

**NATIONAL COUNCIL OF
SOCIAL SERVICE ACT**
(CHAPTER 195A)

SUBSIDIARY LEGISLATION

REVISED EDITION 2002

(31.1.2002)

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**NATIONAL COUNCIL OF
SOCIAL SERVICE ACT
(CHAPTER 195A)**

**NATIONAL COUNCIL OF SOCIAL SERVICE
(MEETINGS) REGULATIONS**

Rg 1

**G.N. No.
S 382/2000**

**REVISED EDITION 2002
(31.1.2002)**

31.1.2002

**NATIONAL COUNCIL OF SOCIAL SERVICE ACT
(CHAPTER 195A, SECTION 37)**

**NATIONAL COUNCIL OF SOCIAL SERVICE
(MEETINGS) REGULATIONS**

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[29th September 2000]

Citation

1. These Regulations may be cited as the National Council of Social Service (Meetings) Regulations.

PART I

MEETINGS OF COUNCIL

Annual general meeting of Council

2.—(1) The Council shall hold an annual general meeting once in every calendar year but in any case not more than 15 months after the holding of the last preceding annual general meeting.

(2) An annual general meeting shall be held for the following purposes:

- (a) to elect Board members under section 5 of the Act, if necessary;
- (b) to receive and adopt the audited financial statements of the Council and the report of the auditor thereon prepared for the purposes of section 34 of the Act;
- (c) to receive and adopt the annual report prepared for the purposes of section 35 of the Act; and
- (d) to decide on any resolution that may be submitted to the meeting in the manner provided in paragraph (3).

(3) Any Council member who intends to propose any resolution for consideration at an annual general meeting shall give written

notice of the resolution to the Honorary General Secretary not later than 3 days before the meeting.

Extraordinary meeting of Council for special purpose

3. The Council may, at any time and for any special purpose, hold an extraordinary general meeting.

Extraordinary meeting of Council on requisition of full Council members

4.—(1) The Council shall hold an extraordinary general meeting on the receipt of a requisition in writing signed by not less than one-half of the total number of full Council members and specifying the purpose for which the meeting is required and the resolution proposed.

(2) On receipt of a requisition referred to in paragraph (1), the Council shall, within 30 days from the date of the requisition, proceed to hold an extraordinary general meeting.

Notice of meetings of Council

5.—(1) The Honorary General Secretary shall, not less than 7 days before the day appointed for a meeting of the Council, give to every Board member and Council member notice in writing of the meeting of the Council and such notice shall specify the matters to be considered at the meeting.

(2) The notice under paragraph (1) shall be deemed to be duly given if it is sent by ordinary post or by hand to the last known place of residence or business of the Board member or Council member.

Procedure at meetings of Council

6.—(1) The President or, in his absence, one of the Vice-Presidents as determined by the Board shall preside at all meetings of the Council.

(2) Where the President and both the Vice-Presidents are absent at a meeting, the Council members present shall elect one of the Board members to preside at the meeting.

(3) The quorum for —

(a) an annual general meeting under regulation 2; or

(b) an extraordinary general meeting under regulation 3, shall be one-third of the total number of full Council members.

(4) Where the quorum referred to in paragraph (3) is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place.

(5) If at the adjourned meeting referred to in paragraph (4) a quorum is not present within half an hour from the appointed time, the full Council members present shall form a quorum.

(6) The quorum for an extraordinary general meeting under regulation 4 shall be one-half of the total number of full Council members.

(7) Where the quorum referred to in paragraph (6) is not present at the time appointed for the extraordinary general meeting, the requisition for that meeting shall be annulled and the same, or substantially the same, resolution shall not be proposed at any other meeting during the same financial year of the Council.

(8) Except for the election of Board members under section 5 of the Act, every question arising at any meeting of the Council shall be decided by a simple majority of the Board members and full Council members present and voting.

(9) Subject to section 7 of the Act, each Board member and each full Council member present at a meeting of the Council shall have one vote, and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

Procedure for election of Board members

7.—(1) The election of Board members shall be conducted in accordance with the following procedure:

- (a) not less than one month before the day appointed for the annual general meeting in which there is to be an election of Board members under section 5 (1) (b) (i), (g) or (h) of the Act, the Honorary General Secretary shall request for nominations from the persons entitled to make such nominations as specified in paragraph (2), (3) or (4), as the case may be;

- (b) each nomination shall be proposed by the Council member of which the nominee is a member on such forms as may be provided by the Council;
 - (c) each nomination shall be delivered to the Honorary General Secretary not less than 14 days before the day appointed for the annual general meeting;
 - (d) the notice of nominations shall be sent by post not less than 7 days before the day appointed for the annual general meeting —
 - (i) to the full Council members, in the case of nominations for Vice-President under section 5 (1) (b) (i) of the Act and nominations for Board members under section 5 (1) (g) of the Act; and
 - (ii) to the associate Council members, in the case of nominations for Board members under section 5 (1) (h) of the Act; and
 - (e) the notice of nominations shall be affixed on the notice board in a conspicuous place at the registered office of the Council not less than 7 days before the day appointed for the annual general meeting.
- (2) A nomination for the position of Vice-President to be elected under section 5 (1) (b) (i) of the Act shall be made by a full Council member and seconded by any other full Council member, and the election shall be by ballot and determined on the basis of the nominee with the highest number of votes obtained from the full Council members present and voting.
- (3) A nomination for the position of Board member to be elected under section 5 (1) (g) of the Act shall be made by a full Council member and seconded by any other full Council member, and the election shall be by ballot and determined on the basis of the 8 nominees with the highest number of votes obtained from the full Council members present and voting.
- (4) A nomination for the position of Board member to be elected under section 5 (1) (h) of the Act shall be made by an associate Council member and seconded by any other associate Council member, and the election shall be by ballot and determined on the basis of the 2 nominees with the highest number of votes obtained from the associate Council members present and voting.

(5) A person who has served on the Board for 3 consecutive terms as Vice-President under section 5 (1) (b) (i) of the Act or as a Board member under section 5 (1) (g) or (h) of the Act shall not immediately upon the expiration of his third term be eligible to be nominated for election to the Board, whether as Vice-President or Board member.

(6) For the purposes of this regulation —

- (a) each full Council member shall have one vote under paragraph (2);
- (b) each full Council member shall have 8 votes under paragraph (3), each vote for a different nominee; and
- (c) each associate Council member shall have 2 votes under paragraph (4), each vote for a different nominee.

(7) In the event of an equality of votes in respect of the election of any person to the Board under this regulation, the person presiding at the annual general meeting shall have a second or casting vote.

(8) The President shall, as far as practicable, ensure that the nominations for the posts of Vice-President under section 5 (1) (b) (i) of the Act and the 8 Board members under section 5 (1) (g) of the Act represent the various interests groups of the Council specified in the Schedule.

Minutes of meetings of Council

8. The Honorary General Secretary shall cause proper minutes to be kept of the proceedings at all meetings of the Council, and such minutes shall be confirmed at the next meeting of the Council.

PART II

MEETINGS OF BOARD

Meetings of Board

9. The Board shall meet as often as the President may decide but it shall in any case meet at least once every 3 months.

Notice of meetings of Board

10.—(1) The Honorary General Secretary shall, not less than 3 days before the day appointed for a meeting of the Board, give to every Board member notice in writing of the meeting and such notice shall specify the matters to be considered at the meeting.

(2) The notice under paragraph (1) shall be deemed to be duly given if it is sent by ordinary post or by hand to the last known place of residence or business of the Board member.

Procedure at meetings of Board

11.—(1) The President or, in his absence, one of the Vice-Presidents as determined by the Board shall preside at all meetings of the Board.

(2) Where the President and both the Vice-Presidents are absent at a meeting, the Board members present shall elect one of their number to preside at the meeting.

(3) At every meeting of the Board, 8 Board members shall form a quorum.

(4) Every question at any meeting of the Board shall be decided by a simple majority of the Board members present and voting.

(5) Subject to section 7 of the Act, each Board member present at a Board meeting shall have one vote, and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

Minutes of meetings of Board

12. The Honorary General Secretary shall cause proper minutes to be kept of the proceedings at all meetings of the Board, and such minutes shall be confirmed at the next meeting of the Board.

Assent to resolution without meeting

13.—(1) Where the Board is required to pass a resolution urgently but it is not practicable to convene a meeting of the Board for that purpose, the President may circularise to all Board members a copy of the proposed resolution in writing by way of letter, facsimile

transmission, telex or electronic means, and the resolution may be assented to by the Board members in such manner as may be provided therein.

(2) A resolution referred to in paragraph (1) which has been assented to by a simple majority of Board members entitled to vote at a meeting of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly called and held.

PART III

MEETINGS OF COMMUNITY CHEST

Meetings of Community Chest

14. The Community Chest shall meet as often as the Chairman may decide but it shall in any case meet at least once every 3 months.

Notice of meetings of Community Chest

15.—(1) The Secretary of the Community Chest shall, not less than 3 days before the day appointed for a meeting of the Community Chest, give to every member of the Community Chest a notice in writing of the meeting and such notice shall specify the matters to be considered at the meeting.

(2) The notice under paragraph (1) shall be deemed to be duly given if it is sent by ordinary post or by hand to the last known place of residence or business of the member of the Community Chest.

Procedure at meetings of Community Chest

16.—(1) The Chairman of the Community Chest or, in his absence, one of the Vice-Chairmen shall preside at all meetings of the Community Chest.

(2) The quorum at every meeting of the Community Chest shall be one-third of the total number of the members of the Community Chest appointed.

(3) Every question at a meeting of the Community Chest shall be decided by a simple majority of the votes of the members of the Community Chest present and voting.

(4) Each member of the Community Chest present at a meeting shall have one vote, and in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

Secretary of Community Chest

17. The Honorary General Secretary of the Board shall be the Secretary of the Community Chest.

Minutes of meetings of Community Chest

18. The Secretary shall cause proper minutes to be kept of the proceedings at all meetings of the Community Chest, and such minutes shall be confirmed at the next meeting of the Community Chest.

Accounts of Community Chest

19. The Honorary Treasurer of the Board shall keep the accounts of the moneys received by the Community Chest.

PART IV

MEETINGS OF OTHER COMMITTEES

Meetings of committees

20. A committee appointed under section 14 (1) of the Act shall meet as often, and in such manner, as the chairman of the committee may decide.

Procedure at meetings of committees

21. Subject to this Part, a committee appointed under section 14 (1) of the Act may regulate its own procedure.

Minutes of meetings and records of committees

22.—(1) The chairman of such a committee shall cause proper minutes to be kept of the proceedings at all meetings of the committee, and such minutes shall be confirmed at the next meeting of that committee.

(2) The chairman of such a committee shall submit to the Board the minutes of all meetings of the committee and such other records

as the Board may require, and in such manner and as often as the Board may determine.

Records maintained by Honorary General Secretary

23. The Honorary General Secretary shall cause proper records to be made of —

- (a) the committees appointed by the Board under section 14 (1) of the Act;
- (b) the names of the members of each committee; and
- (c) the minutes of each committee.

THE SCHEDULE

Regulation 7 (8)

- (1) Children
- (2) Youth
- (3) Family
- (4) Elderly
- (5) Disabled
- (6) Health
- (7) Community.

[G.N. No. S 382/2000]

NATIONAL COUNCIL OF SOCIAL SERVICE ACT
(CHAPTER 195A, SECTION 37)

NATIONAL COUNCIL OF SOCIAL SERVICE
(INQUIRY PROCEEDINGS) REGULATIONS

ARRANGEMENT OF REGULATIONS

Regulation

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3. Complaints or information to be dealt with under these Regulations
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5. Inquiry Panel
6. Procedure of Inquiry Committee
7. Powers of Board and Inquiry Committee during inquiry
8. Status of Board, Chief Executive Officer or Inquiry Committee during inquiry
9. Right of Council member to be heard
10. Report of inquiry
11. Determination by Board

[31st January 2001]

Citation

1. These Regulations may be cited as the National Council of Social Service (Inquiry Proceedings) Regulations.

Definition

2. For the purposes of these Regulations, "Council member" means an organisation granted full or associate membership of the Council under section 15 (2) or (3) of the Act.

Complaints or information to be dealt with under these Regulations

3. Where the Board receives any complaint or information which discloses that a Council member —

- (a) has failed to comply with any standard or guideline established by the Council under section 10 (d) of the Act;
 - (b) has been convicted of an offence involving fraud or dishonesty;
 - (c) is guilty of improper or dishonourable conduct which makes the Council member unfit to provide or be involved in the provision of the social service;
 - (d) has used or practised any deception, fraud or misrepresentation to promote or procure the nomination or election of any Board member, or procure any decision of the Board or the Council;
 - (e) has mismanaged or misapplied any of its funds or properties;
or
 - (f) has conducted itself in a manner prejudicial to the good name or interests of the Council or any Council member,
- the Board shall deal with such complaint or information in accordance with these Regulations.

Board may inquire into or dismiss complaint

4.—(1) Where the Board is satisfied that any complaint or information received by it concerning any Council member discloses a prima facie case for an inquiry, the Board may —

- (a) itself inquire into the complaint or information received; or
- (b) refer the complaint or information received to an Inquiry Committee which shall inquire into the complaint or information on behalf of the Board.

(2) Where the Board is satisfied that any complaint or information received by it concerning any Council member does not disclose a prima facie case for an inquiry, the Board shall dismiss the complaint or disregard the information received.

(3) In order to satisfy itself that any complaint or information received concerning a Council member discloses a prima facie case for an inquiry, the Board may direct the Chief Executive Officer to conduct a preliminary investigation into the complaint or information received.

(4) For the purpose of conducting a preliminary investigation under paragraph (3), the Chief Executive Officer may require either or both the complainant and the Council member against whom the complaint is made or in respect of whom the information relates —

- (a) to produce such document for the inspection of the Chief Executive Officer; or
- (b) to furnish such information to the Chief Executive Officer in such form (including a statutory declaration) as he may require.

(5) Where any complaint or information received by the Board arises from the conviction of a Council member for a criminal offence, the Board shall accept the conviction as final and conclusive.

Inquiry Panel

5.—(1) For the purpose of enabling an Inquiry Committee referred to in regulation 4 (1) (b) to be constituted, the Board shall appoint an Inquiry Panel comprising persons who do not have any direct interest in the Council or its members.

(2) A member of the Inquiry Panel shall be appointed for a term of 2 years and shall be eligible for re-appointment.

Procedure of Inquiry Committee

6.—(1) An Inquiry Committee referred to in regulation 4 (1) (b) shall consist of the following persons, all of whom shall be appointed by the President:

- (a) an office bearer of a Council member that is not associated with the Council member under inquiry; and
- (b) 2 other persons from the Inquiry Panel.

(2) The President shall appoint a member of an Inquiry Committee to be the chairman of the Committee.

(3) The chairman of an Inquiry Committee may at any time summon a meeting of the Committee.

(4) All members of an Inquiry Committee personally present shall constitute the quorum of that Committee.

(5) Any question arising at a meeting of an Inquiry Committee shall be determined by a majority of votes of the members of the Committee.

(6) Subject to this regulation, an Inquiry Committee may regulate the conduct of its inquiry as its members see fit.

(7) An Inquiry Committee shall carry out its work expeditiously and shall, subject to paragraph (8), report to the Board not later than 4 months after the date on which any complaint or information is referred to the Committee for an inquiry.

(8) Where an Inquiry Committee is of the opinion that it will not be able to report its findings to the Board within the period specified in paragraph (7) due to the complexity of the matter or serious difficulties encountered by the Committee in conducting its inquiry, the Committee may apply in writing to the Board for an extension of time to submit its report.

(9) No act done by or under the authority of an Inquiry Committee shall be invalid in consequence of any defect that is subsequently discovered in the appointment or qualification of its chairman or members or any of them.

Powers of Board and Inquiry Committee during inquiry

7.—(1) For the purpose of an inquiry under regulation 4 (1), the Board or an Inquiry Committee conducting the inquiry may require any person whom the Board or the Committee believes to have knowledge of the matters relating to the complaint or information being inquired into —

(a) to produce for inspection any book, document, paper or other record relating to or connected with the subject-matter of the inquiry; and

(b) to give all information relating to or connected with the subject-matter of the inquiry as the Board or the Committee may require.

(2) Where a complainant refuses or fails, without lawful excuse, to produce any document or furnish any information required by the Board or the Inquiry Committee under paragraph (1), the Board may dismiss the complaint.

(3) Where a Council member under inquiry refuses or fails, without lawful excuse, to produce any document or furnish any information required by the Board or the Inquiry Committee under paragraph (1), the Board may draw such inferences from the refusal or failure as appear proper.

(4) If the Board or the Inquiry Committee is satisfied that any person is hampering or attempting to hamper the progress of the inquiry, the Board or the Committee may administer a warning to such person.

(5) If the Board or the Inquiry Committee is satisfied that a person to whom a warning has been administered under paragraph (4) is acting in disregard of the warning, the Board or the Committee shall make a record to that effect and may —

- (a) exclude that person from being present at or participating any further in the inquiry; and
- (b) subject to paragraphs (2) and (3), proceed to complete the inquiry in such manner as it sees fit.

Status of Board, Chief Executive Officer or Inquiry Committee during inquiry

8. The Board, the Chief Executive Officer and an Inquiry Committee in the performance of their functions in respect of an inquiry under these Regulations —

- (a) shall not be deemed to be a judicial or quasi-judicial body;
- (b) shall not be bound to act in a formal manner; and
- (c) shall not be bound by the provisions of the Evidence Act (Cap. 97) or any other written law or rule of law relating to evidence, but may inform themselves on any matter as they see fit.

Right of Council member to be heard

9.—(1) Where an inquiry is being conducted under regulation 4 (1), the Board or the Inquiry Committee conducting the inquiry shall post or deliver to the Council member concerned —

- (a) a copy of the complaint or information received, and such other evidence obtained by the Board or the Committee as the Board or the Committee considers necessary; and

- (b) a notice inviting the Council member concerned, within 14 days of the date specified in the notice —
- (i) to give to the Board or the Committee any written explanation that the Council member may wish to make; and
 - (ii) to inform the Board or the Committee whether the Council member wishes to appear before and be heard by the Board or the Committee.

(2) On the expiration of the period specified in the notice referred to in paragraph (1) (b), the Board or the Inquiry Committee shall give the Council member concerned reasonable opportunity to be heard and shall consider any explanation given by the Council member.

Report of inquiry

10. Upon completion of an inquiry into any complaint or information received concerning a Council member, the Board or the Inquiry Committee that conducted the inquiry shall prepare a report on its findings which shall include —

- (a) in all cases, all the relevant information and documents that have been obtained during the inquiry; and
- (b) in the case of an inquiry by an Inquiry Committee, the recommendation of the Committee as to how the Council member concerned should be dealt with by the Board.

Determination by Board

11.—(1) Upon completion of its inquiry or upon considering the report of an Inquiry Committee, the Board may —

- (a) if dissatisfied that there is sufficient evidence for the Board to determine the matter, require the Committee to inquire further into the complaint or information received, or else undertake such further inquiry itself;
- (b) if satisfied that there is no sufficient cause for disciplining the Council member concerned —
 - (i) dismiss the matter; or
 - (ii) advise the Council member concerned, orally or in writing, on the steps to be taken to improve or regularise its practice or conduct; or

- (c) if satisfied that there is sufficient cause for disciplining the Council member concerned —
- (i) censure the Council member, orally or in writing, warning him against further improper conduct;
 - (ii) suspend the membership of the Council member for a period not exceeding 2 years, subject to such conditions as the Board sees fit; or
 - (iii) terminate the membership of the Council member.
- (2) The Board shall record every decision made by it under paragraph (1) and its reasons for making such decision.

[G.N. No. S 47/2001]

**NATIONAL COUNCIL OF SOCIAL SERVICE ACT
(CHAPTER 195A, SECTION 37)**

**NATIONAL COUNCIL OF SOCIAL SERVICE
(MEMBERSHIP AND FEES) REGULATIONS**

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation
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3. Application for membership of Council
4. Grant and renewal of membership of Council
5. Membership fees
6. Other charges
7. Obligations of members of Council
8. Resignation from membership of Council
9. Termination of membership of Council

The Schedule

[31st January 2001]

Citation

1. These Regulations may be cited as the National Council of Social Service (Membership and Fees) Regulations.

Conditions for membership of Council

2.—(1) Any organisation which —

- (a) is registered under the Business Registration Act (Cap. 32) or the Societies Act (Cap. 311), incorporated under the Companies Act (Cap. 50), or established by or under any written law;
 - (b) has been carrying on business for a continuous period of at least 2 years; and
 - (c) satisfies the requirements of section 15 (2) or (3) of the Act,
- may apply to be either a full Council member or an associate Council member, as the case may be.

(2) The Board may, in its discretion, waive the requirement under paragraph (1) (b) subject to such conditions as it sees fit.

Application for membership of Council

3.—(1) An application for full or associate membership of the Council under section 15 of the Act shall be made to the Council in such form as may be provided by the Board.

(2) The Board shall consider every duly completed application and communicate its decision in writing to the applicant within 3 months from the receipt of the application.

Grant and renewal of membership of Council

4.—(1) Where the Board is satisfied that an organisation is suitable for admission as a Council member, the Board may grant membership under section 15 (2) or (3) of the Act to such organisation.

(2) Where the Board rejects an application for membership, the Board shall not be obliged to give any reason for its refusal.

(3) Where the membership of a Council member was granted at any time during the period commencing on 1st January and ending on 31st March in any year, the membership shall expire on 31st March of that year.

(4) Where the membership of a Council member was granted at any time during the period commencing on 1st April and ending on 31st December in any year, the membership shall expire on 31st March of the following year.

(5) The Board may, upon the expiry of the membership of a Council member, renew such membership for one year or 3 years as the Council member may elect.

Membership fees

5.—(1) Every organisation shall, upon being granted membership of the Council under regulation 4 (1) or upon having its membership renewed under regulation 4 (5), pay to the Council the membership fee as specified in the Schedule.

(2) Where a Council member fails to pay its membership fee within one month of being granted membership or of having its membership renewed, the Council member shall, in addition to the membership fee, pay to the Council the late payment fee as specified in the Schedule.

(3) Where a Council member fails to pay its membership fee, together with any applicable late payment fee within 3 months of being granted membership or of having its membership renewed, the Board may terminate the membership of such Council member.

(4) A Council member whose membership has been terminated under paragraph (3) may have its membership reinstated on payment of all outstanding fees.

(5) The membership fees specified in the Schedule are not inclusive of goods and services tax chargeable under the Goods and Services Tax Act (Cap. 117A) on the services in respect of which such fees are payable, and the Council member shall bear and pay to the Council the goods and services tax charged on the supply of services in addition to such fees.

(6) No fee paid by a Council member shall be refunded unless, in the opinion of the Board, there is good and sufficient reason to do so.

(7) The Board may, in its discretion, waive the whole or any part of any membership fee due and payable by any Council member.

Other charges

6.—(1) The Board may levy any charges for services rendered to any Council member, person or organisation in pursuance of the objects of the Council as the Board sees fit.

(2) The Board may, in its discretion, waive the whole or any part of such charges.

Obligations of members of Council

7.—(1) Every full Council member shall submit a certified copy of its annual report, audited accounts and balance-sheet to the Board within 6 months from the end of its financial year.

(2) Every full and associate Council member shall —

- (a) furnish to the Board such information with respect to its organisation and functions, in such manner and at such times, as the Board may reasonably require; and
- (b) comply with such standards and guidelines for the management and administration of, and the provision of social service by, Council members as may from time to time be issued by the Council.

Resignation from membership of Council

8.—(1) A Council member may at any time resign from membership of the Council by giving the Board 3 months' notice in writing of its intention to do so, or such shorter period as the Board may allow.

(2) Any Council member who gives notice of its resignation after 1st April in any year shall be liable to pay the membership fee for that year.

Termination of membership of Council

9.—(1) Without prejudice to regulation 5 (3), the Board may terminate the membership of a full or associate Council member in the manner provided by this regulation where such Council member —

- (a) ceases to satisfy the requirements of section 15 (2) or (3) of the Act;
- (b) ceases to be registered under the Business Registration Act (Cap. 32) or the Societies Act (Cap. 311) or is wound up under the Companies Act (Cap. 50) or is no longer established by or under any written law; or
- (c) fails to comply with regulation 7 (1) or (2) (a).

(2) If the Board intends to terminate the membership of a Council member under this regulation, the Board shall give the Council member notice in writing of its proposal.

(3) A notice given under paragraph (2) shall state that, within 21 days of the service thereof, the Council member may make representations in writing to the Board and the Board shall not

determine the matter without considering any representation received within that period.

(4) Upon consideration of any representation made under paragraph (3), if the Board terminates the membership of a Council member under this regulation, the Board shall inform the Council member in writing of the termination.

(5) This regulation shall be in addition to and not in derogation of the National Council of Social Service (Inquiry Proceedings) Regulations (Rg 2).

THE SCHEDULE

Regulation 5 (1), (2) and (5)

FEES

	<i>Full Council member</i>	<i>Associate Council member</i>
1. Fee payable upon grant of membership under regulation 4 (1):		
(a) for membership granted on or after 1st January 2001 but before 1st April 2001	\$50	\$25
(b) for membership granted on or after 1st April but before 30th September of any year	\$130	\$50
(c) subject to paragraph (a), for membership granted on or after 30th September of any year but before 1st April of the following year	\$65	\$25
2. Fee payable for renewal of membership under regulation 4 (5):		
(a) for one year	\$130	\$50
(b) for 3 years	\$351	\$135
3. Late payment fee payable under regulation 5 (2)	\$30	\$30.

[G.N. No. S 48/2001]