



**International Institute
of Plantation Management**

CODE OF ETHICS

INTERNATIONAL INSTITUTE *of* PLANTATION MANAGEMENT (IIPM)
NO.1122A-B, 2ND FLOOR, BLOCK 11
INTEKMA RESORT & CONVENTION CENTRE
PERSIARAN RAJA MUDA
UNIVERSITI TEKNOLOGI MARA
SEKSYEN 7, 40000 SHAH ALAM
SELANGOR DARUL EHSAN

Code of Ethics of International Institute of Plantation Management (732757-M)

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1.0 Requirements for Membership and Registration

The Council of the Institute shall determine the requirements for the election of members of the Institute and also for the registration of the members, where appropriate.

1.1. *Fellows* shall at the time of application:

- (1) be a Member or qualify for the category of Member and have demonstrated to the satisfaction of The Council a level of knowledge and understanding, competence and commitment involving superior responsibility in a plantation related profession, and have given a commitment to abide by the Institute's Code of Professional Conduct. Fellows will normally be registered, or registerable in the Certified Planter category; or
- (2) have attained a position of such professional eminence in a plantation or other agriculture occupation, as to qualify for admission to the category of Fellow having demonstrated to the satisfaction of the Council that they:
 - (a) possess a reputation in plantation management or other agricultural related discipline sustained over a number of years supported by two referees of Certified Planters; and
 - (b) possess a record of original or significant contribution to plantation management or other agricultural related profession; and
 - (c) ideally possess some tangible recognition of eminence (e.g. a national honour awarded for industrial leadership or a prize for plantation management, or agricultural achievement); and
 - (d) have a declared affinity with the aims and objective 2 of the Institute and the Institute's Code of Professional Conduct.

1.2. *Certified Planters* shall at the time of application:

- (1) be an Ordinary Member or qualify for the category of Ordinary Member and have demonstrated to the satisfaction of The Council that they have achieved a position of professional standing having normally been professionally engaged in the plantation or agriculture sector for a period of at least ten (10) years that includes significant responsibility and have given a commitment to abide by the Institute's Code of Professional Conduct; or
- (2) have attained a position of such experience in a plantation or agriculture occupation and demonstrated to the satisfaction of the Council a level of competence and commitment acquired through a programme of education, training and experiential learning as to qualify for registration in an appropriate registration category; or
 - (a) have submitted a paper on an approved subject that demonstrates the level of theoretical knowledge and understanding necessary to support competence to practice in an appropriate registration category, and successfully undertaken an examination based on the paper; or
 - (b) have successfully undertaken such further learning as may be approved by the Council; and
 - (c) have attained a position of such experience in a plantation or agriculture occupation and demonstrated to the satisfaction of the Council a level of competence and commitment acquired through a programme of training and/or experiential learning as to qualify for registration in an appropriate registration category.

“Professional standing having normally been professionally engaged in the plantation or agriculture sector for at least ten years” means that the individual has graduated from a formal educational programme recognized by the Institute and has normally been engaged in a conceptual or applications occupational role for at least ten years that includes significant responsibility. “Formal educational programmes recognized by the Institute” are exemplified by Jabatan Perkhidmatan Awam Malaysia (JPA) or Malaysian Qualification Agency (MQA) Diplomas, Foundation Degrees, Bachelor’s Degrees, Bachelor’s Degrees with Hons., MBA, MSc Degrees and PhDs in appropriate subjects.

1.3. *Ordinary Members* shall at the time of application:

- (1) have demonstrated to the satisfaction of The Council that they have achieved a position as an Executive, Assistant Manager or Manager and have given a commitment to abide by the Institute’s Code of Professional Conduct. *(The category of Ordinary Member will accommodate Executives, Assistant Manager or Manager having been graduated from universities and further education colleges, recent graduates from Professional Qualifying Examination or Professional Diploma from the Institute and those who do not yet fully meet the ***professional standing** and experience required for the category of Certified Planters.)*
- (2) who additionally seek registration will have attained a position of such experience in a plantation or agriculture occupation and demonstrated to the satisfaction of the Council a level of competence and commitment acquired through a programme of education, training and experiential learning as to qualify for registration in an appropriate registration category; or
 - (a) have submitted a paper on an approved subject that demonstrates the level of theoretical knowledge and understanding necessary to support competence to practice in an appropriate registration category, and successfully undertaken an examination based on the paper; or
 - (b) have successfully undertaken such further learning as may be approved by the Council; and
 - (c) have attained a position of such experience in a plantation or agriculture occupation and demonstrated to the satisfaction of the The Council a level of competence and commitment acquired through a programme of training and/or experiential learning as to qualify for registration in an appropriate registration category.
 - (d) *“**Professional standing** having normally been professionally engaged in the plantation or agriculture sector for at least five years” means that the individual has graduated from a formal educational programme recognized by the Institute and has normally been engaged in a conceptual or applications occupational role for at least five years that includes significant responsibility. “Formal educational programmes recognized by the Institute” are exemplified by Jabatan Perkhidmatan Awam Malaysia (JPA) or Malaysian Qualification Agency (MQA) Diplomas, Foundation Degrees, Bachelor Degrees, Bachelor Degrees with Hons., MBA, MSc Degrees and PhDs in appropriate subjects.*

1.4. *Associate Members* shall at the time of application:

- (1) have demonstrated to the satisfaction of the Council that they have achieved a position as a supervisor, field conductor or technicians, and have given a commitment to abide by the Institute’s Code of Professional Conduct. *(The category of Associate Member will accommodate supervisors, field conductors, technicians,*

resource persons, recent graduates from universities and further education colleges, those holding Vocational Qualifications, those undertaking Initial Professional Development and those who do not yet fully meet the professional standing and experience required for the category of Ordinary Member.)

- (2)
 - (a) who additionally seek registration will have attained a position of such experience in a plantation or agriculture occupation and demonstrated to the satisfaction of the Council a level of competence and commitment acquired through a programme of education, training and experiential learning as to qualify for registration in the category of Supervisor; or
 - (b) have submitted a paper on an approved subject that demonstrates the level of theoretical knowledge and understanding necessary to support competence to practice in the registration category of Supervisor and successfully undertaken a related examination; or
 - (c) have successfully undertaken such further learning as may be approved by the Council; and
 - (d) have attained a position of such experience in a plantation or agriculture occupation and demonstrated to the satisfaction of the Council a level of competence and commitment acquired through a programme of training and experiential learning as to qualify for registration in a Technician category.
- (3) *Associates* may also either be:
 - (a) persons who have an interest in or may contribute to the activities of the Institute or;
 - (b) persons who, in the opinion of the Council, can contribute to or wish to have access to the supervisory services of the Institute and are resident in a recognized overseas territory and who are also members of a professional society with which the Institute has a reciprocal arrangement.

1.5 *Students* shall at the time of application be enrolled on a programme of further or higher education accredited or recognized by the The Council.

2.0 Membership Appeal Procedures

- 2.1. The Professional Membership Committee will endeavor to ensure that issues resulting from any decision relating to a membership application are resolved satisfactorily with the candidate without the need to resort to the following review procedures. The aims of the review procedures are to ensure that:
 - a. The candidate has been able to present all the relevant information to the Professional Membership Committee;
 - b. The correct procedures have been followed;
 - c. The original decision has been carefully reviewed; and
 - d. The Appeal Review Panel reaches a fair decision based upon all evidence available.
- 2.2. An appeal against a decision by the Professional Membership Committee must be received by the Secretary of the Institute within thirty days of the date on the letter advising the candidate of the Professional Professional Membership Committee's decision. The appeal must be in writing and state the decision(s) being disputed, the grounds on which the appeal

is being made, and must (where possible) be accompanied by relevant supporting documents.

- 2.3. Receipt of the notice to lodge an appeal will be acknowledged within seven working days and forwarded to the Chairman of the Professional Membership Committee. The Professional Membership Committee (or Individual Case Procedure Board if appropriate) shall, at its next meeting, review its decision by reassessing the candidate's application as new. The candidate will be informed of the resulting decision within seven days of the meeting.
- 2.4.
 - (1) In the event that the candidate is still dissatisfied with the decision of the Professional Membership Committee, a second appeal may be lodged within thirty days of the date of the review being notified to the candidate. In such a case the The Council, at its next meeting, shall appoint an independent Appeal Review Panel of not less than four Fellows to determine, *prima facie*, the validity of the case. The Appeal Review Panel may, at its discretion, make inquiries of candidate regarding the said appeal.
 - (2) Those Fellows so appointed must be knowledgeable of the membership processes, but must never have been involved in previous Professional Membership Committee decisions relating to the candidate, nor had dealings with the candidate during the previous three years. Three members of the panel shall constitute a quorum. The Appeal Review Panel shall appoint its own Chairman who shall have a second or casting vote in the case of equality of votes.
 - (3) The Appeal Review Panel shall meet within twelve weeks of their appointment and shall make additional inquiries by any legal method as it may in its absolute discretion think fit. The candidate shall be given not less than five days notice of the hearing and shall be entitled to receive copies of documents provided to the Appeal Review Panel, which will include:
 - (a) the relevant IIPM Standards and Procedures document, together with all guidelines documentation on membership;
 - (b) the letter(s) of appeal, together with any supporting documents from the candidate;
 - (c) the original application form from the candidate;
 - (d) relevant information supplied by the Chairman of the Professional Membership Committee concerning the original decision of Professional Membership Committee, together with the decision letter(s) sent to the candidate; and
 - (e) minutes of appropriate Professional Membership Committee meeting(s) that considered the candidate's application report. At the discretion of the Appeal Review Panel the candidate may be required to attend the hearing and present evidence in person.
- 2.5. On conclusion of its deliberations the Appeal Review Panel shall report direct to the Council with its recommendations. The Council may then:
 - (1) uphold the original decision of the Professional Membership Committee and dismiss the appeal; or
 - (2) uphold the appeal, annul the decision of the Professional Membership Committee and implement the recommendations of the Appeal Review Panel.
- 2.6. The appellant shall be informed of the outcome of the appeal within four weeks of the decision by The Council, which shall be final. The Council shall not be required to give reasons for their decision.

3.0 Professional Development

- 3.1. The Council shall encourage initial and continuing professional development (CPD) as an obligation on all members to attain and maintain professional competence.
- 3.2. All members should continue their professional development in order to advance their careers and contribute to business performance and the image of the profession.
- 3.3. The continuing professional development obligations of registered members will be encouraged and promoted through:
 - a. establishing the professional criteria and the setting of standards required for each category of registration;
 - b. providing advice to members on their continuing professional development and the maintenance of documentary evidence of same;
 - c. the presentation of technical papers and/or the holding of conferences and seminars;
 - d. the circulation of journals and other material relevant to the professional development of members; and

4.0 Rules of Professional Conduct

Rules applicable to all members

- 4.1. A member shall be deemed guilty of improper conduct if in the opinion of a disciplinary committee appointed by The Council, such conduct is considered to be in breach of Memorandum and Articles of Association 4 or of these rules of professional conduct.
- 4.2. Any member who is convicted by a competent tribunal of a criminal or civil offence shall immediately notify the Institute of the same and shall be deemed guilty of improper conduct if a disciplinary committee appointed by The Council is of the opinion that the offence merits removal from the Membership Roll.
- 4.3. A member shall notify the Institute of any significant violation of the Institute's Code of Professional Conduct by another member but no member shall maliciously or recklessly injure or attempt to injure the reputation of another person.
- 4.4. A member having been declared bankrupt or having made a composition with creditors or having been disqualified as a Company Director or by whatever title known, shall immediately notify the Institute of the same and may be deemed guilty of improper conduct if in the opinion of a disciplinary committee appointed by The Council the member is prevented from undertaking professional duties consistent with the standards of membership of the Institute.
- 4.5. Except when authorized to do so in the national or public interest by a legally constituted government, members shall neither do anything nor permit anything under their authority to be done, the probable consequences of which, in their professional judgment, would be to endanger human life or safety or the environment or expose valuable property to the risk of destruction or serious damage.
- 4.6. In respect of their professional relationship with employers or clients, members shall:
 - a. disclose any profits, benefits or interests they may have in any matter in which they are engaged on their behalf.

- b. neither communicate to any person nor publish any information or matter communicated to them in confidence by a client or employer without the express authority of that client or employer.
- 4.7. Those members who are resident in a country other than the Malaysia shall order their conduct according to these rules so far as they are applicable: but where there are recognized standards of professional conduct in their country of residence, they shall adhere to them. In connection with work in a country other than their own country of residence, members shall adhere to any recognized standards of professional conduct in the country for or in which the work is being carried out.

Rules applicable to Corporate members

- 4.8. In discharging their professional duties Corporate members:
- a. should satisfy themselves as to the extent of those duties and if in doubt obtain such clarification or confirmation as is necessary to satisfy themselves as to their extent before entering upon them and shall not accept professional obligations which they have not sufficient competence to perform;
 - b. shall accept personal responsibility for all work done by them or under their supervision or direction, and shall take all reasonable steps to ensure that persons working under their authority are competent to carry out the tasks assigned to them and that they accept personal responsibility for work done under the authority delegated to them;
 - c. shall, when called upon to give an opinion in their professional capacity, give an opinion that is objective and reliable to the best of their ability and shall, if appropriate, hold professional indemnity insurance; and
 - d. shall, when their professional advice is not accepted, take all reasonable steps to ensure that the person over-ruling or neglecting such advice is aware of the danger which they believe may result from such over-ruling or neglect.
- 4.9. Corporate members shall maintain their professional competence and shall also be prepared reasonably to further the education and training of candidates for Corporate membership of the Institute.
- 4.10. Corporate members shall treat all persons fairly, without bias and with respect and shall not, unreasonably, attempt to supplant another plantation professional; nor shall they intervene or attempt to intervene in or in connection with work of any kind which to their knowledge has already been entrusted to another plantation professional without first advising that person of their intentions.
- 4.11. Corporate members shall not improperly solicit work as independent advisers or consultants, either directly or by an agent, nor shall they pay any person, by commission or otherwise, for the introduction of such work.
- 4.12. Corporate members shall not be the medium of payment made on their employer's behalf unless so requested by their employer; nor shall they in connection with work on which they are employed place contracts or orders except with the authority of and on behalf of their employer.

5.0 Rules for ensuring observance of the Memorandum and Articles of Association and rules concerning the professional conduct of members.

- 5.1. a. The Council shall appoint a special committee in each case of not less than four Corporate members they consider competent to investigate any complaint or question as to whether a member has committed a breach of the Rules of Professional Conduct. (This committee shall hereinafter be called "The Investigation Committee").
 - b. In the event of any charge being brought against a member by the Investigation Committee, The Council shall appoint a special committee of not less than six Corporate members, of whom two shall be members of the same category as the member against whom the charge is brought, they consider competent to hear such charge or charges. (This committee shall hereinafter be called "The Disciplinary Committee").
 - c. No member shall be eligible to hold office as a member of the Investigation Committee and of the Disciplinary Committee at the same time or to hear a charge of professional misconduct arising out of an investigation made when that member was a member of the Investigation Committee.
 - d. The Investigation and Disciplinary Committees shall appoint their own Chairman, who shall have a second or casting vote in the case of equality of votes. Committee members known to or personally involved with a member who is the subject of an investigation or a disciplinary hearing, should declare their interest and withdraw.
 - e. No meeting either of the Investigation Committee or of the Disciplinary Committee shall take place unless there is in attendance the minimum number of persons specified in paragraphs 5.1 (a) and (b) above.
- 5.2. The Investigation Committee shall make inquiries by any legal method as it may, in its absolute discretion; think fit regarding the said complaint or question.
- 5.3. If at the conclusion of its inquiry the Investigation Committee decides that there is, *prima facie*, a case to answer it shall refer the matter direct to the Disciplinary Committee.
- 5.4. Any case thus referred to the Disciplinary Committee by the Investigation Committee shall be a statement in writing of any charge or charges of professional misconduct brought against a member, accompanied by a report of the inquiry made by the Investigation Committee and any supporting relevant documents. A copy of the said charge(s) report and supporting documents shall at the same time be supplied to the member against whom a *prima facie* case is to be answered.
- 5.5. The Disciplinary Committee shall hear and determine any charge of professional misconduct against a member, shall determine the finding and shall recommend to Council the penalty (if any) to be imposed. The Disciplinary Committee shall make additional inquiries by any legal method as it may, in its absolute discretion, think fit.
- 5.6. The accused member shall be given notice of and shall be entitled to be present at the hearing. The said member shall be given a full and fair opportunity of being heard and of calling witnesses and cross-examining any other witness testifying before the Disciplinary Committee and shall be allowed to conduct the member's own case or, if preferred, to be represented by qualified solicitors or counsel or by another member of the Institute but not by any other person. If after fourteen days have elapsed from the serving of the notice there has been no response from the member the Disciplinary Committee may proceed in default.
- 5.7. (1) If the Disciplinary Committee determines that a charge has been proven, it shall inform Council and the member against whom the original charge was made accordingly. Council may then either:

- (a) warn the member concerned privately as to the member's future conduct; or
 - (b) reprimand the member concerned; or
 - (c) suspend the member concerned for a stated period of time; or
 - (d) expel the member concerned and any decision to expel a member shall be by resolution passed by a two-thirds majority of Council members present at the meeting and voting.
- (2) On deciding the penalty to be imposed, Council shall inform the member concerned that there is the right of appeal within 30 days of the announcement, where after, in the absence of an appeal, the penalty shall take effect.
- 5.8. In the event of a member lodging an appeal in accordance with these rules, The Council shall appoint an Appeal Panel whose findings shall be final. The Appeal Panel shall consist of three Past Presidents of the Institute, none of whom shall be members of the the Council. The Appeal Panel shall make additional inquiries by any legal method as it may in its absolute discretion think fit.

6.0 Rules of the Council

- 6.1. Members of the Council are expected to commit to active participation in the work of the Institute by:
- a. actively promoting the Institute and the benefits of membership;
 - b. actively participating in the activity of the Branch with whom they are registered;
 - c. actively participating in one or more of the Institute's committees; and
 - d. representing the Institute on other local or national bodies as required.
- 6.2. The Council will provide direction and leadership required to achieve the key objectives of:
- a. the Institute's Strategic Plan;
 - b. increasing membership of the Institute worldwide;
 - c. connecting members with Institute activities; and
 - d. ensuring maximum synergy across the Institute's activities.
- 6.3. Within the key objectives specified in 6.2 above, the Council will:
- a. actively promote the Institute, its services, activities and publications and the recruitment of members from the plantation and agriculture communities worldwide;
 - b. develop and implement active growth of committees, groups, and whatever other congregations they deem necessary to fully achieve the potential of the plantation and agriculture sector and be responsible for the membership and productivity of these various assemblies;
 - c. develop proposals on any aspect of the Institute's activities, governance, finance, relationships or general direction that they believe the membership wish the Board of Trustees to consider;

- d. serve as the major channel of communication to and from divisions and branches and relay the Council's actions and decisions to and solicit suggestions from branch members on how best to achieve the Institute's objectives;
 - e. develop the international structure, standing and influence of the Institute;
 - f. create a more powerful voice for plantation professionals in the national and international community by forging closer links with like-minded plantation societies and professional bodies; and
 - g. provide guidance and support to the President, Chairman of the Board of Trustees, Chief Executive and Chairmen of The Council Committees, Executive Director or Officer in the development of policy and advice, comment or suggestion to government(s), regulatory bodies, the media, the plantation and agriculture community and the general public on matters relevant to the activities, responsibilities and authority of the Institute.
- 6.4. The Council will comprise no less than nine (9) members and no more than fifteen (15) members who will fully represent the diverse nature of the membership of the Institute ensuring that adequate representation is made from the Committees of the Council, the various Corporate membership categories, joint members, divisions and branches and the plantation and agriculture elements of the membership.
- 6.5. The total number of elected members (including the Honorary Treasurer) shall not exceed fifteen (15).
- 6.6. Branch Chairmen may attend Council meetings at their own expense.
- 6.7. The Secretary, Executive Directors and senior members of the Executive may attend Council meetings.
- 6.8. Council meeting agendas will *inter alia* provide for a series of presentations on the activities of Committees of Council that have taken place since the previous Council meeting. Divisional Presidents and Committee Chairmen will submit written reports to be noted for inclusion in the agenda.
- 6.9. Council members wishing to place any matter on the agenda shall notify the Secretary not less than 21 days before the date of the meeting.
- 6.10. The agenda and supporting documents for Council meetings shall be posted on a secure website with hard copies only being sent to Council members on request. Minutes of the meetings of the Committees of Council held since the previous Council meeting shall be included with the agenda papers. Other documents or information relevant to the activities, responsibilities or authority of the Institute may be included for consideration and discussion by Council or for information as appropriate.

7.0 Rules for the Constitution of Committees Appointed by the Council

- 7.1. Appointments and retirements from committees, in accordance with the provision of Rule 7.5 below, shall be made as soon as practicable after each Annual General Meeting of the Institute. Individual committees may nominate members to fill casual vacancies; such nominations shall be reported to and approved by Council.
- 7.2. Immediately prior to an Annual General Meeting each committee shall, by means of a ballot, nominate two persons from their own number to be Chairman and Vice Chairman for the succeeding year, subject to the provisions of Rule 7.5 below. The persons so nominated may be invited to attend Council meetings and report on the activities of the Committee. The Chairmen of Council Committees shall have no vote unless they are elected or appointed members of Council.

- 7.3. The President may attend, in an *ex officio* capacity, meetings of all Committees of Council.
- 7.4. Committees of Council may appoint sub-committees to deal with subjects within their terms of reference. The composition of the sub-committees shall be determined by the Committee. The Chairmen of sub-committees shall be members of the committee, or if not members of the committee, shall be co-opted to the parent committee.
- 7.5. With the exception of a committee Chairman whose services may, in special circumstances, be extended at the discretion of the Council, no member of a committee or sub-committee shall serve for more than two continuous terms of three years each. Those completing two continuous terms on committee shall not be eligible for re-appointment thereon until after an interval of at least one year.
- 7.6. Provided they are not so debarred by the Constitution, committees and their sub-committees may co-opt persons, not necessarily members of the Institute, who are specially qualified to advise or assist the committees or sub-committees. Such persons shall have no power to vote.
- 7.7. In general, the quorum for meetings of committees shall be five.
- 7.8. Any committee recommendation or document supporting it shall be circulated to members of the Council prior to the appropriate Council meeting. Committee decisions made under the power of delegation shall be reported to The Council and supporting documents made available for scrutiny by members of The Council.
- 7.9. Should the need arise, the Chairman or Vice-Chairman of the Committee or another member who was present at the Committee meeting shall be present at the appropriate Council meeting to speak in support of a committee recommendation.

8.0 Rules for the Conduct of Meetings of Council and Committees Appointed by the Council, Divisional Councils and Branch Committees

In addition to the provision of Memorandum & Articles & Association 31 to 54 inclusive and to the traditional formalities of committee procedure, the following rules shall be observed at Headquarters and within the Branches: -

- 8.1. Agendas shall be brief and supported by concise documents.
- 8.2. Members of the Council or committees wishing to place any matter on the agenda shall notify the Secretary not less than 21 days before the date of the meeting.
- 8.3. Matters not on the written agenda may be raised only under Any Other Business. The Chairman alone shall decide whether or not urgency demands or time permits a full discussion of any item raised under Any Other Business.
- 8.4. Without the permission of the Chairman, who shall decide on the merit of the request, a member of the Board of Trustees, Council or committee shall not raise under Any Other Business any item about which a recommendation or decision has already been made at that meeting or at a previous meeting.
- 8.5. Proceedings at meetings are usually informal but if there is no unanimity on any item of business requiring discussion or decision the Chairman should put the matter to a vote on a show of hands. Every member present and entitled to vote has one vote. In the case of an equality of votes the Chairman has a second or casting vote. At the discretion of the Chairman a ballot may be conducted the result of which must be declared at the meeting at which the ballot was held.

- 8.6. If at any committee meeting a matter has to be discussed in which a member is personally involved, the member should declare an interest and should offer to withdraw. If such withdrawal destroys the quorum, the Chairman shall postpone the item for discussion at the next meeting.
- 8.7. Minutes of meetings shall record only decisions and summaries of the main arguments that led to them.
- 8.8. It shall be the duty of the Secretary to take Minutes of the proceedings of meetings, a draft of which should normally be sent to the Chairman of the meeting for comment before publication.
- 8.9. Minutes shall be distributed within twenty-eight days of the meeting for approval at the subsequent meeting. Where an interval of more than six months occurs between one meeting and the next, comments on the Minutes must be submitted in writing and questions of doubt on matters of substance once agreed by the Chairman shall be put to the next meeting at which the Minutes are tabled for approval.
- 8.10. All committees shall operate strictly within their allocated budget under the guidance of the Executive.

9.0 Ordinary Meetings

- 9.1. Ordinary meetings for the presentation of technical papers, discussions and similar matters, shall be held at the Headquarters of the Institute or elsewhere at such times as Council or its appointed representatives shall determine.

10.0 Rules for the Formation and Operation of Branches

General

- 10.1 The Council may establish local branches of the Institute in areas where, in the opinion of the Council, a sufficient number of members are residents to ensure that local activities can be carried out satisfactorily. If, in the opinion of the Council, the activities of any branch are not being conducted in the best interests of the Institute, the the Council may, at their discretion, close down the branch concerned.
- 10.2. Each branch shall be actively engaged in providing services to support the professional development needs and interests of the members and in promoting the Institute's membership.
- 10.3. Branches may, as directed by the Council, establish Regional Centres in areas of high density or activity to allow local activity development based on relevant disciplines, membership potential, company and academic opportunities. Such Regional Centres shall be actively engaged in providing services to support the professional development needs and interests of the members in the region and in promoting Institute membership.
- 10.4 Each branch shall be conducted in accordance with the By-Laws of the Institute, and in accordance with these present rules. Any alteration in the rules for operation of branches shall require the approval of the Council before becoming operative.

Membership of Branches

- 10.5. Where the Council has approved the formation of a joint branch with another institution, the rules for the operation of such a branch shall require the approval of the Councils of the participating institutions.

- 10.6. Membership of an Institute branch shall be open to any member of the Institute of any category resident in the area. A member may, however, elect to be a member of a branch other than that covered by his registered address. A member may not belong to more than one branch.

Branch Committee

- 10.7. a. The business of the branch shall be arranged by a Committee which shall consist of members drawn from within the branch boundaries. Each regional centre shall be represented by two members. The entire committee shall consist of not less than six and not more than fifteen members (the number to be determined by the Committee), including an Honorary Secretary, an Honorary Assistant Secretary (where applicable) and an Honorary Treasurer, who shall be Corporate members, or members of at least two years standing, elected by the members and approved by The Council. A representative of the young members within the branch shall be an *ex officio* member of the branch committee.
- b. The Committee shall appoint from within its members a Chairman and Vice-Chairman who shall be Corporate members. The Chairman of a branch shall serve for one year from the date of the first Committee meeting after the Annual General Meeting, but shall be eligible for re-election. The Chairman of the branch committee has the privilege to attend the Council meetings, but without power to vote. For this purpose, in the case of a joint branch the senior office bearer who is a Corporate member of the Institute shall be treated as Chairman thereof.
- c. The Corporate members of a Regional Centre appointed by a branch and approved by the The Council shall elect a Regional Centre Committee which in turn shall elect a Chairman and Honorary Secretary. Each Regional Centre shall nominate two Corporate members to serve on the branch Committee who may be the Chairman and Honorary Secretary of the Regional Centre.
- d. Any member of The Council resident in an area where there is a local branch shall have the right to attend Committee meetings, without voting power and further, where there is no local member of The Council or Vice-President residing, The Council shall have the right to nominate a member to represent The Council at the Committee meetings. Four members of the Committee shall form a quorum.
- e. At each Annual General Meeting the Branch Honorary Secretary, Honorary Assistant Secretary and the Honorary Treasurer shall retire, but shall be eligible for immediate re-election. Members of the Committee including those nominated by the Regional Centres (if any) shall retire by rotation. No committee member, other than the Corresponding member(s), the Honorary Secretary, the Honorary Assistant Secretary and the Honorary Treasurer, shall serve for more than six consecutive years, or such less period that the Committee may decide, unless an interval of twelve months has elapsed before re-election for a further period. If any member of the Committee is absent, without leave of the Committee, for more than half of the meetings of the Committee held in any period of twelve months, the Committee may resolve that the member's office be vacated.
- f. The Committee may fill any casual vacancy on the Committee which may arise between one Annual General Meeting of the branch and the next, and those so appointed shall retire at the succeeding Annual General Meeting but shall be eligible for immediate election for a full term.
- g. The Committee may at its discretion co-opt members to serve but co-opted members shall have no power to vote.

Election to Branch Committee

- 10.8. With the exception of those members of the Committee nominated by the Regional Centres (if any), each member of the Committee shall be elected by those members assembled at an Annual General Meeting of the branch. Any member of the branch may nominate, with his consent, any other member resident in the Branch area for election to Committee membership provided the nomination is seconded by another member of the branch. These nominations must be made to the Committee not less than twenty-one days before the Annual General Meeting. In the case of an uncontested vacancy the candidate shall be deemed to have been elected unopposed.
- 10.9. In the event of an election, a ballot paper for the election of members to fill vacancies on the Committee shall be issued at the Annual General Meeting to every member present and it should contain also the names of those of the existing Committee who are continuing in office.
- 10.10. Two scrutinizers shall be elected at the Annual General Meeting to count the votes recorded in the election of the Committee. The result of the ballot shall be announced at the Annual General Meeting.

Branch General Meetings

(AGM and EGM not less than 21 days notice to be given prior to the meeting. The Council Officer to be informed of the date and any proposed special business)

- 10.11. An Annual General Meeting shall be held during the first five months of the financial year, when the Committee shall present a report and the Honorary Treasurer a balance sheet. The new Committee shall be elected and any other business may be brought forward without notice.
- 10.12. An Extraordinary General Meeting may be convened at any time by the Committee or may be convened if required by not less than twelve Corporate Members.
- 10.13. Ten Corporate members shall constitute a quorum for the purpose of any General Meeting.
- 10.14. No amendments to these rules shall be made except at a General Meeting and after approval by the The Council.
- 10.15. Branches and Regional Centers (if any) shall hold not less than three meetings for the delivery of papers or lectures in one year. Young members sections may arrange their own technical activities.

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Branch Finances

- 10.16. On the formation of a branch, and annually thereafter, a grant shall be paid to the branch as may be determined by the Council from time to time. All branches shall receive a grant stated subject to any surplus funds held in the bank accounts of the branch (see 11.28). If the surplus funds exceed a sum equal to 20% of the gross grant awarded for the year, the value of the excess will be deducted from the gross grant.
- 10.17. Branch Grants will be determined by the level of individual branch core activity in the previous year (including Regional Centre (if any)), adjusted to take account of inflation and any variation in planned core activity for the forthcoming year. Branches are required to advise Headquarters of any variation in planned core activity no later than 31 October. Core activity in this context means technical meetings and related administrative expenses. Non-core activity means conferences, attendance at events organized by other organizations etc.
- 10.18. Non-core activities will normally be expected to be self-financed but will continue to be underwritten by the Institute. Exceptionally, seed-funding and a grant may be provided to support non-core activity. In all such cases branches will be required to submit a simple costed business plan showing how the activity will contribute to the objectives of the Institute. Bids for support to carry out such activity may be made on the Institute's standard *pro-forma* at any time, but normally giving at least one month notice.
- 10.19. Branches must not carry out non-core activities until the respective business plan has been approved.
- 10.20. The net income from non-core activities after reimbursement of any seed funding will be apportioned as agreed between the Branch Committee and the Institute and may be used for future funding of Branch activities. Such additional funding may be carried forward in the following year in excess of the allowed 20% of the annual grant up to a maximum of an additional 20%.
- 10.21. Branch Committees will be responsible and accountable for the activities and funding of approved Regional Centres (if any) that they may appoint.
- 10.22. The annual grant will be paid in full by the end of each calendar year and following receipt by Headquarters of the required audited accounts and supporting documents for the preceding financial year. Pending receipt of the audited accounts, up to 50% of the annual grant becomes available in May each year.
- 10.23. Headquarters are able to supply branches with various services including the distribution of flyers, name and address labels etc., for which a charge will be made.

Finances –Branches, General

- 10.24. No money beyond the amount of the grant shall be expended by the branch Committee without the prior consent of the Board of Trustees, and no liability shall be incurred by the Institute for any additional expenditure not authorized by the Board of Trustees.
- 10.25. Social functions are to be administered separately from branch core and non-core activities. Branches must form their own autonomous social committees to regulate their social functions and must arrange their own insurance cover against all risks locally. No funds shall be paid by the Council to branches in respect of social functions, and the branches shall not be accountable to the Council for income and expenditure associated with any social function they run. All surplus funds generated by social functions are the responsibility of the social committee including any banking facilities that may be required.

- 10.26. In the event of a local Branch being closed down for any reason whatever, all accumulated funds and property shall automatically become the property of the Institute.
- 10.27. The financial affairs of the branch shall be managed by the Committee and the bank accounts at an approved bank.
- 10.28. The Committee shall require the Honorary Treasurer to keep proper accounts with respect to all sums received and expended by the branch on core and non-core activities.
- 10.29. The financial year of each branch shall be from the 1st May to the 30th April inclusive in the next succeeding year.
- 10.30. The branch Committee shall provide and submit to the Council an Annual Report, balance sheet, financial statement, copies of bank statements and an inventory of all property held by them belonging to the branch and to the Institute. The annual accounts are required to distinguish between core and non-core activities. Each branch is also required to provide a statement showing planned and achieved activities within each year covered by the Annual Report.
- 10.31. The Honorary Treasurer of the branch shall, after approval by the Committee, submit a statement of financial affairs to the branch at the branch Annual General Meeting.
- 10.32. An auditor shall be appointed by the Committee if and when necessary.
- 10.33. All payments shall be made to the order of the Committee or such sub-committee as the Committee may appoint, and all cheques shall be signed by two of the following:
 Chairman
 Honorary Secretary
 Honorary Treasurer
 or such persons as the Committee may appoint, save that cheques etc up to a value of RM 500.00 or equivalent may be signed by any one of the office holders referred to above.
- 10.34. Donations and bequests that may be made to branches from time to- time shall be reported to Headquarters for appropriate recording

11.0 Institute Premises

- 11.1. The Council will determine the purposes for which various parts of the Institute premises may be used, and may close any part thereof to free access on occasions when ordinary or general meetings may make such an action desirable, and on other occasions.
- 11.2. Smoking is not permitted in any areas of the Institute premises.
- 11.3. Property must not be removed from the Institute without the permission of the Secretary.
- 11.4. Members are held responsible for defraying any expenses incurred by themselves or their guests before leaving the premises.
- 11.5. The Institute premises are normally open from 0830 to 1730, from Monday to Friday, with exceptions when meetings are in progress. The premises remain closed during public holidays.

Subject to the provisions of and so far as may be permitted by this Code of Ethics every member is subjected to the Memorandum and Articles of Association by International Institute of Plantation Management (732757-M)

MEMBERSHIP APPLICATION FORM



**International Institute
of Plantation Management**

Membership Application: NEW APPLICATION
 "Please Indicate" RENEWAL
 UPGRADING

PHOTO
(One recent *passport*
size colour photo)

Please write clearly using **BLOCK CAPITAL LETTERS** and **BLACK INK**

Mr/Mrs/Ms/Other Title	NRIC NO (enclose copy of both sides)
Name	

Membership Grade Requested (Please tick)

HONORARY FELLOW <input type="checkbox"/>	FELLOW <input type="checkbox"/>	CERTIFIED PLANTER <input type="checkbox"/>	ORDINARY <input type="checkbox"/>
ASSOCIATE <input type="checkbox"/>	AFFILIATE <input type="checkbox"/>	STUDENT <input type="checkbox"/>	CORPORATE <input type="checkbox"/>

Home Address	Company/Work Address
City	City
Telephone	Telephone
Mobile	Mobile
E-mail	E-mail

Highest Academic/Professional Qualifications

Current Job Title

Date Joined Organization	Date Appointed of Current Position
---------------------------------	---

Job Title of Immediate Supervisor

Details of Referees
(Three Institute members should recommend Application For Certified Planter and one if applying for Ordinary Member, Associate and Affiliate Membership)
 I have read the particulars of this form which to the best of my knowledge and belief are true and from personal knowledge recommend the candidate to Council for Membership of the Institute.

NAME OF REFEREE	MEMBERSHIP NO	MEMBERSHIP GRADE	SIGNATURE

Declaration by Application
 I certify that statements on this form are correct. I agree to be governed by the Charter and Bye-Laws of the Institute and will promote the objects of the Institute as far as shall be in my power. If at any time I desire to withdraw from the Institute, I will in accordance with the Bye-Laws, after payments for all payments subscriptions or other sums due from me including any subscriptions for the current year, send my resignation in writing to the Secretary General and return there with any certificates of membership held by me.

I enclose the Fee* of RM/USD..... make payable to INTERNATIONAL INSTITUTE OF PLANTATION MANAGEMENT
 (Account Number : Maybank - 6821 0621 3788)

Signature Date

Correspondence to be sent to Home Work

For further information, please contact us at : www.iipm.com.my No. 1122A-B, 2nd Floor, Block 11, Intekma Resort & Convention Centre, Persiaran Raja Muda, Section 7, 40000 Shah Alam, Selangor, Malaysia.
 03 - 55225534 / 31 Fax : 03 - 55225534 nuzanna@iipm.com.my

MEMBERSHIP GUIDELINE

MEMBERSHIP

IIPM is a membership oriented organization. We have seven grades of membership based on experience, responsibility and education.

membership categories

MEMBERSHIP GRADE	QUALIFICATIONS/REQUIREMENTS	MEMBERSHIP FEE	
		(RM)	(USD)
Honorary Fellow (Hons. FiiPM)	<ul style="list-style-type: none"> Based on merit and significant contribution to the plantation industry; or Any requirements approved by the Council of IIPM from time to time. 		
Fellow Member (FiiPM / FCP)	<ul style="list-style-type: none"> Based on merit and significant contribution to the plantation industry; or Any requirements approved by the Council of IIPM from time to time. 	350	170
Certified Planter (CP)	<ul style="list-style-type: none"> Senior Manager and above in plantation upstream who has passed the 'Professional Interview' conducted by the Institute; and Those who hold PQE qualification with at least 10 years working experience; or Those who hold degree in Plantation or agriculture with at least 15 years working experience; or Those who hold a Senior Executive position at least Senior General Manager with minimum 20 years working experiences; or Any requirements approved by the Council of IIPM from time to time. 	250	120
Ordinary Member (MIPM)	<ul style="list-style-type: none"> Assistant Manager and above in plantation upstream; and Those who hold PQE qualification with at least 5 years working experiences; or Those who hold degree in Plantation or agriculture with at least 10 years working experience; or Any requirements approved by the Council of IIPM from time to time. 	200	100
Associate Member	<ul style="list-style-type: none"> Managers and above in an upstream level; or Anyone who has interest to be IIPM resource person must have minimum Master qualification; or Any requirements approved by the Council of IIPM from time to time. 	150	75
Affiliate Member	<ul style="list-style-type: none"> Is open to anyone who has interest in plantation value chain may not reach our higher grade of membership; or IIPM graduate; or Anybody who has graduated from local or international university; or Supervisors and above in the plantation value chain; or Any requirements approved by the Council of IIPM from time to time. 	100	60
Student Member	<ul style="list-style-type: none"> Age not less than 17 years old; or Those who are enrolled in IIPM Professional Education Programs or any recognized plantation related programs; and Those who are enrolled in recognized plantation related program; or professional plantation programs; and Any requirements approved by the Council of IIPM from time to time. 	50	25
Corporate Member	<ul style="list-style-type: none"> Any company involved in plantation value chain is qualified to join as a Corporate Member; or Open to a stakeholder in plantation value chain; or Any requirements approved by the Council of IIPM from time to time. 	1200	600
Retirement		350	175

For Office Use:

Comments:


Membership Number : _____
 Membership Guide : _____

Declaration by Membership Chairman

I declare that the application is eligible / not eligible for membership of the Institute.

Name : _____
 Date : _____

For further information, please contact us at : www.iipm.com.my

No. 1122A-B, 2nd Floor, Block 11, Intekma Resort & Convention Centre, Persiaran Raja Muda, Section 7, 40000 Shah Alam, Selangor, Malaysia.
 03 - 55225534 / 31 Fax : 03 - 55225534  nuzanna@iipm.com.my

A professional Body offshoot of



International Institute Of Plantation Management

No. 1122A-B, 2nd Floor, Block 11
Intekma Resort & Convention Centre
Universiti Teknologi MARA
Persiaran Raja Muda, Seksyen 7
40000 Shah Alam, Selangor

☎ : 03-55225534/31

📠 : 03-55225534

✉ : info@iipm.com.my/operation@iipm.com.my

🌐 : www.iipm.com.my

📘 : International Institute of Plantation Management (IIPM)