

STATUTE

**OF THE SLOVAK CHAMBER OF SOCIAL WORKERS
AND SOCIAL WORK ASSISTANTS**

adopted by the session of the Slovak Chamber of Social Workers and Social Work Assistants
on 18.09.2015.

Article 1
Introductory Provision

- 1) The Slovak Chamber of Social Workers and Social Work Assistants (hereinafter referred to as the "Chamber") is established by Act No. 219/2014 on social work and on conditions for the performance of some professional activities in the area of social affairs and family and on changes and amendments to some acts (hereinafter referred to as the "Act").
- 2) The Chamber statute provides for the details of the position, capacities and roles of the Chamber and its bodies, of the commencement and cease of membership in the Chamber and of the basic principles of managing assets of the Chamber.

Article 2
Position of the Chamber

- 1) The Chamber is an independent, non-political, self-governing professional organization of social workers and social work assistants in the Slovak Republic.
- 2) The registered seat of the Chamber is the Slovak capital city, Bratislava.
- 3) The Chamber fulfils and provides for the fulfilment of tasks assigned to the Chamber by the law, this statute and other policies of the Chamber. The Chamber collaborates with state administration bodies, professional bodies, educational institutions and other legal and natural persons.

Article 3
Roles of the Chamber

- 1) The basic tasks of the Chamber are as follows:
 - a. to fulfil its responsibilities in respect of matters relating registration in the list of members of the Chamber and deletion from the list of members of the Chamber;
 - b. to protect rights and interests of the members of the Chamber in connection with performance of social work, providing the members of the Chamber with free consultancy related to performance of social work and arranging legal representation of the members of the Chamber before Slovak courts in matters concerning performance of social work;
 - c. to decide on matters involving approvals, disciplinary misconduct and recognition of certificates, school-leaving certificates or other documents proving the

- completion of specialized educational programs for a specialized field of social work or completion of an educational program for post-secondary professional activity issued by a foreign school or by any other body authorised in accordance with the legal regulations of the respective state;
- d. to act in matters concerning initiatives, proposals and complaints of its members in connection with their rights and obligations arising out of the Act and other acts of general application;
 - e. to publish policies and Code of Ethics for social workers and social work assistants;
 - f. to make statements on ethical matters concerning the performance of social work;
 - g. to provide data from the list of members of the Chamber and from the register of approvals for national statistical purposes;
 - h. to provide for international collaboration with professional associations and educational institutions in matters involving the roles of the Chamber;
 - i. to protect the status of the profession of social worker and social work assistant and to contribute to social promotion of the status;
 - j. to make statements relating the performance of social work, emphasizing general standards of quality of social work;
 - k. to make comments on acts and other strategic documents regulating the performance of social work;
 - l. to evaluate continuous education in social work of a social worker performing individual social practice;
 - m. to keep, regularly update and make accessible at the Chamber website all information in accordance with the Act, mainly the list of members of the Chamber, list of guest members and honorary members of the Chamber, list of members of the bodies of the Chamber and register of approvals for the performance of individual practice of a social worker and social work assistant;
 - n. other responsibilities arising out of the Act.

Article 4 Membership

- 1) The Chamber associates the members of the Chamber. Membership in the Chamber is voluntary and commences upon registration of a member in the list of members of the Chamber.
- 2) A member of the Chamber may be any natural person who:
 - a. is professionally capable of performing social work pursuant to section 4 and section 5 of the Act;
 - b. performs social work;
 - c. files a written application with the Chamber for registration in the list of members of the Chamber.
- 3) The board of directors of the Chambers will register a natural person complying with the membership conditions in the list of members of the Chamber within 30 days after receipt of an application from the natural person complying with the conditions of registration in the list of members of the chamber and documents proving compliance with the qualification criterion for the performance of social work and providing social work in practice. The board of directors of the Chamber will deliver a confirmation of

membership to a natural person registered in the list of members of the Chamber within 30 calendar days after registration in the list of members.

- 4) Where the board of directors of the Chamber fails to register a natural person in the list of members of the Chamber within 30 calendar days after receipt of an application for registration in the list of members, the board of directors of the Chamber will inform the natural person in writing within 60 days after receipt of the application for registration in the list of members. The communication will also include reasoning of the non-registration and instruction on the possibility to lodge and appeal against the non-registration in the list of members of the Chamber. The lodged appeal against the non-registration of the natural person in the list of members of the Chamber will be subject to revision by the professional board of the Chamber.
- 5) Where the board of directors of the Chamber fails to register a natural person in the list of members of the Chamber or where it fails to inform the natural person in writing within 60 days after receipt of the application for registration, the registration is deemed to be made on the day, on which the application for registration in the list of members of the Chamber was delivered.
- 6) A member of the Chamber has the right to:
 - a. be elected the chair of the Chamber or to the bodies of the Chamber;
 - b. use free consultancy relating performance of social work;
 - c. arrangement of legal representation before Slovak courts in matters concerning performance of social work;
 - d. propose awarding of the position of a guest member of the Chamber and granting honorary membership in the Chamber to another natural person who is not a member of the Chamber;
 - e. take a part in sessions of the bodies of the Chamber and to make comments on matters being the object of the sessions where the matters directly involve the member.
- 7) A member of the Chamber is obliged to:
 - a. perform social work in accordance with the Act and other acts of general application of the Slovak Republic and following the Code of Ethics published by the Chamber;
 - b. follow the statute and policies of the Chamber;
 - c. inform the board of directors of the Chamber about any and all facts relevant for his/her membership in the Chamber no later than 30 days after the day when he/she became aware of the facts;
 - d. pay the membership fee duly and properly; except the period for which his/her membership is suspended.
- 8) A membership in the Chamber will be suspended
 - a. from the day on which a written acknowledgement of suspension of membership of a member of the Chamber is delivered, for the period as specified in the acknowledgment. Where the acknowledgment fails to provide the period for which the membership is to be suspended, the membership will be suspended for the maximum period of three years after receipt of the application for suspension of membership in the Chamber,

- b. from the day on which the license to perform individual practice was suspended,
 - c. upon imposing disciplinary measures in accordance with the Act.
- 9) A membership in the Chamber will cease:
- a. as of the day on which a written acknowledgement of cease of membership of a member of the Chamber is delivered unless the acknowledgement provides for a later date of cease of membership in the Chamber;
 - b. by the death of a member of the Chamber or by declaration of his/her death;
 - c. by imposing disciplinary measure pursuant to section 25 (2) (d) of the Act, including non-fulfilment of the obligation to pay the membership fee for the period of 24 calendar months;
 - d. upon passing of a one-year period of time, during which a member of the Chamber was not performing the practice of a social worker or social work assistant, provided that his/her membership was not suspended;
 - e. upon revocation of the licence to perform individual practice of a social worker or social work assistant.

**Article 5
Honorary and Guest Member of the Chamber**

- 1) The session of the Chamber may award a natural person who is not a member of the Chamber the position of a guest member of the Chamber and to grant honorary membership in the Chamber.
- 2) The position of a guest member of the Chamber may be awarded by the session of the Chamber to a member of another professional association or other professional body in the field of education, to a professional in the field of education or a professional in the field of social affairs and family, based on a proposal of any of the bodies of the Chamber or based on a proposal of no less than ten members of the Chamber. A guest member has the right to participate in the meetings of the session of the Chamber, without the voting right, and the right to be elected to the professional board of the Chamber.
- 3) The position of a guest member of the Chamber may be revoked by the session of the Chamber based on a proposal of any of the bodies of the Chamber or based on a proposal of no less than ten members of the Chamber.
- 4) The honorary membership in the Chamber may be awarded by the session of the Chamber to a natural person who is not a member of the Chamber and who has significantly contributed to development of social work, based on a proposal of any of the bodies of the Chamber or based on a proposal of no less than 20 members of the Chamber. An honorary member has the right to participate in the meetings of the session of the Chamber, without the voting right.
- 5) The honorary membership in the Chamber may be revoked by the session of the Chamber based on a proposal of any of the bodies of the Chamber or based on a proposal of no less than 20 members of the Chamber.

Article 6

Bodies of the Chamber

- 1) **The bodies of the Chamber** are
 - a. the session of the Chamber,
 - b. the board of directors of the Chamber,
 - c. the supervisory board of the Chamber,
 - d. the professional board of the Chamber,
 - e. the disciplinary board of the Chamber.

- 2) **The executive body of the Chamber** is the chair of the Chamber. Chair of the Chamber is the chair of the board of directors and he/she is elected by the session of the Chamber. The term of office of chair of the Chamber is four years.

- 3) Chair of the Chamber represents the Chamber in public, manages its activity, acts in usual matters independently unless this statute or policies of the Chamber provide for otherwise.

- 4) During the term of office, the session of the Chamber may recall the chair if he/she
 - a. requests to be relieved of office;
 - b. fulfils all the conditions for suspension or cease of membership in the Chamber,
 - c. acts in a contradiction with this statute, resolutions of the session of the Chamber and policies of the Chamber.

- 5) **The session of the Chamber** is the highest body of the Chamber. The session of the Chamber consists of members of the Chamber.

- 6) The role of the session of the Chamber is to
 - a. approve the statute of the Chamber, other policies of the Chamber and Code of Ethics;
 - b. elect and recall the chair and other members of the bodies of the Chamber;
 - c. award and revoke the position of a guest member and honorary member of the Chamber;
 - d. approve the amount of the membership fee and charges,
 - e. approve the report of the Chamber's financial management for the previous calendar month;
 - f. decide on other matters as it may reserve in the policies of the Chamber or on the matters as regulated herein.

- 7) Meetings of the session of the Chamber are held from time to time, no less than once a calendar year. The board of directors of the Chamber is obliged to convene the meeting of the session of the Chamber by two months after receipt of a written request of
 - a. the chair of the Chamber,
 - b. no less than a third of the members of the Chamber or
 - c. the supervisory board of the Chamber.

- 8) The session of the Chamber may decide on the establishment of sections of the Chamber.

- 9) **The board of directors of the Chamber** is the executive and managing body of the Chamber whose role is to
- a. convene meetings of the session of the Chamber;
 - b. approve the budget of the Chamber for a calendar year;
 - c. manage the assets of the Chamber;
 - d. decide on registration in the list of members of the Chamber;
 - e. keep and update the list of members of the Chamber, guest members and honorary members of the Chamber;
 - f. submit reports of activity of the board of directors of the Chamber to the session of the Chamber;
 - g. submit to the session of the Chamber binding statement on the application of the Chamber policies;
 - h. provide for the informational, documenting and publishing activity of the Chamber;
 - i. act as the appellate body against the decisions of the professional board of the Chamber in matters relating revocation of approval and matters relating recognition of documents proving the completion of education, issued by a foreign institution;
 - j. act as the appellant body against the decisions of the disciplinary board;
 - k. appoint the election committee.
- 10) The board of directors consists of no less than five members of the Chamber; however, no more than thirteen members of the Chamber. The members of the Chamber are elected to the board of directors of the Chamber by the session of the Chamber for a 4-year term of office.
- 11) **The supervisory board of the Chamber** controls
- a. the activity of the Chamber;
 - b. fulfilment of the resolutions made by the session of the Chamber;
 - c. financial management of the assets of the Chamber;
 - d. activity of the board of directors of the Chamber and that of chair of the Chamber;
 - e. compliance with the Chamber policies and decisions of the bodies of the Chamber.
- 12) The role of the supervisory board of the Chamber is also to:
- a. submit reports of financial management of the Chamber to the session of the Chamber;
 - b. submit an application for the initiation of a disciplinary proceeding against a member of the Chamber;
 - c. elect and recall, from its members, the chair of the supervisory board of the Chamber and the deputy chairs of the supervisory board of the Chamber.
- 13) The supervisory board consists of no less than three members of the Chamber; however, no more than nine members of the Chamber. The members of the Chamber are elected to the supervisory board of the Chamber by the session of the Chamber for a 4-year term of office.

- 14) The role of the **professional board of the Chamber** is to provide for positive conditions for the promotion of the professional level of social workers and social work assistants.
- 15) The members of the professional board are elected by the session of the Chamber from the members of the Chamber and from guest members of the Chamber so as to retain the majority of the members of the Chamber in the professional board of the Chamber. The guest members of the Chamber in the professional board of the Chamber have the same rights and obligations as the members of the professional board of the Chamber except the right to be elected the chair of the professional board of the Chamber. The professional board of the Chamber elect and recall the chair and the deputy chair of the professional board of the Chamber.
- 16) The role of the professional board of the Chamber is to
- a. publish the Code of Ethics, which is binding for the members of the Chamber after approval thereof;
 - b. publish recommendations in the field of continuous education in social work;
 - c. publish the rules of evaluating continuous education in social work of social workers performing individual practice;
 - d. evaluate continuous education in social work of social workers performing individual practice and keeps informed about continuous education in post-secondary professional activities of social workers performing individual practice;
 - e. make statements on ethical matters concerning the performance of social work;
 - f. submit an application for the initiation of a disciplinary proceeding against a member of the Chamber;
 - g. decide in the first instance, in the name of the Chamber, in the approval proceeding and in the proceeding relating recognition of a document proving the completion of education, issued by a foreign institution;
 - h. decide on objections against non-registration in the list of members of the Chamber;
 - i. issue decision on the length of individual practice of a social worker for the purpose of proving the practice;
 - j. keep and update the register of approvals;
 - k. propose representatives of the Chamber in the accreditation council of the Ministry of Labour, Social Affairs and Family of the Slovak Republic in the field of education.
- 17) The professional board consists of no less than five persons - members of the Chamber and guest members of the Chamber; however, no more than thirteen persons - members of the Chamber and guest members of the Chamber. The members of the professional board are elected by the session of the Chamber from the members of the Chamber and from guest members of the Chamber for a 4-year term of office.
- 18) The role of the **disciplinary board of the Chamber** is to

- a. decide in the first instance in a disciplinary proceeding held against a member of the Chamber, initiated based on a proposal of the supervisory board, professional board or from its own initiative;
 - b. assess complaints filed against the members of the chamber in respect of violation of the obligations of the members of the Chamber following the Act or in respect of violation of the Chamber policies or the Code of Ethics of the Chamber by a member of the chamber;
 - c. inform about the results of the disciplinary proceedings or other facts;
 - d. elect and recall, from its members, the chair of the disciplinary commission of the Chamber and the deputy chair/s of the disciplinary commission of the Chamber.
- 19) Details on the disciplinary proceedings are set forth in the Chamber disciplinary policy.
- 20) The disciplinary commission consists of no less than five members of the Chamber; however, no more than thirteen members of the Chamber. The members of the disciplinary commission are elected by the session of the Chamber from the members of the Chamber for a 4-year term of office.
- 21) A member of the Chamber may also be elected to a body of the Chamber for more consecutive terms of office.
- 22) Details on the elections to the bodies of the Chamber are regulated in the Chamber election policy.
- 23) The positions in the bodies of the Chamber following Art. 6 (1) (b) to (e) are mutually incompatible. The positions in the bodies of the Chamber are honorary.

Article 7
Principles of Financial Management

- 1) The Chamber manages its assets independently, based on a budget approved by the session of the Chamber for the respective calendar year.
- 2) Where the Chamber fails to approve budget for the following year by 31 December of a given year, the assets of the Chamber are managed from 1 January of the budget year until approval of a budget for the respective budget year in accordance with a provisional budget. Expenses incurred during the provisional budget for each month of the budget year cannot exceed one twelfth of the total expenses of the budget approved for the previous budget year, except the expenses paid in accordance with the payment schedules approved in the previous budget year, expenses for mandatory payment according to special regulations and necessary expenses related to meetings of the session of the Chamber. The budget income earned and expenditure incurred during the provisional budget will be accounted with the budget for the respective budget year after approval thereof.
- 3) The income of the Chamber budget consists of
 - a) membership fees;
 - b) penalties imposed in the disciplinary proceedings;

- c) charges related to performance of individual practice;
 - d) gifts;
 - e) income from business activities; the Chamber may carry out business activities only in the field of education and publishing professional journals and publications supporting its roles in the field of social work;
 - f) other income.
- 4) Details on the financial management of the Chamber are regulated in the Chamber financial management policy.

Article 8
Final Provisions

- 1) This statute may be changed and amended by a resolution after approval thereof by a majority of the members of the Chamber, in form of a written amendment to the statute.
- 2) The Chamber statute enters into effect and force on the day on which it is approved by the session of the Chamber.

In Bratislava dated 18.09.2015

Mgr. Peter Kulifaj, (signed)
Chair of the Chamber