

RULES AND REGULATIONS FOR THE SOCIETY OF PROJECT MANAGERS

1 CITATION

These rules and regulations may be cited as the Rules and Regulations of the Society of Project Managers ("SPM").

2 ISSUANCE OF RULES AND REGULATIONS

The Council of the SPM may issue or amend such rules and regulations, which are consistent with the provisions in the Constitution of the SPM, as the Council considers necessary from time to time.

3 APPLICATION FOR MEMBERSHIP

3.1 Application Form

An application for membership of the SPM shall be in the Form prescribed by the SPM. The SPM may from time to time, update the Membership Application Form as it considers necessary.

3.2 Qualifications

An application for membership of the SPM shall be accompanied by a copy of the qualification by which the applicant claims he possess such qualification.

The Membership & Accreditation Committee shall evaluate the application and make recommendation to the Council. The Council's decision on the acceptance or rejection of the application shall be final.

3.3 Evidence of Practical Experience

Any person applying for membership of the SPM shall submit with his application proof in writing of his practical experience, which shall include details of the duration and a description of the practical experience in such form as the SPM requires.

The SPM may, with a view to determining the nature of an applicant's practical experience, conduct an interview with the applicant.

4 MEMBERSHIP FEES

Membership fees for joining and subscription are payable. Fees paid are not refundable.

4.1 Entrance Fees

A new member is required to pay an Entrance Fee according to the membership category as prescribed.

4.2 Subscription Fees

Subscription fee is payable by all members on an annual basis from the time he joins the SPM. The Subscription Fee payable is according to the membership category as prescribed.

For a new member who joins after 1 Oct, he may be allowed to pay half the amount of the annual subscription fee for that year/period.

4.3 Validity

Upon receiving the annual subscription fee, the membership shall be valid for 12 months commencing from 1 April of the year and ending 31 March of the following year.

4.4 Arrears of Annual Subscription Fee

Any member whose annual subscription fee is not fully paid before the date of the Annual General Meeting shall not be permitted to attend the Annual General Meeting and shall have his voting right and other membership privileges suspended until he settles the arrears in full.

Any member whose annual subscription fee is in arrears for 6 months or more shall be reported by the Honorary Secretary to the Council. The Council may direct notice to be made to him requesting full payment of arrears within one month, failing which the Council shall have absolute power to expel the defaulter from the Society by erasing his name from the Membership Roll.

A member whose membership has been struck off due to default in payment of his membership fees, and who wishes to be reinstated as a member, shall make full payment of all arrears up to the time his membership was terminated. If there is a time lapse between the date his membership was terminated and the date for reinstatement of his membership, he shall pay a Reinstatement Fee equal to the quantum of the Entrance Fee.

4.5 Waiver of Annual Subscription Fee

Any member who: (i) intends to work, study or reside overseas; or (ii) be away from Singapore for more than 1 year, may apply to the Honorary Secretary for waiver of his annual subscription fees. Such notice shall be given 1 month in advance from the period for which waiver is sought. Waiver of the annual subscription fee may be granted on half-yearly basis.

Upon granting the waiver of the annual subscription fee, the member shall have his voting right and other membership privileges temporary suspended until he reinstates his annual subscription fee payment.

5 TERMINATION OF MEMBERSHIP

Any member who wishes to terminate his/her membership shall write to SPM officially. Such notice shall be made within one month of the invoice date for the annual subscription fee becoming due.

No full or partial refund of the membership fee shall be given.

6 CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS

6.1 The Council may refuse to renew the membership of any member if he fails to satisfy the Council that he has obtained or will obtain the requisite continuing professional development points during the qualifying period. The Council is empowered to set the minimum professional development points for the renewal of the membership. The Council may, from time to time, review the requisite minimum points.

6.2 Notwithstanding the above, the Council may allow the renewal of the membership even though the member has failed to satisfy the Council that he has obtained the requisite continuing professional development points applicable to him during the qualifying period.

7 **APPEALS**

An appeal against any decision of the Council to refuse the application or renewal of membership, shall

- (a) be made not more than 30 days after the decision of the Council has been notified to the appellant;
- (b) be addressed to the President of the SPM; and
- (c) set out the grounds of appeal

8 **COMPLAINTS**

All complaints concerning the SPM shall be made in writing to the Honorary Secretary who, if he shall be unable to deal with them, shall submit them to the Council whose decision shall be final.

9 **WORKING COMMITTEES**

The Council shall have its absolute power to appoint working committees and to delegate its power to the Chair person of each working committee to discharge its duties.

10 **CHANGE OF CONTACT PARTICULARS**

Every member shall, within two weeks of any change in his postal address, email address or telephone number(s), as is specified in the register of the SPM, notify the SPM Secretariat in writing of such change

11 **CONVICTIONS**

If any member is expelled by the Council pursuant to Paragraph 14.2 of the Constitution, he shall not thereafter be eligible as a member. However, he may submit his application and appeal to the Council to reinstate his membership.

12 **PROFESSIONAL CONDUCT**

A member shall not maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another Project Manager. Unless he is convinced that his duty to the public or his employer compels him so to do, he shall not express opinions which reflect on the ability or integrity of another Project Manager.

A member shall not, directly or indirectly, attempt to supplant another Project Manager, nor shall he intervene or attempt to intervene in or in connection with a project of any kind which to his knowledge has been entrusted to another Project Manager.

Any member who is found guilty of the above may cause his membership to be terminated by the Council.