

Hellenic Association of Social Workers

Constitution Articles

Article 1

It concerns the establishment of the primary association, under the name «Hellenic Association of Social Workers» (S.K.L.E.), located in Athens. Local Sections or Delegations will be established with a view to full participation of all active memberships of the association. For the establishment of the Local Departments at least fifteen (15) memberships need to be registered.

Article 2

Aims of the Hellenic Association of Social Workers are:

- A. The preservation and promotion of work, financial, insurance, union and social interests of its members.
- B. The contribution to the implementation of the principles and methods of social work.
- C. The contribution to the improvement of education in social work, confirming the role of social worker in the various fields of action, in cooperation with social work agencies in order to improve the availability of their services.
- D. The study of social problems, the opinion making, the intervention to address them and the cooperation with the authorities and the competent Bodies.
- E. The consent of all Social Workers, the protection of the profession and the study qualifications.
- F. The public information and the representation of the profession in various institutions.
- H. Public awareness of social groups in social issues and the development of collective action, with the ultimate aim of achieving social change.
- Z. The involvement of the Association in the configuration and planning of the Social Policy.

Article 3

S.K.L.E can be a member of other Greek or international organizations with similar goals.

Article 4

The achievement of its objectives is pursued mainly:

- a) With the claiming of conclusion of collective labor agreements among workers and representatives of the Administration and its stakeholders in the public or at private sectors respectively, pursuant to the laws of the State and to the special laws.
- b) With the development of relationships with other agencies and associations.
- c) With the moral and possible material support for the members of the Association.
- d) With the establishment of committees, organizing lectures, seminars, conferences, printed publications, use of the media etc.

Article 5

Members of S.K.L.E are distinguished into regular, corresponded, temporary and honorary.

A. Regular members are, after their applied request to the Board, the Social Workers who have license and reside in the region of Attica. They have the right to elect, be elected and to vote at General Assemblies.

B. Corresponding members are the social workers who have the qualifications required for full membership but reside outside the region of Attica. They have the right to elect, to be elected and to vote at General Assemblies when present, without their absence being calculated for the establishment of a quorum.

C. Temporary members are students of acknowledged Schools of Social

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Work, after the end of the second year of their studies and they are entitled to attend General Assemblies.

D. Honorary members may be nominated on a proposal from the General Assembly or the Administration Council such as individuals with social contribution in relation to the profession of social work.

Article 6

Social workers who have in any manner employer's role cannot be members of **S.K.L.E.**

Article 7

Members of **S.K.L.E** are obliged to pay the registration and annual subscription fee, the amount and mode of retention are determined by the General Assembly.

Article 8

Cease to be members of **S.K.L.E**:

1. Members at any time may submit written resignation to the Administration Council or the General Assembly of **SKLE** and to the Local Committee or the Local General Assembly.
2. Those members who do not pay their subscription fee for 2 years and after a note being handed to them by the treasurer.
3. Those members whose professional license has been removed.
4. Those who have violated the Constitution.
5. Those who have violated the Code of Ethics of Social Workers.
6. Two Disciplinary Boards operate at the **Hellenic Association of Social Workers**: the Primary (P.D.B) and the Secondary (S.D.B.).
7. The Primary Disciplinary Board shall consist of three (3) members and three (3) alternate. In the P.D.B they are elected those who are at least ten (10) years full members of the Association and have not been convicted of an offense involving dishonesty or have not been punished with the penalty of cancellation.

8. The Secondary Disciplinary Board shall consist of three (3) members elected and three (3) alternate. In the S.D.P they are elected those who are enlisted fifteen (15) years as members and have not been convicted of an offense involving dishonesty or have not been punished with the penalty of membership cancellation.
9. The members and alternate members of the two Disciplinary Boards are elected concurrently with the members of the Board of S.K.L.E. The positions of the members of the Disciplinary Board resigning are occupied by alternate members in a success series.
10. The Disciplinary Boards cannot be established only by alternates. In case two regular members are resigned, elections will be held. The members of the Disciplinary Boards lose their post if unjustifiably are absent from three (3) consecutive meetings.
11. The Disciplinary Boards judge according to the principles of the profession as set forth above and the consciousness of the one reproaching and one who is summoned, question the witnesses proposed by the parties, and the ones that the Disciplinary Boards wish to examine and investigate all essential elements so as to form an opinion.
12. The Primary Disciplinary Board, before practicing any disciplinary action, can invite a member of the Association for clarifications.
13. The Administration Council of S.K.L.E., after consultation with the Disciplinary Board, shall appoint one (1) secretary and one (1) alternate who shall keep the minutes of meetings of both Boards.
14. The Disciplinary Board shall vote by secret ballot. The minutes and the decision have to report the minority opinion.
15. Disciplinary Boards should adopt their decisions within three months at the latest, since a criminal complaint and appeal has been filed. In particularly serious or difficult cases, the Disciplinary Boards with a unanimous decision may extend this deadline for a further 3 / month period. If no decision is issued within 6 / month period, they automatically lose their office and cannot set vote as candidates for the same office in the next election.

Article 9

1. The Primary Disciplinary Board hears disciplinary offenses, following a complaint of the Administration Council or of a member or of a third or an ex officio by decision of the Disciplinary Board by majority.
2. The Primary Disciplinary Board notifies its decisions within 10 days from its issuance, to the Administration Council of S.K.L.E., to the appellant and to the impugned. The parties involved can make an appeal within 15 days after the decision has been notified. On appeal the judgment is suspended.
3. The Secondary Disciplinary Board hears appeals against the decisions of the Primary Disciplinary Board, decides irrevocably and irreversibly and notifies its decisions to the appellant, the respondent and the Administration Council within 10 days of their issuance.
4. The Secondary Disciplinary Board hears, at first degree, complaints about breaches of discipline members of the Primary Disciplinary Board made while they were exercising their duties. In the second degree, the cases are heard by the two Disciplinary Boards meeting together. From the same single body, allegations of misconduct members of the Secondary Disciplinary Board are heard at first and second degree. A member of the Disciplinary Board, who has been directed with an accusation, cannot take part in this single institution. Chairman of the Primary and Secondary Disciplinary Board is defined the member who has the majority of votes and in case of failing agreement, the Chairman is elected by the members.
5. Disciplinary Boards have jurisdiction to the esteemed as well as to the associated members of the Association.

Article 10

PENALTIES

1. The penalties imposed by the Disciplinary Boards, depending on the severity of the disciplinary offense, are:
 - a. Written personal reprimand.
 - b. Written reprimand with a copy of the judgment in the workplace.

- c. Personal deletion until three months from the notification of the decision in the workplace.
 - d. Personal deletion from 6 months to 2 years with a copy of decision in the workplace.
 - e. Permanently deletion with a notification of the decision in the workplace.
2. The final decisions of the Disciplinary Board are being forwarded to the Board for implementation and publication and the General Secretary writes them down in the register within 10 days from the day the decision has been sent to the Administration Council. Failure or delay in the implementation of the above bases a discipline offence for those responsible. For cases **b + c + d + e** where penalties are to be communicated in the workplace, the decision states that, as long as the social worker does not commit within three (3) years a new disciplinary offense, the decision will be lapsed.

Article 11

1. Disciplinary action (indictment) in the Primary Disciplinary Board may be exercised by the Administration Council of **S.K.L.E.**, or by a member or a third party who has legal interest. However the Disciplinary Board may ex officio investigate and adjudicate disciplinary offense. In this case, the investigation may be delegated in writing by the Administration Council in an alternate member, who is involved only in data collection.
2. The indictment must be substantiated. The indictment is considered preliminary by the Disciplinary Board, which may, by majority decision, not proceed in the process of disciplinary proceedings, if satisfied that a complaint is unfounded.
3. Withdrawal of a complaint is excluded. Withdrawal of a complaint can be made only if the charged has accepted the written statement. However, if the Disciplinary Board, despite accepting the withdrawal of the impugned, considers that the general interest of the profession requires continuing the hearing, decides to hear the case.

4. In the complaint the facts, which constitute the offense prosecuted, the data and the exact time that it has been committed, must be written in full and analytically.
5. A copy of a complaint is notified to the impugned.

Article 12

6. Upon the filing of a complaint, the Administration Council after having been informed on the content, examines witnesses proposed by the appellant and then calls the impugned to apologize and propose the witnesses. In case of automatic disciplinary proceedings, the person defined as pursuant (to Article 11 par. 1 of this Constitution) shall carry out preliminary informal gathering and record information and data about the alleged disciplinary offense and the circumstances, under which this happened and finally recommend to the Disciplinary Board his opinion. The Disciplinary Board shall decide by majority to exercise or not disciplinary proceedings. The member, who carries out the research, does not participate in the proceedings of the case, even if it is necessary to supplement the Disciplinary Board as an alternate member (justified absence of a full member, exceptions etc). The preliminary research done by the member must be completed within a specified period of time that will be determined by the Disciplinary Board.
7. The apology of the impugned is submitted to DB within ten (10) days from the service of the indictment on him.
8. The witness shall not give oath. The non-appearance or refusal of a witness, without reasonable cause, proven summoned since a member of **S.K.L.E.**, is an offense punishable under the provisions of Regulation of **S.K.L.E.**
9. The summoned and charged have each the right to nominate three witnesses. The examination of more witnesses is decided by the DB, if necessary. The summoned and charged, in case they suggest more witnesses, are asked to indicate the three preferable ones who wish to be examined.

- 10.** The plea is submitted in writing form, but it can be done verbally as well. The representation or proxy support is excluded.
- 11.** Before each apology, the charged has a right to inspect the file that has been formed.
- 12.** The charged is entitled to request a reasonable deadline for the submission of documentary evidence which considers being necessary for his defense. It is in DB's authority to examine whether to give or not this margin of time.
- 13.** After the apology, the examination of witnesses and the deadline for the submission of new evidence, the investigative stage is completed and the Disciplinary Board is obliged to issue its decision.

Article 13

- 1.** From the Disciplinary Board are excluded: a) members that have an immediate interest in the disciplinary proceedings, b) members that the impugned is an immediate relative by blood or marriage or linked to adoption or are relatives by blood up to fourth degree or second degree by affinity, c) members caused or cause suspicion of favoritism and particularly if they share with the impugned special friendship, special relation tasks or dependence, controversy or enmity.
- 2.** The exclusion may be asked either by a member of DB when there is reason of self exclusion, by the president of DB, by either the summoned or the charged one. In the latter cases the exclusion is requested in written application, submitted to the President of DB, at least two days before the apology. The exclusion is decided by the DB, without participation from the member for whom the exclusion is sought. This member of DB is substituted by another member. The summoned and charged may request the exclusion of only one member of the DB.

Article 14

- 1.** DB does not meet in public. Meetings may be attended by alternate non-voting members if the number of regular members is supplemented.

2. Members of the Board are regular and alternate. Alternates shall participate in the Board in case of absence or incapacity of members in the order of their electoral success. The replenishment is recorded. In case of impediment of the President of DB, the member, who took the most votes in elections, presides. In the same manner, the subsequent substitution of members, who are absent or indisposed, is performed. The DB cannot meet alone with alternates and it has to attend at least one member.
3. DB validly meet if quorum. For decisions regarding procedural matters and for the introduction of cases for trial, it is required the absolute majority of those present at the meeting. Immediately after the termination of proceedings on a case, the DB sets date and time of the next meeting to take a decision, imposing a penalty or not. This meeting must be attended by all three members of DB. In the event of unjustified absence of one or more members, a corresponding number of alternate members is informed on the case who definitely takes part in the vote procedure, on the judgment of the case and considers the absent to be self excluded. In the second meeting the decision is necessarily made in the presence of all three (3) members and alternate members.
4. The members of the Disciplinary Board deem in accordance with the principles, the code of ethics of social workers and their conscience. After hearing both sides of the parties and considering freely on all the evidence they are presented in order to form an opinion, they can take into account other evidence as well, not derived from the disciplinary process. In this case, it is essential for the disciplinary persecuted to take notes of the new evidence.
5. Offences for which the charged has not been called for account, they cannot in any way be the subject of disciplinary proceedings.

Article 15

1. The disciplinary decision must be based on proven facts and not on mere suspicions and be fully justified, both in the case of guilt, and the imposition or mitigation of sentence.
2. Disciplinary decisions are issued in writing. In these, there are indicated: **a)** the place and time of their adoption, **b)** the names of the members of the Board and the Secretary, **c)** the names and details of the judged **d)** the assigned disciplinary offense, and the place and time it has been done, **e)** a summary of apology if made orally or in writing or by submitting an apology and a call or not a call orally, **f)** the reasons for the decision, **g)** if the decision has been taken unanimously or by majority, **h)** the acquittal of the judged or the penalty imposed on him.
3. The disciplinary decision shall be signed by all members of the DB and notified within 10 days of its adoption, under the responsibility of the Secretary: **a)** to the judged, **b)** to the summoned **c)** to the Board of S.K.L.E. and **d)** to the workplace referred.
4. Decisions of the Primary DB that impose penalties except for the first one, which is on a personal level, are subject to appeal and can be submitted by the punished within 15 days of notification of the decision. The appeal is filed to the Primary Disciplinary Board, together with the entire file and it is forwarded as soon as possible to the Secondary Disciplinary Board. The Primary Disciplinary Board prepares minutes of the filing appeal.
5. If the decision has not been announced to the punished himself but to a third person, the deadline for the appeal is extended by 10 days. If the punished has proven residing outside the country, then the deadline shall be extended by one month.
6. If it is not timely possible to exercise the appeal due to force majeure, it is

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considered by the Secondary Disciplinary Board, whether they can accept or reject a late appeal.

7. The appeal shall temporarily suspend the execution of the judgment. The execution of the judgment shall be suspended during the period specified for submitting the appeal.

8. When the decision becomes final, after the rejection of the appeal or if there is no appeal filed, then it is conducted in accordance with Article 8 of the constitution of S.K.L.E. The final decision must be notified within 10 days of its adoption to the judged, to the summoned, to the Administration Council of S.K.L.E. and to the workplace of the punished.

9. The Secondary Disciplinary Board follows all the procedures provided by this present constitution for the Disciplinary Board.

Article 16

Resources of the Hellenic Association of Social Workers are:

- A. The registration and membership subscription fees.
- B. Income from various events.
- C. Any revenue from the sale of publications and other publications of the Association.
- D. Donations, grants, bequests, legacies, if they benefit the Association.
- E. Special contributions from members of the association when it encounters financial difficulties.
- F. Any other revenue that the Association legally collects.

Article 17

The bodies of the Hellenic Association of Social Workers are:

- I.) The General Assembly of Members
- II.) The Administration Council
- III.) The Audit Committee
- IV.) The General Council

I. GENERAL ASSEMBLY

Article 18

The General Assembly is the supreme and sovereign body of the Hellenic Association of Social Workers and its principle operation is to ensure the effective participation of members in decision-making and control of administrative bodies.

Article 19

Responsibilities of General Assembly:

- A. Elects or discharges from office, the Administration Council, the Audit Committee, the Supervisory Committee and the various committees. The General Assembly has the power to control the operation of Local Sections which are accountable to the General Assembly.
- B. Approves or rejects the proceedings of the Administration Council and the financial report in accordance with a report of the Audit Committee.
- C. Adopts or rejects the budget and the Administration Council's Agenda.
- D. Defines the amount of the annual subscription, the subscription rights or other special contributions.
- E. Decides on the dissolution of the Association.
- F. Amends, revises, supplements the constitution and the code of ethics.
- G. Has the right to subscribe to or leave Federations, Associations, Organizations, and Associations.
- H. The decisions of the General Assembly and the Administration Council of SKLE always take precedence over the decisions of Local Councils and Local General Assemblies.

Article 20

The General Assembly is convened by the Administration Council regularly, on the first two months of each year in Athens. An exceptional General Assembly is held whenever necessary, or if it is requested, stating the matters to be discussed, by the 1/10th of members of the Association who are economically valid. The General Assembly shall discuss only the stated matters.

The Administration Council is obliged to convene the General Assembly at the latest in 15 days. The regular or the exceptional General Assembly is considered to be in a quorum if there is present at least the half, plus one of the economically valid members of S.K.L.E. In case of cancellation due to lack of quorum, it can be repeated the following week with the members who are present, at the same place and time. Before discussion of the issues on the agenda, the General Assembly shall elect a chairman and two secretaries. The invitation for the General Assembly must be sent to members (8) eight days before the convergence, and must indicate the day time, place and agenda issues.

Furthermore, the call for the General Assembly is published in, at least, three daily newspapers and posted to the offices of the Association.

Article 21

The agenda of the Annual General Assembly involves the following topics:

1. Assessment of the actions taken.
2. Announcement of the Financial Statement, along with the report of the Audit Committee.
3. Budget proposals and the Action Plan.
4. In the regular Annual General Assembly on the 2nd year, the Election Committee is elected.
5. If the GA does not agree with the proceedings of the Administration Council, it asks for further clarification or information, which, if not considered satisfactory, blame is attributed to the Administration Council and a vote procedure follows.

Article 22

The Administration Council and the General Assembly may invite any person who can consult or decide on a matter of the agenda to plenary session of the General Assembly.

II) ADMINISTRATION COUNCIL

Article 23

1. S.K.L.E is run by an 11-member Administration Council, elected by secret ballot, every two years, in elections.
2. Those who have the requirements written in Article 5 of the present Constitution are elected as members of the Administration Council.
3. If there is a vacant position in the Administration Council, it is filled by the first one in success of the corresponding party or by an individual candidate.
4. A member of the Administration Council, who is unjustifiably absent on three consecutive regular meetings, is considered to have resigned and is replaced by the list of alternates. In case more than three members of the Administration Council should resign or be replaced or cannot fulfill their duties, then an exceptional General Assembly is convened by the President and the Secretary who elect the members missing for the remaining period of the Administration Council.
5. The Administration Council is dismissed before the expiration of its period by the General Assembly, by an absolute majority of those present, or due to censure wording. If a member of the Administration Council does not consistently meet with responsibility his duties, the General Assembly decides by majority, the recess and replacement. Especially in these cases, it is required as a quorum, the presence of 1/3 and 3/4 of the majority.
6. Within 7 days from the elections, the elected Administration Council is met for the body constitution, under the responsibility of the member who has gathered the majority of votes.
7. If, for any reason the first in voting member does not convene the Administration Council in proper time, then it is assembled under the responsibility of three (3) members elected, within three days. The new Administration Council members elect among them, with majority voting, President, Vice President, Secretary, Deputy Secretary and Treasurer.
8. The seceded Administration Council delivers the seal, books, treasury and generally any asset or other belongings of the Association. The

record of delivery is held in a special book. A certified copy of the record can be acquired by the seceded Chairman.

Article 24

- The Administration Council meets regularly twice a month and extraordinarily whenever necessary. Exceptionally is also convened when it is requested by three (3) members at least, with a specific agenda.

- In case of failure or refusal of the President, the Vice President may convene. In case of refusal or inability of the Vice President, then any other member of the Administration Council can convene.

- The Administration Council has a quorum when at least seven (7) members are present. Decisions are taken by absolute majority of those present.

- In case of a tie, vote is repeated. If there is still a tie, the issue comes back to the next meeting. In the next meeting, the casting vote of the President prevails. During the meetings, minutes are recorded, which are initialed at the end of the meeting and signed at the beginning of the next.

Article 25

Administration Council Responsibilities:

1. The Administration Council shall convene the General Assembly and has the responsibility to carry out its decisions.

2. It is entitled to decide all matters relating to the discharge of the Association purposes, except in cases decided by the General Assembly in accordance with the Constitution or the Civil Code.

3. It prepares the Balance Sheet and the Income-Expense Budget and the agenda of the next year, manages the assets of the Association, determines and approves expenditure.

4. It ensures the creation of local departments in the provinces and has the responsibility of contact with them.
5. It is responsible for all administrative measures such as e.g. record-keeping members; treasure record book, etc, seal.
6. It has the right, if any question arises, to propose the creation of temporary committees to deal with matters.
7. It can cooperate with other clubs or organizations in Greece or abroad.

Article 26

Chairman of the Administration Council Responsibilities:

- A) The President of the Administration Council of the **Hellenic Association of Social Workers** represents the Association in judicial, administrative authorities and third parties.
- B) Chairs the meetings of the Administration Council, convenes the Administration Council and adopts the agenda with the Secretary, directs the discussion, signs with the Secretary the minutes of meetings and any other document related to the activity of the Association.
- C) When the President of the Administration Council is absent or indisposed, he can be replaced in all his duties by the Vice President.

Article 27

- A) The Secretary represents along with the President of the Association the judicial, administrative authorities and third run offices, keeps minutes of Administration Council's meetings, the Registry members, the Archive and generally all books other than those related to financial management.
- B) He prepares in cooperation with the President the agenda and signs with him the minutes of the meetings, which are ratified by all members

of the Administration Council the payment orders and all documents of the association and conducts the correspondence.

- C)** He has the responsibility of communication with other international organizations or similar associations in other countries. His duties are, aided by Committee members who are familiar with foreign languages.
- D)** When unable or indisposed, in all his duties, the deputy secretary substitutes for him

Article 28

Treasurer Responsibilities:

A) Keeps management books and records and signs with the Chairman any document or documents relating to financial management.

B) Collects the membership subscription fee.

C) Keeps accounts on receipts and payments.

D) Receives with receipt any amount, from wherever it comes from and deposits into a bank account any amount that is redundant.

E) Pays based on a warrant signed by the President and the Secretary. For the expenses of one month the Treasurer, under mandate of the President, can manage the required amount.

F) When absent or indisposed, he is replaced by a member of the Administration Council, designated by the Chair of the Administration Council.

Article 29

The remaining members of the Administration Council of S.K.L.E, undertake specific tasks by decision of the full Board, and may form the links of the Administration Council with the committees operating within the Association.

III) AUDIT COMMITTEE

Article 30

The Audit Committee consists of five members S.K.L.E members and two alternates elected on the day of the elections.

The names of candidates for the Audit Committee are included in the ballot of every party, under the names of candidates for the Administration Council. Its work is the financial control and the submission of a corresponding report to each Annual General Assembly. Also, it suggests the imposition of penalties in case of financial irregularities. It meets regularly once a year and extraordinarily whenever necessary.

IV) GENERAL COUNCIL

Article 31

The General Council meets each year in early November and consists of members of the Administration Council of SKLE and members of all Local Committees of the Association. The Chairman of the General Council shall be defined by the President of the Administration Council of SKLE. The jurisdiction of the General Council is to determine the general policy of SKLE, try to resolve any problems that arise in Local Sections and take care of the concorde collaboration of the Local Sections with the Administration Central Bodies of SKLE.

LOCAL SECTIONS

Article 32

1. In order to create a local Section, it should be requested by at least fifteen (15) members of SKLE residing in the same prefecture.
2. Members of SKLE residing in counties where there is no Local Section may become members of the nearest LS that works. As a benchmark of the closest distance, the distance between the capitals of the county is estimated.
3. LS is obliged to uphold the Constitution and the decisions of the General Assembly of SKLE.

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4. LS has the right and duty to express its views on the decisions of the Board and for the issued on the agenda of the General Assembly.
5. LS should take initiatives on local or regional level so as to promote and achieve the objectives of SKLE and generally to promote and safeguard social work. The initiatives and actions taken will be notified to the Administration Council of SKLE.

LOCAL COMMITTEE

Article 33

1. The Local Committee consists of five (5) members when the Local Department has recorded up to forty (40) members and seven (7) when there is a larger membership.
2. The mandate of the Local Committee shall be two years.
3. The LC forms a body immediately after the election of the presence of the representative of the Administration Council the Association. If this is impossible for reasons that are not addressed, the constituent body is within the latest ten (10) days with responsibility of the candidate that has majority in votes. Within 15 days from its election, the LC must send to the Administration Council SKLE its elections proceedings and minutes of its establishment as a body.
4. In the process of setting up the LC as a body, they are elected in the following order: President, Vice President, G. Secretary, Deputy General Secretary and Treasurer, by secret ballot, for each position separately.

Article 34

1. LC regularly meets every fortnight or twice a month at least and exceptionally, whenever it is necessary.
2. Responsibilities and duties of LC:
 - a. Convenes the Local General Assembly.

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b. Keeps book of minutes of meetings of LC, conference book of the Local Assembly, the correspondence register, the book registry members of LC and the inbox-outgoing documents with responsibility of the General Secretary and Deputy General Secretary of the LC.

c. Maintains cash book with the responsibility of the Treasurer of LC

d. Traffics correspondence of LC and promotes locally every issue representing SKLE.

e. Represents SKLE in each public authority and anywhere else when needed.

f. It is active in promoting the objectives of the Constitution and the issues and decisions of the General Assemblies.

g. Registers new members in SKLE and files them to the central file membership-record of SKLE.

h. Collects membership dues and delivers the estimated percentage to SKLE in line with the latest decisions of the General Assembly of SKLE.

i. It sends up an annual report on the activities of the Local Section and the annual financial report every year from February 15 until March 15 at the latest

j. It appoints at least one representative to convey the views of LC to the General Assembly of SKLE, -after preceded Local Assembly and discussion on the issues. The travel expenses of the representative are covered by the fund of LC or if this is not possible, by of the fund's SKLE.

k. The LC manufactures a round seal LC: marked in circular «Hellenic Association of Social Workers, 1955» and in the center the words «LOCAL SECTION»

l. The LC issue subscription collections with duplicates with a decision titled «Hellenic Association of Social Workers - LOCAL SECTION». They are numbered typographically and when they are used, they signed by the Treasurer LC who writes in full his name [or puts his stamp] and they are sealed with the seal of LC.

m. The LC establishes Working Committees for the study and the elaboration of various themes or activities.

n. The LC suggests several issues to the Administration Council of SKLE, concerning its operation, matters of the social work field that should be

promoted. It makes recommendations and requests assistance from the Administration Council of **SKLE** for any issue that may occupy the LC or is related to more general issues of social work field.

LOCAL GENERAL ASSEMBLY

Article 35

1. The General Assembly is in a quorum and its decisions are valid if the convergence has been held as foreseen in this Constitution and if the 3/5 percentage of the economically valid members is present. If there is no such quorum, the GA is repeated next week at the same place and same time and if quorum is valid if the 1/3 of economically valid members is present. In case of cancellation of lack of quorum, the GA is repeated next week with as many members are present at the same place and same time as possible.
2. A written invitation for convening the General Assembly is sent eight [8] days before the date of the concentration, stating the day, time and place of convergence, as well as the issues for discussion on the agenda.
3. The General Assembly is convened by the Local Committee of LC, at least once every quarter.
4. Where it is evident that there is a GA quorum, from the counted signatures of members attending, a 3member Bureau is elected to conduct the debate of the General Assembly. The minutes of the debate and the General Assembly's decisions are recorded in the book of Minutes of GA LC by the Bureau of the General Assembly.

Article 36

1. Elections of all bodies and representatives of LC are held with the system of proportional representation, with a representative of the Administration Council of **SKLE**.

2. The Election Committee is elected by the General Assembly of Local Section, in the presence of a representative of the judicial authority, to conduct elections so as to elect a 3 member Local Committee. The Election Committee is headed by a representative of the judicial authority. The members of the Election Committee are not eligible to be candidates for the Local Committee even if resigned after their election to the Supervisory Board. Also candidates for the Election Committee do not have the right for application.
3. The invitation for the General Assembly, where the Administrative-Financial report will be discussed and the election of the Election Committee will be held, should be sent at least ten (10) days before the date of convergence.
4. The Election Committee, by invitation sent to all members, discloses the place, day and time that will accept application forms, which in any case cannot be less than five [5] and more than ten [10], from the election date.
5. The Election Committee, after the application of candidates expires, declares the parties or individual candidates or single ballot paper and prints them. Then it announces elections to a specific place, the duration and the date which cannot be earlier than eight [8] days or after fifteen [15] days after the proclamation of candidates and the sent written invitations to members to participate in elections. The invitation sent by the Election Committee must write the names of the candidates for the elections, the date, place and duration of the election as well as the conditions for participation [identity, being members of SKLE, be residing in the county and being economically arranged].

Article 37

1. The elections for the Local Committee are held in the presence of a representative of the Administration Council of SKLE, called by the Election Committee immediately after the definition of the elections' date.

2. The Election Committee, chaired by a representative of the judiciary, on the election day ensures that the ballot box is sealed, that there is an appropriate place to vote to ensure confidentiality [screen], the ballot papers, the case on electoral lists with the names members of LS [Dual], the registry membership, the treasurer record and the duplicate receipts.
3. The emergent members of the LS, after being identified, their economical settlement is checked; they are given the electoral lists. After voting, they have their professional identification card returned and the Election Committee shall remove the name from the second electoral list.
4. On Election Day, members of LS can arrange their financial obligations and also professionals can be subscribed as members of SKLE providing the necessary documents to the Administration Council's representative of SKLE. The same applies for those who renew their subscription.

Article 38

Under the auspices of S.K.L.E, committees operate to promote the objectives of the Association and its best functioning. The Administration Council is in charge to oversight the committees. The committees have as a subject to research and study the problems that are accountable for and assist the work of the Administration Council with their recommendations.

Election Committee

Article 39

At the Regular General Assembly of the second year, after the discussion of the agenda, the Electoral Committee is elected, with the presence of a representative of the judiciary, under the electoral system of proportional representation, in secrecy, with the care of the three-member committee, which is elected by the members of the General Assembly by raising hands. The number of members of the General Assembly shall be determined by the General Assembly. At the same time, the day of the elections is set.

Five days from its election, the Election Committee shall meet. The Chairman is the representative of the judicial authority.

ELECTIONS

Article 40

Elections cannot be held earlier than 30 days, no later than 50 days, after the Regular GA in the second year.

Article 41

Nominations for Administration Council and Audit Committee shall be submitted not later than 20 days before the election, in writing, to the Election Committee.

Article 42

1. The electoral system for the election of members of the elected bodies of the association is proportional. The vote is secret and conducted in suitably arranged space from 9am until 5pm. Candidates are either in a party or participate as individuals in separate ballots.
2. Each voter shall vote only one combination or individual candidate. If voting a combination, he has the right to put up (11) crosses to the Administration Council and up to three (3) to the audit committee.
3. To facilitate members of SKLE outside the headquarters of the Society, regional polls per local branch are placed.
4. Each candidate may be present at the counting of votes.

Article 43

Amending the constitution or the dissolution of the Association, the General Assembly's decision is required. For such a decision the presence of at least half of the members economically valid is required and the 3/4 majority of those who are present.

HELLENIC ASSOCIATION OF SOCIAL WORKERS

The constitutional meeting is not resumed after an eight-day period of time, in the absence of a quorum, but there is a new call. In case of dissolution of the Association, its property is conveyed to a welfare organization designated by the General Assembly.

Article 44

Anything that is not foreseen by the provisions of this Constitution, it will be regulated by the General Assembly in the spirit of the Constitution and within legislation terms concerning the Associations.