July 8, 1957.

REGULATIONS OF THE PUERTO RICO BOARD OF EXAMINERS FOR SOCIAL WORKERS

Be it resolved, as it is resolved hereby, that the following provisions shall constitute the Regulations of the Puerto Rico Board of Examiners for Social Workers, created by virtue of Act No. 171, approved May 11, 1940:

ARTICLE I.-Purpose.

The purpose of these Regulations is to fix norms for the organization and operation of the Board, in accordance with the enabling act.

ARTICLE II.-Organization.

Section 1.-Members: The Board of Examiners for Social Workers shall be composed of seven (7) members, appointed by the Governor of Puerto Rico with the advice and consent of the Senate, under the provisions of the enabling act.

Section 2.-Officers: The Governing Board shall be composed of: one President, one Vice-President, one Secretary and one Subsecretary, who shall be elected annually from among its members, at the regular meeting of the month of July; Provided, that members thus elected shall ~~hold~~ remain in office until their successors have qualified. All vacancies in the Governing Board shall be filled by the Examining Board. Officers elected to fill vacancies shall hold their office until the expiration of the term of the officers whose office they hold.

Section 3.-Employees: The Board shall have an Assistant Secretary and Stenographer and such other employees as it shall need and may have assigned to it by the Secretary of Labor.

ARTICLE III.-Duties of the Board

Section 1.-Licenses: Under the provisions of Act No. 171 of May 11, 1940, the Board may issue, extend and cancel licenses of Social Workers.

Section 2.-Application for a License.-Any person who believes he meets the requirements for a social worker license, whether provisional or permanent, may fill an application blank to be provided by the Board. The applicant shall state in said application his academic and professional training and social work experience, and shall give the names of three persons known in the community from whom the Board may request information on the moral solvency of the applicant.

Every applicant shall submit to the Board, together with the application blank duly filled out, an official transcript of his

university studies, both academic and post-graduate. These documents shall be sent, together with five dollars ($5.00) if the application is for a permanent license or three dollars ($3.00) if the application is for a provisional license, and shall become part of the permanent records of the Board.

Section 3.-Issuance of Licenses.-Applications for a license shall be considered by the Board at a regular session, after receiving all the documents prescribed by Section 2 of this Article. Licenses shall be granted by unanimous decision. The Board shall inform the applicant in writing of the decision reached in his case as soon as possible. If the application is rejected, the interested party shall be informed of the reason or reasons, and his deposit shall be refunded.

Section 4.-Validity and Extension of Provisional Licenses: Provisional licenses shall be valid for a term of four years counting from the date on which the applicant completes the requirements prescribed by law; Provided, that, if upon completing these requirements, the license is not requested because the person is continuing his Social Work studies, the term of the validity of the license shall be computed from the date on which the candidate completes his studies. When a provisional license is issued, the Board shall let the recipient know for how long it will be valid and that it may be extended for a term of one year on each following year, as long as he shows evidence of professional progress in his work and additional Social Work studies; in accordance with the provisions of Article 11 of Act No. 171 of May 11, 1940.

Section 5.-Cancellation of Licenses: To the effects of the provisions of Article 9, Chapter II of the Act, on the cancellation of licenses the Board shall receive all charges made in writing against any social worker. If these should be considered sufficient cause for an investigation, the Board shall refer them to the Complaints and Investigations Committee hereinafter created. The said Committee shall investigate all charges, giving the interested parties an opportunity to declare and present documentary or written evidence, and it shall then render a report to the Board within thirty days after the date on which it was entrusted with the investigation. The Board shall then proceed to hear the charges, if it should so decide by the unanimous vote of its members, giving written notice of them to the

social worker involved, at least thirty days before the date set for the hearing and specifying, in addition to the charges made, the date, time and place where they shall be discussed, so that the said social worker may appear to defend himself. Once the charges have been discussed, the Board shall notify the social worker of its decision. If the charges should be considered proved, the Board shall give the social worker a second opportunity to present additional information or evidence to disprove them. If the changes are finally proved, the Board shall proceed to suspend or cancel his license, or shall refuse to renew it in case of a provisional license, giving notice to the interested party, stating its reasons for such action.

Section 6.-Notification by the Board to the Social Workers Association and the Civil Service Commission: The Board shall notify the Social Workers Association and the Civil Service Commission the names of the persons to whom Social Worker licenses have been granted, extended or cancelled.

ARTICLE IV.-Duties of the Members of the Examining Board and of the Governing Board.

Section 1.-The members of the Examining Board shall:

(a) Attend every meeting.

(b) Carry out the duties assigned to them to carry out the functions of the Board, as provided by Article III of these Regulations.

(c) Carry out any special duties assigned to them by the Board.

Section 2.-The members of the Governing Board shall have the following duties:

(a) The President shall preside over all meetings of the Board and shall be invested with all the duties and powers generally inherent in such post.

(b) The Vice-President shall substitute the President in case of absence of resignation thereof, and in such cases shall carry out all the functions entrusted to the President.

(c) The Secretary shall keep the minutes of every meeting and shall be invested with the powers and duties generally inherent in such post; shall be responsible for the Board's files; provided, that no document may be withdrawn from said files without the previous authorization of the Board; shall keep a record of all licenses granted, in two books: one for permanent licenses and another for provisional

licenses; shall keep in another book the record of income and expenditures as the Board may authorize; and shall be the keeper and custodian of blank licenses and of the official seal described in Article IX of these Regulations.

(d) The Subsecretary shall aid the Secretary in the performance of the duties of the Office of the Secretary, and shall substitute him in case of absence or resignation, until the new Secretary is elected, and in such cases shall carry out all duties entrusted to the Secretary.

Section 3.-Duties of the Assistant Secretary and Stenographer and all auxiliary employees: The Assistant Secretary and Stenographer shall be in charge of the Board's office and as such shall assist the Secretary in the custody of the seal, books, blank licenses and other property. He shall take stenographic notes of the decisions adopted at Board meetings to prepare the minutes and submit them to the Secretary for revision and correction. He shall write and deal with the routine correspondence concerning applications for license and the decisions of the Board and shall take dictation and transcribe any other special correspondence. He shall be responsible to the Secretary for the office files, keeping them up to date, and to this end and under the Secretary's supervision, he shall keep a record of Permanent Licenses Granted or Denied in and Provisional Licenses in the two pertinent books. He shall order the printing of the necessary office material, seeing to it that there is always enough on hand. He shall receive and give official information over the telephone or in writing, to the limit of the authority conferred upon him by the Board. He shall carry out the functions of Receiving Officer, having custody of the funds from the application fees, which he shall deposit in behalf of the Board at the Treasury of Puerto Rico, submitting a monthly report, whether positive or negative, to the Controller's Office, of all receipts from this source. He shall keep a book, which he shall balance monthly, of the income and expenditures of the Board, taking as a basis for the entries the record he has of the same in his capacity as Receiving Officer. All the entries of expenditures shall be made according to the copies of vouchers or invoices to be submitted to him by the Administrative Office of the Labor Department, which is the agency in charge of effecting the disbursements of the Board as the Board may order. He shall carry out, in general, all decisions of the Board concerning the granting of licenses,

from the time they are requested until they are granted; and he shall carry out any other work relating to his duties of office that the President, the Vice-President or the Secretary of the Board may request.

The auxiliary employees shall have such duties as the Board may from time to time entrust to them.

ARTICLE V.-Meetings

Section 1.-Site: The Board shall hold its meetings and have its site at the office assigned to it in the Labor Department, or wherever it may by a majority vote decide.

Section 2.-Quorum: A majority of the members composing the Board according to law shall constitute a quorum at any of its meetings.

Section 3.-Regular Meetings: The Board shall hold its regular meetings on the second Tuesday of each month. If a regular meeting is called off or postponed for sufficient cause, the President shall notify the members long before the original date set for the meeting, giving the reasons and specifying the date and place of the next meeting.

Section 4.-Special Meetings.-The Board shall meet in special session whenever the President deems it necessary, or at the request of four (4) of its members, provided that the call to meet is given at least five (5) days before its date. No matter other than the one specified in the call may be discussed at these meetings, except in those cases when the unanimous consent of all members present is given.

Section 5.-Absences: Three (3) unjustified or not previously explained absences shall be deemed sufficient cause for the Board to declare vacant the post of any officer of the Governing Board or to request the Governor to remove him.

Section 6.-Compensation.-Members of the Board shall not receive any compensation, per diems or transportation costs.

ARTICLE VI.-Committees

Section 1.-The Board shall have the following committees; Provided, that the Board may organize any other committee it may deem necessary.

(a) Regulations Committee.

(b) Public Relations Committee.

(c) Complaints and Investigations Committee.

Section 2.-Regulations Committee: This committee shall prepare the Regulations of the Board and the amendements it may consider necessary, submitting them to the Board for approval.

Section 3.-Public Relations Committee: This committee shall make the necessary interpretation of the Board's ~~xxxxxx~~ work and the publicity the Board may agree upon.

Section 4.-Complaints and Investigations Committee: This committee shall be in charge of investigating complaints submitted to the Board and referred to it thereby.

ARTICLE VIII.-Funds.

Section 1.-Income: The receipts from application fees received by the Board, in accordance with Section 18, Chapter IV of the act, shall be covered into a special fund in the Treasury Department for the exclusive use of the Board.

Section 2.-Expenses: Every disbursement made shall have to be previously authorized by the Board and transacted through the Administrative Office of the Labor Department, which shall keep the official record of the said fund's receipts and expenditures.

Section 3.-Receiving Officer: The Receiving Officer of the Board shall be the Assistant Secretary and Stenographer and his duties as Receiving Officer shall be those prescribed in Section 3, Article IV of these Regulations.

ARTICLE VIII.-Reports.

The Board shall prepare an annual report and such other reports as may from time to time be determined or requested by the Governor, the Legislative Assembly or the Secretary of Labor.

ARTICLE IX.-Seal.

The Board shall have an official seal an inch and a half in diameter, with an inscription around the upper part of the circle reading: "JUNTA EXAMINADORA DE TRABAJADORES SOCIALES" (Board of examiners for Social Workers) and around its lower part the words "PUERTO RICO". In the center there shall appear a column with the words "HOGAR" (home), "SOCIEDAD" (society), and "ESTADO" (state), in ascending order.

ARTICLE X.-Definitions

The word "BOARD", whenever it appears in these Regulations, refers to the Puerto Rico Board of Examiners for Social Workers.

ARTICLE XI

Section 1.-These Regulations may be amended at any regular or special session called to this end, with the approval of five (5) members of the Board.

ARTICLE XII.-Effective Date of Regulations.

Section 1.-These Regulations shall take effect thirty days after their approval.

Approved January 19, 1944.