.

8. STANDING COMMITTEES

8.1 Standing Committees shall be appointed to deal with the following:

(a) Training and Professional Development
(b) Membership and Registration
(c) Professional Ethics
(d) Public Relations
(e) Publications
(f) Finance
(g) Family Resource and Training Centre (“FRTC”).

8.2 Each Standing Committee, with the exception of the Professional Ethics and the FRTC Standing Committees, shall be managed by a Chairperson elected at the Association's Annual General Meeting as an Ordinary Committee member of the Executive Committee. The Chairpersons for the Professional Ethics and FRTC Standing Committees shall be appointed by the Executive Committee. The Standing Committee Chairperson and the Executive Committee of the Association shall then be responsible for appointing an appropriate number of members onto the Standing Committee.

8.3 Each Standing Committee shall have power to co-opt Members of the Association to serve as Standing Committee members and experts in specialised fields who are non-members to act as its advisors. All co-optation shall be subject to the approval of the Executive Committee.

8.4 Each Standing Committee shall prepare an Annual Report to the Executive Committee for presentation to the Annual General Meeting of the Association.

8.5 The terms of reference of each of the Standing Committee shall be:

(a) Training and Professional Development

(i) To promote the education and training of the social work profession, including post-qualification professional matters and the up-holding of standards of social work education and training in the country.

(ii) To plan and organise, in joint partnership with other interested parties if necessary, lectures, refresher courses, further training, and professional meetings as would contribute to the continuing education and professional development of social workers.

(iii) To engage in the interchange of professional and technical knowledge and opinions about the social work profession, social problems and social services through the conduct, sponsorship or encouragement of research and publications.

(iv) To encourage and facilitate the participation of members of the Association at National and International Meetings, such as conferences, seminars, and workshops, which promote social work and social welfare.

(v) To arrange for the presentation of the Pung Eng Huat Memorial Lecture whenever a submitted essay, through open competition, has been adjudicated by a selection Committee to be of distinguished merit.

(vi) To uphold and promote professionally acceptable standards in the recruitment, salary and service conditions of social workers.

(vii) To administer the SASW Training (Jean Robertson Memorial) Fund according to the following purposes of the Fund:

(i) Sponsor attendances at those seminars, conferences, study tours and training courses conducted locally as well as internationally deemed to have specific relevance for the social work profession in Singapore;

(ii) Provide financial assistance for participation at seminars, conferences, study tours, and training courses, dealing with matters of interest to the social work profession.

(b) Membership and Registration

(i) To receive and vet applications for Ordinary, Associate, Provisional and Student Membership to the Association; to submit those applications the Standing Committee deems to be in order to the Executive Committee for approval; and to duly inform the applicants about the Executive Committee's decision.

(ii) To maintain a Register of Members for all categories of membership and to conduct an annual up-dating of members' postal addresses for the Register and other membership particulars as authorised by the Executive Committee.

(iii) To stimulate an interest in the Association and its activities among professionally qualified social workers residing in Singapore including those former members whose membership has lapsed but are otherwise in good standing with the Association.

(iv) To organise social activities for the benefit of members of the Association and their families, and to enhance through appropriate means, the members' personal and professional well-being.

(v) To arrange, soon after the graduation of tertiary-level social work students in Singapore, a gathering to welcome the graduates into the social work profession and the Association.

(vi) To maintain a Register of Social Workers ("Register") for Ordinary Members, Life Members and Fellows and to conduct a quarterly up-dating of the Registered Social Workers' particulars as authorised by the Executive Committee.

(vii) To safeguard the interest of the public by ensuring that Registered Social Workers meet specified professional standards and requirements.

(c) Professional Ethics

(i) To initially formulate a Social Work Code of Ethics (hereinafter called the "Code") to be adopted at the Annual General Meeting of the Association, and to periodically recommend changes to the Code whenever necessary for approval at subsequent Annual General Meetings. For purpose of adopting and changing the Code at an Annual General Meeting, approval must be obtained from at least two-thirds of the voting Members present at the Annual General Meeting.

(ii) To provide advice and guidance on the professional conduct of Members of the Association in the upholding of the Code, to instill professional accountability and to report to the Disciplinary Board of the Association any Member whom it considers to have been engaged in or is engaging in any unprofessional conduct and / or is violating the Code.

(iii) To uphold and promote professionally acceptable standards in the conduct and behaviour of social workers.

(d) Public Relations

(i) To actively promote the public image of professional social work in the country.

(ii) To arrange, when necessary, for the representation of the views of the social work profession on social conditions, social policy and/or social legislation to relevant authorities, organisations, and the public.

(iii) To facilitate the provision of consultancy services to organisations to advance the welfare of individuals, families, groups, and the community.

(iv) To help identify in-service training courses and other activities for the development of para-professional workers and volunteers in welfare and related services.

(v) To liaise with other social work organisations, and individuals outside Singapore, and when necessary, to facilitate the Association's participation in activities which promote social work and social welfare.

(e) Publications

(i) To arrange for the publication and distribution of newsletters, journals, books, papers, reports, pamphlets, and/or such other materials for the advancement of social welfare and the social work profession.

(ii) To prepare an annual archival record, consisting of photographs and a written report, with other forms of media available, of the Association's activities for presentation at the Annual General Meeting.

(f) Finance

(i) To assist the Executive Committee in preparing a draft Annual Budget of the Association for the next Financial Year, to be submitted for the Annual General Meeting for information, and to act as a guide for the next Executive Committee of the Association.

(ii) To submit, when necessary, to the Executive Committee revisions to be made to the Association's Entrance Fee and / of Subscription rates, so as to ensure that the Association has sufficient funds to conduct its ordinary business

(iii) To advise and assist the Executive Committee on appropriate means of raising funds and on an investment policy for the funds of the Association.

(iv) To assist the Honorary Treasurer in keeping separate records for the income and expenditure of the routine office administration of the Association, the Publications Standing Committee, the Training Fund, and such other Committees, projects and activities as authorised by the Executive Committee or at the Annual General Meeting.

(v) To prepare and review, when necessary, a manual of accounting procedures for use by the Honorary Treasurer and the Executive Committee.

The Honorary Treasurer and the President of the Association shall be ex-officio members of the Finance Standing Committee.

(g) Family Resource & Training Centre

A Standing Committee called Family Resource & Training Centre Management Committee shall be in charge of the Family Resource and Training Centre according to its Rules and Regulations (set out in Annex A of the By-laws). The purpose of the Family Resource & Training Centre is to support, nurture and strengthen families through leadership in training, public education, research, consultancy and advocacy.

9. SPECIAL COMMITTEES

9.1 At the start of each new term of office, the Disciplinary Board shall be set up by the Association with the approval of the Executive Committee in order to further its objects. Other Special Committees may be set up by the Association with the approval of the Executive Committee as and when necessary in order to further its objects.

9.2 The Special Committees of the Association shall be:

(a) Disciplinary Board

A Disciplinary Board shall deal with breaches of professional conduct and/or the violation of the Association's Social Work Code of Ethics by Members of the Association, according to the Board's Rules and Regulations (set out in Annex B of the By-Laws). The functions of the Board are:

(i) To hold hearings on complaints brought to the attention of the Association's Professional Ethics Standing Committee or the Executive Committee against Members charged by the public or fellow colleagues with breaching professional conduct and/or violating the Association's Social Work Code of Ethics.

(ii) After holding such hearings, to recommend to the Executive Committee on the proper course of action to take regarding the complaints.

(b) Chapters

(i) Special interest groups may form "Chapters" to promote their interests. Their objectives should include maintaining and improving professional standards and practice of social work in Singapore; and

(ii) the 'Terms of Reference' of such Chapters must be endorsed by the Executive Committee and set out in the By-laws.

(c) Others

(i) Any other Special Committee(s) that is necessary for the smooth and efficient functioning of the Association.

10. SUB-COMMITTEES

10.1 Sub-committees may be appointed by the Executive Committee to deal with particular matters, and Terms of Reference shall be formed by the Executive Committee.

10.2 Sub-committees shall have powers of co-option from among members and non-members who have a specific contribution to make to the sub-committees. All co-option shall be subject to the approval of the Executive Committee.

10.3 Each sub-committee shall prepare a Report to the Executive Committee for presentation to the Association's Annual General Meeting.

11. ANNUAL GENERAL MEETING

11.1 Procedure

(a) The Annual General Meeting of the Association shall be held no later than the end of September each year.

(b) At least 28 days Notice of the Meeting shall be given.

(c) Any Member may place items on the Agenda provided at least 14 days' notice is given to the Honorary Secretary.

(d) The quorum of the Annual General Meeting shall not be less than 50 voting Members or one-third of the Association's total voting Members whichever is lesser.

In the absence of a quorum thirty minutes after the Annual General Meeting is due to begin, the Meeting shall be held, but shall not have the power to alter or amend rules.

(e) The election of Officers of the Association and members of committees shall be by secret ballot and by a simple majority vote.

(f) All office bearers except the Treasurer may hold the same office for no more than two consecutive terms unless otherwise extended with the consent of a General Meeting of the Members. The Treasurer shall not hold the same office for two consecutive terms. The term of office of the office bearers is two years.

(g) Members eligible to vote at the Association's Annual General Meeting can submit proxy votes on prescribed forms to the Honorary Secretary before the Annual General Meeting for the purpose of electing Office Bearers into the Executive Committee, provided such votes do not exceed two-fifths of the total number of votes presented. In the event that the proxy votes do exceed the two-fifths quota, the selection of proxy votes shall be on a ballot basis conducted during the Annual General Meeting. Each voting member present at the Annual General Meeting may carry a maximum of two proxy votes.

(h) Members who are eligible to stand for election into the Executive Committee, Standing Committees and Special Committees need not be present at the Annual General Meeting to be nominated for election into such Committees provided they give their consent on prescribed forms.

(i) All future meetings of the Association may be held physically onsite and/or by means of audio, audio and visual or electronic communication.

11.2 Business of Annual General Meeting

(a) To receive the Annual Report, which shall include an account of how the plan of the Executive Committee for the year was effected.

(b) To receive the Statement of Accounts, duly audited.

(c) To elect Office Bearers for the ensuing year.

(d) To appoint a firm of Public Accountants and Chartered Accountants as Auditors.

(e) To appoint trustees if such are required.

(f) To alter or amend the Constitution of the Association.

(g) To discuss matters submitted by Members of the Association for which due Notice prior to the start of the Annual General Meeting has been given to the Honorary Secretary.

(h) Any other matters.

12. EXTRA-ORDINARY GENERAL MEETING

12.1 An Extra-Ordinary General Meeting of the Association shall be called:

(a) At the discretion of the Executive Committee, or

(b) On the written request of one-fifth of the Association's total voting Members but not including Members who are overseas at the time of the Association's Extra-Ordinary General Meeting.

12.2 At least 7 days' Notice of the Extra-Ordinary General Meeting shall be given to all Members of the Association.

12.3 An Extra-Ordinary General Meeting called at the request of Members of the Association shall be fixed within fourteen days of such request being received by the Honorary Secretary of the Association.

12.4 The quorum at the Extra-Ordinary General Meeting shall follow that for the Annual General Meeting (as defined in Article 11.1(d) of the Association's Constitution).

13. FINANCES

13.1 The funds of the Association shall comprise subscription, donation and such other incomes as are generated through the activities of the Association provided for in the objectives of the Association.

13.2 The Executive Committee is authorised to invest funds of the Association below S$50,000 in furtherance of the objects of the Association on the recommendation of the Finance Standing Committee. Funds to be invested that are above S$50,000 must have the consent of Members at a General Meeting.

13.3 The funds of the Association shall not be used for purposes which do not promote the objects of the Association.

14. AUDIT

14.1 The external Auditor or Auditors shall be required to audit each Financial Year's accounts of the Association and to present a Report thereupon to the Association's Annual General Meeting. The Auditor or Auditors may be required by the Association's President or the Executive Committee to audit the Association's accounts for any period within the current term of office of the Executive Committee at any date and make a Report to the Executive Committee.

14.2 All Auditors of the Association must not be members of the Association's Executive Committee.

14.3 The remuneration of the firm of Public Accountants and Chartered Accountants shall be decided by the Office Bearers.

15 AMENDMENTS TO THE CONSTITUTION

15.1 The Constitution of the Association may not be amended except by a two-thirds majority vote of eligible voting members (as defined in Article 11.1(d) of the Association's Constitution) present at a General Meeting. Notice of such motions must be on the Agenda.

15.2 Any amendment shall not come into force except with the sanction of the Registrar of Societies.

16 BY-LAWS

16.1 The By-Laws shall provide for the proper operation and proceedings of any of the Standing, Special or Sub-Committees, including the Rules and Regulations or Terms of Reference of such Committees.

16.2 The By-Laws may be amended by the Executive Committee and approved at a General Meeting as and when necessary to further the objects of such Committees.

17 PROHIBITIONS

17.1 The funds of the Association shall not be used to pay fines of Members who have been convicted in court.

17.2 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.

17.3 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 Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the Association's premises is prohibited.

17.4 The Association shall not indulge in any political activity or allow its fund and/or premises to be used for political purposes.

17.5 The Association shall not raise funds from the public for whatever purpose without the prior approval in writing of the Assistant Director Operations, Licensing, Division, Singapore Police and other relevant authorities.

17.6 The Association 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 unless with the prior approval of the relevant authorities.

18 THE REGISTER OF SOCIAL WORKERS

18.1 The Executive Committee shall maintain a Register of Social Workers in accordance with this Constitution, to include the names, addresses and contact particulars and such additional information about their appointments, skills, qualifications, titles or affiliations as it considers appropriate and in the public interest.

18.2 The Register shall be published by the Executive Committee. A copy shall be kept at the Associations' principal office and shall be open for inspection by members of the public free of charge. The Executive Committee shall determine what further provision is appropriate for distribution of and public access to the Register, including on-line publications.

18.3 The Register shall be maintained by the Membership and Registration Standing Committee and such other officials as the Executive Committee may appoint to carry out the task.

18.4 The Executive Committee may make By-Laws or other rules or regulations with respect to the form and keeping of the Register and the making of entries and alterations therein and in particular:

(i) regulating the making of applications for registration and providing for the evidence to be produced in support of any such applications;

(ii) providing for the notification to the Association's officials of any changes in the particulars relating to Registered Social Workers on the Register and for the removal of such information from the Register;

(iii) determining a period of time by which all Registered Social Workers whether or not they are employed as social workers, must notify the Society of a change of contact particulars;

(iv) providing for the entry in the Register of such additional information relating to social workers as the Executive Committee or the Membership and Registration Standing Committee shall deem appropriate and for the removal of such information from the Register;

(v) authorising the Association's officials to erase from the Register the name of a person who after the prescribed notice and warnings fails to supply information required to ensure that the particulars entered in the Register are correct.

19 REGISTERED SOCIAL WORKERS

19.1 All voting Members of the Association as at 28 June 2003 who shall apply for inclusion in the Register shall be eligible for inclusion in the Register.

19.2 Such other persons as are or have become Members of the Association and have been engaged in the practice of social work in Singapore, whose educational qualifications and social work practice experience is regarded by the Executive Committee as sufficient to render them competent to engage in social work, shall be entitled to apply for registration.

19.3 The Executive Committee shall have the right to refuse to register an application for registration if, in the opinion of the Executive Committee, the applicant lacks an adequate knowledge of the practice of social work In Singapore or of the language in which it would be practised.

19.4 The Executive Committee shall have the right to refuse to register an application for registration who, in the opinion of the Executive Committee, is in a state or condition that renders him or her unfit for social work practice, or whose professional conduct has been such as to render him unfit for social work.

19.5 The Executive Committee shall also have the right to remove from the Register the name of any Member or Fellow who, in the opinion of the Executive Committee, is in a state or condition that renders him unfit to continue social work practice.

19.6 Members eligible to vote may vote to suspend, abolish or reinstate the registration of Registered Social Workers provided such votes are not less than two-thirds of eligible voting members present at a General Meeting.

20 CERTIFICATE OF REGISTRATION

20.1 Upon admission to the Register, social workers who engage in social work, will be required to hold a current Certificate of Registration which shall be issued bi-annually upon payment of the requisite fee. If the loss of a Certificate is proved to the Association's satisfaction, a duplicate Certificate may be issued at such fee as may be prescribed.

20.2 Registered Social Workers holding Certificates of Registration will be required to engage in Continuing Education Units or other forms of training recognised by the Association and to maintain their professional competence to practice social work to the Association's satisfaction.

20.3 Registered Social Workers are exempted from fulfilling Continuing Education Units or other forms of training required by the Association for their first renewals only. This exemption does not apply to Registered Social Workers renewing for the first time after being reinstated on the Register.

21 INTERPRETATION

In the event of any questions arising out of any point which is not expressly provided for in these rules, the Executive Committee shall have power to use its discretion, unless countermanded by members of the Association at a General Meeting.

22. DISSOLUTION

22.1 The Association shall not be dissolved except with the consent of not less than three-fifths of eligible voting members (as defined in Article 11.1(d) of the Association's Constitution) for the time being resident in Singapore either voting at a General Meeting convened for the purpose, or by the postal vote on prescribed forms.

22.2 In the event of dissolution of the Association all debts and liabilities legally incurred on behalf of the Association shall be ordinary discharged and the remaining funds, if any, shall be given to charity. Such charity shall be determined by Members of the Association at the time of dissolution.

22.3 Notice of the dissolution duly signed by the principal Office Bearers of the Association shall be given within seven days of the dissolution to the Registrar of Societies.