

**BY-LAWS**  
**OF**  
**THE SINGAPORE ASSOCIATION OF**  
**SOCIAL WORKERS**

## FAMILY RESOURCE AND TRAINING CENTRE

The Management Committee of the Family Resource and Training Centre (Management Committee) is established as a Standing Committee under Article 8.5(g) of the Constitution (2003) of the Singapore Association of Social Workers.

### 1. MISSION OF FRTC

The mission of the Family Resource and Training Centre (FRTC) is:

“To support, nurture and strengthen professionals in their work with families through leadership in training, public education, research, consultancy and advocacy”.

### 2. OBJECTS

FRTC’s object is to enhance the functioning and wellness of professionals and families by providing the following services:

#### 2.1 Training

To initiate, develop, coordinate and conduct training relevant to professionals, families and the community.

#### 2.2 Public Education

To foster and enhance wellness of professionals and families through educational projects, programmes and activities.

#### 2.3 Consultation and Professional Development

To provide consultancy services to professionals, groups and organisations in areas pertinent to personal and professional development, strategic planning, resource management, programme development, research & evaluation and community needs assessment.

#### 2.4 Research, Documentation and Evaluation

To promote and conduct documentation and research as well as to develop resource materials.

#### 2.5 Resource Centre

To be a depository and function as a resource centre for publications, audio-visual and related materials on professional practice, the family and organisational professional development.

**2.6 Continuing Professional Education**

To provide continuing professional education and related services for professional development.

**2.7 Any Other Related Services**

To provide any other related services that will fulfill the mission of FRTC.

**3. COMPOSITION OF MANAGEMENT COMMITTEE**

3.1 FRTC shall be managed by a Management Committee, which is a Standing Committee under the Association's Executive Committee, as provided in the Constitution of the Singapore Association of Social Workers (SASW).

3.2 The members of the Management Committee shall comprise a Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer and at least 1 other Committee Member. The Management Committee may invite Ex-Officio Representatives from strategic organisations and other bodies to sit on the Management Committee and sub-committees to further the objectives of the FRTC.

3.3 The Chairperson shall be the current President of SASW Executive Committee.

3.4 The Chairperson of the FRTC shall recommend suitable persons whose training or experience are germane to the work of the FRTC for appointment by the SASW Executive Committee.

3.5 The Honorary Treasurer of the Management Committee shall preferably be a person with a professional accountancy qualification.

3.6 Any changes in the Management Committee shall be notified to the Registrar of Societies (ROS) and the Commissioner of Charities (COC) within 2 weeks of changes.

**4. TERMS OF OFFICE OF MANAGEMENT COMMITTEE**

4.1 The term of office of the Management Committee shall follow that of the SASW Executive Committee.

4.2 Members of the Management Committee or those co-opted by the Management Committee shall be eligible for re-appointment except the Honorary Treasurer who shall not be re-appointed to the same post for a consecutive term.

4.3 Any vacancy arising before the expiry of the term of office of the Management Committee shall be filled by co-option by the Management Committee with the approval of the SASW Executive Committee.

## **5. RESPONSIBILITIES AND POWERS OF THE MANAGEMENT COMMITTEE**

5.1 The responsibilities of the Management Committee are to:

- (a) Provide the overall planning, organisation and supervision of the FRTC, its premises, facilities, equipment, programmes and services.
- (b) Support and work with staff assigned by the SASW to carry out the services and programmes of the FRTC.
- (c) Manage and account for the finances of the FRTC and institute means to secure its funding as a non profit organisation with Institute of Public Character (IPC) status.
- (d) Carry out any other necessary functions and tasks of the FRTC.

5.2 The Management Committee shall have the power to co-opt additional committee members, with the approval of the SASW Executive Committee.

5.3 The Management Committee shall have the power to form sub-committees deemed necessary for the FRTC to achieve its mission.

## **6. ACCOUNTS**

6.1 The accounts of the FRTC shall be audited in accordance with the provision and any other conditions for the conferment of the IPC status as required under the Charities Act (Chapter 37).

6.2 The Auditor(s) of the Association shall also be the Auditor(s) of the FRTC.

## **7. TRUSTEES**

- 7.1 If FRTC at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
- 7.2 The trustees shall:
- (a) Not be more than four (4) and not less than two (2) in number.
  - (b) Be elected by a General Meeting of members.
  - (c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
  - (d) The office of the trustee shall be vacated:
    - i. If the trustee dies or becomes a lunatic or of unsound mind.
    - ii. If he is absent from the Republic of Singapore for a period of more than one (1) year.
    - iii. If he is guilty of misconduct of such a kind to render it undesirable that he continues as a trustee.
    - iv. If he submits notice of resignation from his trusteeship.
- 7.3 Notice of any proposal to remove a trustee from his trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board at FRTC at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.
- 7.4 The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.

## **8. AMENDMENTS TO THE FRTC BY-LAWS**

- 8.1 Any amendment to the governing instrument must have the prior approval from both the Registrar of Societies and Commissioner of Charities.

## **9. DISSOLUTION**

- 9.1 In the event of dissolution / winding up of the charity, any remaining funds and assets will be distributed to the other charities with similar objectives that are registered under the Charities Act.
- 9.2 Both the Commissioner of Charities and Registrar of Societies must be notified in the event of dissolution / winding up of the charity.

## SASW DISCIPLINARY BOARD

### 1. Purpose

The Disciplinary Board (hereinafter called the “Board”) is appointed to deal with breaches of professional conduct and the violation of the Singapore Association of Social Workers' Social Work Code of Professional Ethics (hereinafter called the "Code") committed by Members of the Singapore Association of Social Workers (hereinafter called the “Association”).

### 2. Functions

The functions of the Board are:-

- 2.1. To hold hearings on complaints brought to the attention of the Association’s Membership and Registration and Professional Ethics Standing Committees or the Executive Committee against Members of the Association charged by the public or fellow colleagues with breaching professional conduct and/or violating the Code.
- 2.2. After holding such hearings, to inform the Executive Committee of the Association on the proper course of action to take regarding the complaints.

### 3. Procedures

- 3.1. Upon receiving written notice from the Association’s Membership and Registration or Professional Ethics Standing Committees or the Executive Committee regarding the lodging of a complaint against an Association Member, the Honorary Secretary of the Board shall arrange for a preliminary meeting of the Board to hear the complaint within thirty days of the receipt of such Notice.
- 3.2. The Honorary Secretary shall contact members of the Board to inform them of the intended meeting. Before the date of the meeting is decided, members of the Board shall have the opportunity to disqualify themselves from hearing on the ground that they may not be impartial at the hearing. For the Board’s records, they would have to inform the Honorary Secretary of the Board about their self-disqualification within fourteen days after being notified of the intended meeting.

- 3.3. Where there are such disqualifications, the Honorary Secretary of the Board shall then notify the relevant alternate Board members to attend the preliminary meeting.
- 3.4. Once the proper composition of the Board members for the preliminary meeting has been confirmed, the Honorary Secretary of the Board shall then give at least two weeks' written Notice of such a meeting to the Board members concerned.
- 3.5. At the preliminary meeting, the Board shall study the grounds for the complaint and if it is satisfied that there are sufficient grounds for the hearing, it shall notify the defending Member of the Association of its intention to convene a Meeting of Enquiry. Such Notice shall be by registered letter sent to the postal address of the defending member as kept in the Association's Register of Members.
- 3.6. The defending Member of the Association may respond to the Enquiry in two ways, either through (a) a written Statement explaining the matter, or (b) a signed Agreement on a prescribed form stating that the Member will attend an oral enquiry to explain the matter.
- 3.7. If the defending Association Member chooses or fails to respond to the Notice for the Meeting of Enquiry within fourteen days of receiving the Notice, the Member shall be suspended from membership to the Association for the duration of the current term of office of the Executive Committee of the Association. Such suspension shall not constitute a finding of guilt.
- 3.8. The Meeting of Enquiry against such a suspended Member of the Association shall remain in force, and shall be convened at the earliest opportunity when the defending person's membership to the Association is reinstated. Where possible, the same members of the Board that sat in the preliminary meeting to hear the complaint(s) against the defending member of the Association shall continue to sit in the Meeting of Enquiry dealing with that Member.
- 3.9. At the Meeting of Enquiry, members of the Board shall decide by a simple majority, after reviewing all pertinent issues on the complaint, whether the complaint(s) against the defending Member of the Association is/are substantiated and what disciplinary action (if any) shall be taken against that Member.

#### **4. Powers**

- 4.1 The Board shall have the power to recommend to the Executive Committee an appropriate period of suspension from membership or termination of membership, as disciplinary action against the defending Member of the Association found guilty of the complaint(s).
- 4.2 The Board shall also have the power to recommend to the Executive Committee on the manner in which Notice of Suspension or Termination shall be made known to Members of the Association, the complainant(s), and where necessary, the suspended or terminated Member's employer and/or the public.
- 4.3 The decision of the Board shall be conveyed by the Board's Honorary Secretary to the Executive Committee of the Association, who shall then institute those decisions, including informing the affected member of the Association by registered letter sent to her/his postal address as kept in the Association's Register of Members.

#### **5. Composition of the Board**

- 5.1. The Board shall comprise:-
  - (i) A representative from the Association's Executive Committee.
  - (ii) A representative from each of the Association's Membership and Registration and Professional Ethics Standing Committees.
- 5.2. The Association's Honorary Secretary shall be the Honorary Secretary of the Board. The Honorary Secretary of the Board shall not be a voting member of the Board. Where it is inexpedient for the Association's Honorary Secretary or the Assistant Honorary Secretary (in the former's absence) to be the Honorary Secretary of the Board, the Executive Committee of the Association shall be authorised to appoint another Executive Committee member to be the Board's Honorary Secretary.
- 5.3. The Chairperson of the Board shall be appointed by the Executive Committee at the start of each new term of office.

## **6. Terms of Office**

- 6.1 The Term of Office of the Board's members shall follow the Term of Office of the Executive Committee of the Association, except that where the proceedings of the particular preliminary meeting or Meeting of Enquiry of the Board shall extend beyond the designated Term of Office of the current Board's Members, that Board shall continue in office until its task is completed.
- 6.2 At the beginning of the Association's Executive Committee's Term of Office, a list of the representatives from the relevant bodies (as specified under Section 5 above) shall be obtained by the Honorary Secretary of the Board.
- 6.3 Such a list shall include the name of the representative and an alternate member of each of the body concerned. If necessary, the Honorary Secretary of the Board shall request the body concerned to appoint a further substitute representative to the Board when that body's original and alternate representatives are not available to participate in the Board's proceedings.

## **7. Duties of the Chairperson**

- 7.1 The Chairperson of the Board shall preside at preliminary meetings and Meetings of Enquiry.