

**CONSTITUTION OF  
PERTUBUHAN PERANCANG MALAYSIA  
(MALAYSIAN INSTITUTE OF PLANNERS)**

PPM-002-10-26071972

**CLAUSE 1 NAME**

- 1.1 The name of the Institute shall be the Pertubuhan Perancang Malaysia (Malaysian Institute of Planners) (hereinafter referred to as 'the Pertubuhan').

**CLAUSE 2 REGISTERED ADDRESS**

- 2.1 The registered address of the Pertubuhan shall be 'B-1-02, Jalan SS7/13B, Plaza Kelana Jaya, 47301 Petaling Jaya, Selangor', or such other address as may be determined by the Pertubuhan, shall not be changed without the prior approval of the Registrar of Societies.

**CLAUSE 3 OBJECTIVE**

- 3.1 The aim and objective of the Pertubuhan shall be to promote the art and science of Town Planning for the benefit of the public and to regulate, protect and promote professional interest of its members.

**CLAUSE 4 ACTIVITIES**

In pursuit of its objectives the Pertubuhan shall have powers to carry out any of the following activities:-

- 4.1 To provide an organization for Town Planners in the form of a learned and scientific society.
- 4.2 To represent generally the views of the Town Planning profession.
- 4.3 To establish and maintain a Register of members of the Pertubuhan comprising qualified Town Planning Professionals in Malaysia;
- 4.4 To adopt a code of professional conduct in order to regulate professional conduct and practice among its members.
- 4.5 To formulate and impose standards of knowledge and skills for persons seeking membership of the Pertubuhan.
- 4.6 To draw up a scale of professional charges to be binding on all its members.
- 4.7 To develop and promote professionalism, and high quality town planning services that will contribute to the advancement of knowledge and practice of town planning.
- 4.8 To establish and administer standards of competency amongst its members, publish such materials as may be appropriate, provide a forum for the wide exchange of views, promote and increase awareness amongst the community

relating to the profession and its practice.

- 4.9 To assist and advise Government, local authorities, public or private bodies on matters relating to town planning, the built environment and the sustainable development of land and resources, subject to the laws governing the profession.
- 4.10 To provide facilities for communication and interchange with professional associations and educational and scientific bodies on matters relating to Town Planning and sustainable development.
- 4.11 To encourage and assist the education of persons intending to enter, or to be associate with the Town Planning profession.
- 4.12 To institute Branches of the Pertubuhan in any regions or territories in Malaysia as deemed necessary.
- 4.13 To encourage and support other organizations that promote sustainable planning and development and other related activities.
- 4.14 To increase the general and technical knowledge and skills of its members through education, training and research; and
- 4.15 To establish and maintain a register of Town Planning Consulting Firms in Malaysia.
- 4.16 To carry out any other activity incidental to its function and objectives.

## **CLAUSE 5 PATRON**

- 5.1 The Council may by a majority vote taken at a Council Meeting approve the appointment of a Patron or Patrons. A Patron shall be a person of national or international eminence who, in the opinion of the Council, has made an outstanding contribution to the art and science, or general awareness, of town planning, and whose patronage will add prestige to or advance the interest of the Pertubuhan. He or she shall enjoy all the amenities and privileges of the Pertubuhan and shall not be required to vote or attend any meetings of the Pertubuhan.

## **CLAUSE 6 MEMBERSHIP**

- 6.1 Membership of the Pertubuhan shall be divided into six (6) classes namely
  - a. Honorary Fellow (Fellow Kehormat)
  - b. Fellow (Fellow)
  - c. Corporate (Korporat)
  - d. Graduate (Siswazah)
  - e. Student (Penuntut)
  - f. Associate (Bersekutu)
- 6.2 The names of all members shall be entered on the Register of the Pertubuhan (hereinafter referred as the Register).

6.3 Every application for Corporate, Associate, Graduate and Student membership shall be proposed and seconded by two (2) existing Fellow or Corporate members and shall be forwarded to the Honorary Secretary who shall submit to the Council for consideration.

6.4 The Council may at its discretion approve or reject any application in the best interest of the Pertubuhan.

*Clause 6.4  
Amendment  
2020*

### **6.5 Honorary Fellow**

6.5.1 Every appointment to Honorary Fellow shall be by invitation of the Council of the Pertubuhan.

6.5.2 Honorary Fellow Members shall be distinguished or eminent persons whose membership of the Pertubuhan shall in the opinion of the Council add prestige to or advance the interest of the Pertubuhan, and shall continue to be Honorary Fellow Members at the pleasure of the Council. Honorary Fellow Members shall not be eligible to vote at meetings of the Pertubuhan.

### **6.6. Fellow**

6.6.1 Fellow Members shall in the opinion of the Council be of outstanding merit and have made significant contributions to the Town Planning profession in Malaysia. A Fellow should be at least 36 years of age and have been a member of the Pertubuhan for a period not less than fifteen (15) years.

6.6.2 The Council of the Pertubuhan shall also have the power to determine and limit the number of new Fellow Members to not more than five (5) persons per year.

6.6.3 Fellow Members, subject to their subscription having been paid, may attend all general meetings of the Pertubuhan and to speak and vote at such meetings.

### **6.7 Corporate**

6.7.1 Corporate Members shall be at least 21 years of age and shall have at minimum **three (3) years working experience as town planner**, which a minimum of one (1) year shall have been a Graduate Member of the Pertubuhan for at least one (1) calendar year prior to their admission as Corporate Members. Approved experience shall be as defined by the Council from time to time.

*Clause 6.7.1  
Amendment  
2021*

6.7.2 Every application for Corporate membership shall be subjected to the rules pertaining to entry qualifications, examinations and interview, which in the opinion of the Council will eventually qualify him or her for registration as Registered Town Planner under the Town Planners Act, 1995 (Act 538).

6.7.3 Corporate Members, subject to their subscription having been paid, shall have the right to vote at all general meetings of the Pertubuhan.

### **6.8 Graduate**

6.8.1 Graduate Members shall be persons holding recognized qualifications in Town Planning, which in the opinion of the Council are acceptable for eventual Corporate Membership of the Pertubuhan and qualifies him or her for registration as Graduate Town Planners under Town Planners Act, 1995 (Act 538).

6.8.2 Graduate Members shall be entitled to attend and to speak at all General Meetings of the Pertubuhan and shall be supplied with a copy of the publications as the Pertubuhan may publish. The Council may accord to Graduate Members any other privileges as it may decide from time to time.

## **6.9 Student**

6.9.1 Student Members shall be persons who are undergoing a course of studies for a degree or diploma in Town Planning or a person working and studying towards becoming a Town Planner by undergoing his or her studies on either a full time or part time basis at University or centre of higher learning. A Student member can only retain his or her membership for not more than ten (10) years, after which he or she has to seek an extension if he or she is still studying or gaining experience.

6.9.2 Student Members may attend all General Meetings of the Pertubuhan and to speak at such meetings but shall not have the right to vote. They shall be supplied with a copy of the publication as the Pertubuhan may publish and may use the facilities of the Pertubuhan. The Council may accord to Student Members any other privileges as it may decide from time to time.

6.9.3 A Student Member shall automatically cease to become a member of the Pertubuhan once he or she completes his or her studies necessary to qualify for admission for Graduate Membership.

6.9.4 No University or University College student shall be admitted as a student member of the Pertubuhan without the prior written approval of the Vice-Chancellor / Registrar of the University or University College concerned.

## **6.10 Associate**

6.10.1 An Associate Member shall be a person who has shown interest or are actively involved in activities related to town planning but without possessing the requisite entry qualifications to be a graduate members. The entry qualifications of a person wishing to become an Associate Member shall be solely determined by the Pertubuhan. The Council has the right to accept or reject any application.

6.10.2 The Pertubuhan shall also have the right to determine and limit the number of Associate Member at a particular time. An Associate Member may attend all General Meetings of the Pertubuhan and to speak at such meetings but shall not have the right to vote. They shall participate in all the Pertubuhan's events and shall be provided with all information, materials, publications that the Pertubuhan disseminates to its members.

**CLAUSE 7 DESIGNATION OF MEMBERS**

- 7.1 A Honorary Fellow shall be entitled to use after his or her name abbreviated designation FKPPM (i.e. Fellow Kehormat Pertubuhan Perancang Malaysia) only the pleasure of the Pertubuhan.
- 7.2 A Fellow Member shall be entitled to use after his or her name abbreviated designation FPPM (i.e. Fellow Pertubuhan Perancang Malaysia).
- 7.3 A Corporate Member shall be entitled to use after his or her name the abbreviated designation APPM (i.e. Ahli Pertubuhan Perancang Malaysia).
- 7.4 Graduate and Student Member shall not be entitled to use any designation of the Pertubuhan after their names.
- 7.5 An Associate Member shall not be entitled to use any designation of the Pertubuhan after his or her name.
- 7.6 A Fellow and Corporate Member of the Pertubuhan, who are also a registered 'Town Planner' with the Board of Town Planners shall be entitled to use before his or her name the title 'TPr' which is the abbreviation for a Registered Town Planner.

*Clause 7.6  
Amendment  
2016*

**CLAUSE 8 NATIONAL COUNCIL**

- 8.1 The affairs of the Pertubuhan shall be managed by a governing body to be known as the National Council of the Malaysian Institute of Planners.

A Member of the National Council:-

Must not, in the exercise of his or her powers or the discharge of his or her duties, commit an act with intent to deceive or defraud the Pertubuhan, member of the Pertubuhan or creditors of the Pertubuhan, or for any fraudulent purposes;

Must not make improper use of information required by virtue of his or her position in the Pertubuhan so as to gain, directly or indirectly, any pecuniary benefits or materials advantage for himself or herself or any other person, or so as to cause a detriment to the Pertubuhan;

Must at all times act with reasonable care and diligence in the exercise of his or her powers and the discharge of his or her duties of office; and

Has any direct or indirect pecuniary interest in a contract or proposed contract with the Pertubuhan (other than such an interest which that person holds as a member of a class of persons for whose benefit the Pertubuhan is established, or in common with all or a substantial proportion of the members of the Pertubuhan must

- a. Disclose the nature and extend of his or her interest to the National Council as soon as he or she becomes aware of his or her interest; and
- b. Not take part in any decision of the National Council with respect to that

contract (but may take part in any deliberations with respect to that contract).

8.2 The National Council shall consist of the following:-

- a. The President
- b. Two (2) Vice Presidents
- c. The Honorary Secretary
- d. The Honorary Treasurer
- e. Ten (10) Ordinary Council Members
- f. The Chairman of MIP Youth Wing
- g. Immediate Past President

*Clause 8.2  
Item f -  
Amendment  
2020*

The Principal Office Bearers of the Pertubuhan shall be the President, the Vice Presidents, the Honorary Secretary and the Honorary Treasurer.

The Immediate Past President shall be an Ex-Officio Member of the National Council with no specific duties and shall not have the right to vote at Council Meetings.

8.3 Members of National Council shall be elected from among Corporate Members at alternate Annual General Meetings and shall hold office for a two (2) years period unless a member sooner resign or is removed from office for any reason.

8.4 The President and Vice President shall be elected from among Corporate Members who must have served previously as Council Member for at least one (1) term prior to the election. Thereafter they may be reelected but shall not hold the same office for more than two (2) consecutive terms.

8.5 The Chairman of MIP Youth Wing shall be a corporate member of MIP and shall be appointed as member of National Council.

*Clause 8.5  
Amendment  
2020*

8.6 All members of the National Council shall be a Corporate or Fellow Member of the Pertubuhan and shall be a Malaysian Citizen.

8.7 Members of the National Council shall not be paid or receive remuneration or fees nor be appointed to any salaried position in the office of the Pertubuhan. Members of the National Council may be reimbursed for out-of-pocket expenses incurred on the affairs and activities of the Pertubuhan.

8.8 If any member of the National Council demise or resigns, or his or her appointment is revoked by the National Council, a new member shall, as soon as practicable be appointed in his or her place and the member so appointed shall hold office for the remainder of the term for which his or her predecessor was appointed.

8.9 Any act or proceeding of the National Council shall not be invalidated merely by reason of any vacancy having occurred in the National Council provided always the number of members of the Council is under circumstance reduced to below eight (8).

8.10 The National Council shall have the power to co-opt from amongst members of the Pertubuhan to serve directly in the National Council but such co-opted members shall not have the right to vote at National Council meetings.

8.11 The National Council may appoint any number of committees and may delegate its authority and responsibility to such committees as deemed necessary.

Subject to the provision of the Town Planners Act 1995 (Act 538) (Akta Perancang Bandar), the National Council shall have absolute powers to nominate from amongst Fellow and Corporate Members to sit on the Town Planners Board (Lembaga Perancang Bandar).

The National Council shall also have absolute powers to nominate from amongst Fellow and Corporate Members to sit on any other boards.

The National Council shall have the sole control, management and superintendence of the property, income, affairs and concerns of the Pertubuhan and may appoint officers as necessary for the purpose of carrying out the objectives of the Pertubuhan.

#### **8.12 Duties of the President**

The President shall preside at all General Meetings of the Pertubuhan and in such capacity shall regulate the proceedings of the meeting. In the absence of the President, one of the Vice Presidents shall preside at such meetings and he or she shall regulate all proceedings thereto

#### **8.13 Duties of the Vice Presidents**

The Vice Presidents shall assist the President as and when necessary. In the absence of the President at the Council Meeting, the Council shall appoint one of the Vice Presidents present to carry out the duties of the President and he or she shall act in that capacity only in the absence of the President.

#### **8.14 Duties of Honorary Secretary**

The Honorary Secretary shall conduct the business of the Pertubuhan in accordance with its Constitution and Rules, and shall carry out the resolution of the Annual General Meeting and the Council. He or she shall;

- a. Be responsible for conducting all correspondences
- b. Attend meetings and keep a record of the proceedings
- c. Keep a membership Register containing all member particulars.

#### **8.15 Duties of the Honorary Treasurer**

8.15.1 The Honorary Treasurer shall be responsible for

- a. The keeping of the financial records of the Pertubuhan and for the collection of subscriptions, the issue of the receipts, and the preparation of the accounts of the Pertubuhan; and



b. To prepare and present an Annual Statement of Accounts which shall be audited by the Auditors before presentation at the Annual General Meeting.

8.15.2 He or she shall demand and receive all monies due to the Pertubuhan and deposit such monies received in the name of the Pertubuhan in a bank approved by the Council.

8.15.3 He or she shall have power to retain in his or her hand for current expenses of the Pertubuhan a sum not exceeding Ringgit Malaysia Five Hundred (RM500) in cash at any one time. He shall be responsible for making all the payment on behalf of the Pertubuhan and all such payment drawn in the name of the Payee.

8.15.4 All cheques drawn on behalf of the Pertubuhan shall be signed by the Honorary Treasurer, or in his or her absence, any other designated signatories appointed by the Council and such cheques shall be countersigned by the President, the Vice Presidents or the Honorary Secretary.

#### **8.16 Method of Election**

The Council may prescribe such Rules and Procedures as it considers desirable for the proper conduct of the election. The procedure for the proper conduct of the election either using electronic voting, online voting, postal voting, physical voting, or combination of any the above, shall be at the discretion of the Council, as and when the Council deem fit.

*Clause 8.16  
Amendment  
2021*

### **CLAUSE 9 HONORARY AUDITORS**

9.1 Two Honorary Auditors who shall not be members of the council and shall be Corporate Members shall be elected or appointed biennially at alternate Annual General Meeting at the same time as members of the Council are elected.

9.2 An Honorary Auditor shall be eligible for re-election or reappointed at the conclusion of the term of office in respect of which he or she was previously elected or appointed. In the case of death, resignation or inability to act by either or both of the Honorary Auditors, the Council shall appoint a replacement or replacements who shall hold office until the next Annual General Meeting.

### **CLAUSE 10 MEETINGS OF THE PERTUBUHAN**

The meetings of the Pertubuhan shall be classified as follows:-

- a. Annual General Meeting
- b. Extra Ordinary General Meeting
- c. Council Meeting
- d. Committee Meeting

#### **10.1 Annual General Meeting**



- 10.1.1 The Annual General Meeting of the Pertubuhan shall be held once a year not later than 31st March of each year on a date to be fixed by the Council. The business of the annual meeting:
- a. To receive the Council's report on the working of the Pertubuhan during previous year.
  - b. To receive the Treasurer's report and the audited accounts of the Pertubuhan for the previous year.
  - c. To elect a Council and to appoint Honorary Auditors for the ensuing two years.
  - d. To deal with such other matters as may be put before it.
- 10.1.2 The Annual General Meeting for alternate years shall also be held for the purpose of electing the officers of the Pertubuhan for the ensuing two (2) years or, in the case of the Annual Meeting for non general election years, for the purpose of electing officers to fill causal vacancies on the Council or among the Honorary Auditors that may have occurred in the year preceding.
- 10.1.3 The Honorary Secretary shall give at least twenty one (21) days notice to every member specifying the date, time and the place for the Annual General Meeting together with the annual report and annual audited account for the preceding year.
- 10.1.4 The Annual General Meeting shall also be held for the purpose of considering any other business for which due notice shall have been given to the Honorary Secretary not less than seven (7) days before the date of the said Annual General Meeting and which business have been proposed and seconded by at least one third of the member of Council.
- 10.1.5 The quorum for an Annual General meeting shall be twice the number of voting Council Members. Only Corporate Member in good standing shall be counted for the quorum.
- 10.1.6 In the event of a quorum not being present within one (1) hour past the time fixed for the commencement of the Annual General Meeting, the meeting shall adjourn to a date within one (1) week and at a time and place to be determined by Council. At the next meeting, whatever the number of Corporate members present shall be taken as a quorum.
- 10.1.7 At the Annual General Meeting all questions shall be decided according to the majority of votes properly cast at that meeting, and in the case of an equality of votes the President or Chairman at that meeting shall have the casting vote.
- 10.2 Extra Ordinary General Meeting**
- 10.2.1 An Extra Ordinary General Meeting shall be held for a specific purpose relating to the direction and management of the Pertubuhan, including the enactment of new articles of the Constitution or the amendment or repeal of existing articles.

10.2.2 The National Council may at any time, if it deems necessary, call an Extra Ordinary General Meeting. It shall at all times be bound to do so on a requisition in writing of not less than thirty (30) corporate members. Such requisition shall state the matters to be brought before, and the resolution, if any, to be moved at such Extra Ordinary General Meeting. In either case a notice shall be sent to all members residing in Malaysia at least twenty one (21) days before the date appointed by the Council for such Extra Ordinary General Meeting, and the notice shall specify the general nature of the matters to be brought before, and the resolutions, if any, to be moved at such Extra Ordinary General Meeting.

10.2.3 All Fellow and Corporate Members, subject to their subscription having been paid, shall have the right to attend and vote at an Extra Ordinary General Meeting.

10.2.4 The quorum for an Extra Ordinary General Meeting shall be three (3) times the number of the voting Council Members. Only voting members in good standing shall be counted for the quorum.

10.2.5 In the event of a quorum not being present within one (1) hour past the time fixed for the commencement of the Extra Ordinary General Meeting the meeting shall be adjourned to be held on a date at a time and place within one (1) calendar month, the date, time and place to be determined by the Council. The quorum for such adjourned meeting shall be three (3) times the number of Council Members eligible to vote.

The Council shall give every member at least fourteen (14) days notice of such reconvened Extra Ordinary General Meeting.

10.2.6 At an Extra Ordinary General Meeting all resolutions shall be decided accordingly to the majority of votes properly cast at the meeting, and in the event of an equality of votes the President or Chairman at the meeting shall have the casting vote.

10.2.7 No resolution other than those appearing on the agenda and previously circulated with the notice of the meeting shall be proposed or voted upon.

### **10.3 Council Meeting**

10.3.1 The Council is expected to meet at least once in every three (3) months. The quorum at Council Meeting shall be not less than eight (8) of the total number of voting council members in the Council.

*Clause 10.3.1  
Amendment  
2021*

The Council shall have powers to make further rules on Council Meetings from time to time.

### **10.4 Committee Meetings**

The Council may have the power to appoint standing committees or ad-hoc committees for particular purposes. The standing committee or ad-hoc committee shall at all times be subject to the directions of the National Council.

**CLAUSE 11 SEAL**

- 11.1 The Pertubuhan shall have a common seal, the design of which shall be as determined or altered by the National Council from time to time and ratified by the General body at the Annual General Meeting.
- 11.2 The common seal of the Pertubuhan shall be affixed to such certificates, deeds and documents and are required to be sealed only in the presence of both President and Honorary Secretary, or in the presence of such persons as they may respectively appoint for the said purpose, and the President and the Honorary Secretary, or such persons as aforesaid, shall sign every instrument to which the common seal of the Pertubuhan is affixed.

**CLAUSE 12 FINANCE**

- 12.1 For the purpose of this Constitution, the Pertubuhan shall establish, administer and control an account to be known as the 'Pertubuhan Perancang Malaysia Account' (hereinafter referred to as the 'Account').
- 12.2 The Account shall be established and managed with a bank in Malaysia.
- 12.3 Subject to the approval of the Council, the Pertubuhan may establish and manage other accounts for any of the purposes specified in Sub-Articles 12.1 to 12.6 of the Constitution.
- 12.4 The payment into and out of the account or others accounts shall be determined by the Council.
- 12.5 It shall be the duty of the Council to keep proper records of its financial account and other accounts at all times and to present it at its Annual General Meeting.
- 12.6 The Pertubuhan shall have powers to carry out any of the following:-**
- 12.6.1 To collect subscriptions and other prescribed fees and payments from the Members;
- 12.6.2 To collect subscriptions and other prescribed fees and payments from Registered Town Planning Consultant firms registered with the Pertubuhan;
- 12.6.3 To accept donations, legacies or loans to be applied to the objects of the Pertubuhan;
- 12.6.4 To make loans or grants of money, books, equipment, or otherwise, for the purpose of assisting students studying Town Planning and for the promotion of research work relating to the art and science of Town Planning;
- 12.6.5 To give prizes of money, books and others, for the purpose of promoting the art and science of Town Planning, and to sponsor and organize Town Planning competitions for the same purpose;

- 12.6.6 To devote any portion of the funds of the Pertubuhan to the formation or endowment of scholarships or otherwise assist the education of students and others wishing to qualify for the profession of Town Planning and in connection therewith hold lectures, talks, demonstrations, exhibitions and examinations for the promotion of town planning and award certificates of proficiency;
- 12.6.7 To lend money and give financial assistance by way of grants, donations or subscriptions or in any other form to such associations or individuals to further the objectives of the Pertubuhan;
- 12.6.8 To purchase, lease, hire or otherwise acquire or build suitable premises for the use of the Pertubuhan by joint venture agreement or otherwise, and to manage, improve, alter and develop such premises and to sell, mortgage, let or otherwise dispose off the same in the interest of the Pertubuhan;
- 12.6.9 The immovable property of the Pertubuhan shall be registered in the name of the Pertubuhan and all instruments relating to the property shall be executed by the three principal office bearers for the time being of the Pertubuhan, whose appointments are authenticated by a certificate of the registrar, and sealed with the common seal of the Pertubuhan;
- 12.6.10 To set up a wholly owned subsidiary company or companies registered under the Companies Act and to carry out activities of the Pertubuhan or undertake any other business as may be directed by the Council. Such company or companies to set up shall be managed by Directors appointed by the Council;
- 12.6.11 To invest or to borrow any monies required for the purpose of the Pertubuhan upon such terms and upon such security as may from time to time be determined by the Council;
- 12.6.12 All monies and profit accruing to the Pertubuhan from the participation in any business shall be applied solely towards the furtherance, promotion and execution of the objects of the Pertubuhan and no portion thereof shall be paid by way of dividend, bonus or profit to any member of the Pertubuhan provided that nothing herein expressed or contained shall prevent the payment in good faith of remuneration or expenses or both to any officer or servant of the Pertubuhan, or to any member for the services actually rendered by him or them to the Pertubuhan;
- 12.6.13 To employ, hire or engage any person being or not being member of the Pertubuhan for any purpose and for any length of time and on any terms of remuneration as the Council may determine from time to time;
- 12.6.14 To institute, carry on or discontinue any legal proceedings in the name of the Pertubuhan or its officers, servants or members for the recovery of any debts or demands claimed by or on behalf of the Institute and to defend any legal proceedings commenced against the Pertubuhan or any officers or members thereof in his or her capacity of representing the Pertubuhan and to pay out of the funds of the Pertubuhan any cost or charges incurred in connection thereto;
- 12.6.15 No expenditure exceeding RM1000 at any one time shall be incurred without

Clause  
12.6.10  
Amendment  
2010

the prior approval of the President and Honorary Secretary or Honorary Treasurer. No expenditure of RM10,000 or more in any one month be incurred without the prior approval of the Council;

- 12.6.16 To establish the Education Fund Board.
- 12.6.17 To encourage and assist persons desirous of acquiring qualifications;
- 12.6.18 To organize career guidance, provide education advisory services and continuing education programmes for the benefit of the members of the Pertubuhan;
- 12.6.19 To raise money for any of the objectives and functions, by charging all or any such amounts as may be legally charged, or by seeking donation or contributions;
- 12.6.20 To rent, purchase or otherwise acquire property;
- 12.6.21 To raise money by charging all of any such property as may legally be charged for a period that may be determined by the Council;
- 12.6.22 To accept subscriptions and donations (whether real or personal estate) and to sell and dispose of, to lease and accept surrenders of leases and manage all real estate so received and not required to be or capable of being occupied for the purposes of the Pertubuhan and generally to manage invest and expend all monies belonging to the Pertubuhan;
- 12.6.23 To invest the monies of the Pertubuhan not immediately required for its purpose in or upon such investment, securities or properties as may be deemed fit;
- 12.6.24 To expend out of the funds of the Pertubuhan in such amounts as may be required for the management, administration and the carrying out of the objective of the Pertubuhan;
- 12.6.25 To appoint trustees amongst the main office bearers and to be brought to the general for the properties of the Pertubuhan and to vest in such trustees powers to execute any deeds, instruments and acts as may be required, and to remunerate any such trustees. To replace such trustee in the case of death or upon resignation.

### **CLAUSE 13 ENTRANCE FEE, SUBSCRIPTION AND OTHER DUES**

- 13.1 The National Council may determine the amount of membership annual subscription and entrance fee that shall vary between the different classes of members.
- 13.2 The annual subscription and entrance fees payable for each class of members shall be at rates fixed by the Council from time to time and confirmed by the General Body at Annual General Meeting.
- 13.3 Honorary Fellow Members shall not be required to pay subscriptions or fees.

- 13.4 All annual subscriptions shall be paid at the date to be fixed by the National Council and shall be payable within one month of the due date. All annual subscription are due on the 1st October of the year. Any late payment shall be subjected to the late payment penalty as prescribed by the Rules of the Pertubuhan.
- 13.5 All subscriptions shall be paid to the Honorary Treasurer of the Pertubuhan and all members, shall forward their subscriptions directly to the Honorary Treasurer or otherwise as decided by the National Council.
- 13.6 Any member elected or admitted at any time shall be liable to the subscription appropriate to the class to which he is elected or admitted for the whole of the current year. However in the case of election from one class of membership to another and where such member has already paid the subscription appropriate to the previous class for the current year, he shall only pay for the difference between the two rates of subscription.
- 13.7 The National Council may upon request, consider a member who has been a Fellow or Corporate Member for not less than 20 years and who has reached the age of 60 years, to be exempted from paying subscriptions. The member however, must have retired from practice and have ceased to receive remuneration from the town planning services.

Clause 13.4  
Amendment  
2017

Clause 13.7  
Amendment  
2020

#### **CLAUSE 14 SUSPENSION OF MEMBERSHIP FOR NON-SETTLEMENT OF SUBSCRIPTION**

- 14.1 A member shall be automatically suspended from the register of the Pertubuhan if he or she fails to fully settle his or her annual subscription and penalty despite due warning and due grace period having been given to him or her in accordance with the relevant provisions in the Rules of the Pertubuhan.
- 14.2 A member so suspended for the non-settlement of subscription and continues not to settle his or her subscription for a period of two (2) calendar years from the date of his or her first suspension shall by resolution of the Council, be struck off the register of the Pertubuhan.

#### **CLAUSE 15 SUSPENSION OF MEMBERSHIP OR EXPLUSION FOR MISCONDUCT**

- 15.1 A member shall be suspended or struck off from the register of the Pertubuhan for any breach of the Code of Conduct of the Pertubuhan or any act bringing disrepute upon the Pertubuhan if the Council so decides.
- 15.2 Any alleged breach of the Code of Conduct or any alleged unprofessional act by a member which may be brought before the Council, properly vouched for and supported by sufficient evidence, shall be investigated by a Disciplinary Committee to be appointed by the Council, provided always that the said member shall be given notice of the investigation and be given an opportunity to attend before the said committee or the Council for the purpose of giving an explanation for his or her conduct and being heard in answer to the charge or charges brought against him or her. The Council may, if it finds a member guilty



as charged, suspend the membership of the offence for a definite period or expel him or her from the Pertubuhan. In deciding between suspension or expulsion the Council shall take into consideration the seriousness or repugnance of the offence.

- 15.3 Any suspension of membership for misconduct or any expulsion from the Pertubuhan shall be published in the Newsletter of the Pertubuhan in hard copy or digital form.

#### **CLAUSE 16 PENALTY FOR SUSPENSION OF MEMBERSHIP**

- 16.1 A member suspended from the register of the Pertubuhan shall not be entitled to any of the privileges he or she would otherwise be entitled to. A member suspended from the register shall not be eligible to attend or to vote at an Annual General Meeting or an Extra Ordinary General Meeting, and shall not be entitled to use any designation conferred by the Pertubuhan or to hold office in the Council of the Pertubuhan.

#### **CLAUSE 17 REINSTATEMENT OF SUSPENDED MEMBERS**

- 17.1 A member who has been suspended for non-payment of his or her annual subscription and penalty for late payment shall be reinstated upon full settlement of all subscription, penalties, and satisfies all requirements imposed to him or her in accordance with the relevant provisions in the Rules provided that he has not already been struck off from the register pursuant to a decision made to the effect by the Council.
- 17.2 A member suspended for misconduct for a definite period shall be reinstated by Council upon the recommendation of the Disciplinary Committee and such reinstatement shall be published in the newsletter of the Pertubuhan. He or she shall also be liable for all outstanding subscriptions penalty and other fees as the Council may impose.
- 17.3 No member suspended for misconduct shall be reinstated within a period of not less than one (1) year from the date of his or her suspension and shall satisfy all requirements imposed on him or her in accordance with the relevant provisions in the Rules of the Pertubuhan.

#### **CLAUSE 18 RE-ADMISSION OF MEMBERS**

- 18.1 The Council may, if it finds good reason to do so, re-admit any person who was previously a member of the Pertubuhan and whose name was subsequently removed from the Register due to default in subscription payment and who has applied to the Council to have his or her membership reinstated. Such matters shall be determined by a committee appointed by the Council for the purpose, and shall report on its findings to the Council.
- 18.2 A person being reinstated after a lapse of membership shall be liable to pay all subscription and any other fees or fines as the Council may decide and such reinstatement shall be published in the Newsletter of the Pertubuhan.

#### **CLAUSE 19 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**



- 19.1 Every Corporate Member and Graduate Member of the Pertubuhan shall be required to complete the Continuing Professional Development in accordance to the Rules prescribed by the Pertubuhan.

Clause 19.1  
Amendment  
2020

The CPD is mandatory as a requirement for the annual renewal of registration of all Corporate Members.

- 19.2 The National Council may upon request, consider a member who has been a Corporate Member for not less than 20 years and who has reached the age of 60 years, to be exempted from submission of CPD. The member however, must have retired from practice and have ceased to receive remuneration from the town planning services, as per clause 13.7 MIP Constitution.

Clause 19.2  
Amendment  
2021

## **CLAUSE 20 RULES**

- 20.1 The Council shall have powers to enact, or amend, or repeal such Rules as may be necessary from time to time for the proper governance of the Pertubuhan.

- 20.2 New Rules or amendment or repeal of existing Rules become effective after due process as prescribed herein:-

- 20.2.1 The Council when it considers it expedient to propose enactment of any new Rules or the alteration or repeal of any existing Rules shall table a resolution for such said proposal at a Council Meeting and such said resolution shall be voted upon. Such enactment or amendment or repeal of any Rules shall be adopted if more than half of the Council shall have voted in favour of the resolution. In the event of a tie of votes the President or the Chairman of the meeting shall have a casting vote.

- 20.2.2 All Rules so enacted or amended or repealed for the year by the Council shall be tabled for ratification by the General Meeting for the year. Any Rules not approved at the Annual General Meeting shall be deemed repealed forthwith.

- 20.2.3 The Council shall set an effective date for the enforcement of such amended, or new, or repealed by-law and shall inform the members through a circular.

- 20.2.4 Any properly proposed and seconded new Rules or amendment or repeal of an existing by-law may also be introduced as a resolution by members from the General Body and such proposal shall be voted upon at the Annual General meeting provided such proposal shall have been received by the Council not less than fourteen (14) days before the date of such said Annual General Meeting.

- 20.2.5 Any Rules approved at the Annual General Meeting shall be enforced forthwith or, as the case may be upon such date as may be contained in the resolution proposing the rules.

- 20.2.6 No new by-law or alteration or repeal of any existing by-law shall be proposed except in the manner as prescribed above.

20.2.7 The enactment, amendment or repeal of rules shall not be applied to the articles of the Constitution which shall only be added to, amend or repealed at a properly conducted Extra Ordinary General Meeting and which shall only be enforced upon approval by the Registrar of Societies.

20.2.8 Notwithstanding the above, any Rules which had been approved by the Registrar of Societies, any amendment thereto shall only be effective from the date of the Registrar's approval.

**CLAUSE 21 BRANCHES OR CHAPTERS OF THE PERTUBUHAN PERANCANG MALAYSIA**

21.1 The Council may by a majority vote taken at a Council Meeting approve the formation of a Branch in any area wherein there are at least sixteen (16) Fellow or Corporate members of the Pertubuhan.

21.2 The Council may dissolve a Branch:-

a. If for a consecutive period of six months the number of branch member is below sixteen (16) or;

b. If the branch refuses to abide by the rules of the Pertubuhan or the decisions of the Annual General Meeting of the Council or if it is in the opinion of the Council guilty of conduct detrimental to the Pertubuhan.

21.3 A decision to dissolve a Branch shall be by a majority vote at a meeting of the Council provided that before a decision is taken to dissolve a Branch on the ground stated in Clause 21.2.(b) above, the Branch concerned shall be given forty five (45) days notice and opportunities to answer the allegations.

21.4 The order of dissolution shall be signed by the Honorary Secretary. On receipt of such order the Branch shall cease to function except for the purpose of winding-up. Any Branch aggrieved by an order of dissolution may, by notice in writing to the Honorary Secretary within 30 days of its receipt, lodge an appeal to the Annual General Meeting.

21.5 Notwithstanding such appeal the order of dissolution shall be operative until set aside, but in such circumstances the Council may appoint from among its Fellow and Corporate members a Caretaker Committee to deal with the affairs of the Branch pending the hearing of the appeal.

21.6 In the event of a Branch being closed for a reason stated in Clause 21.2 (a) of this Constitution, the Council shall transfer the remaining members to the nearest Branch, and in the event of a Branch being closed as stated in Clause 21.2 (b) the members shall cease to be members of the Pertubuhan.

21.7 It shall be the responsibility of the Branch Chairman, the Branch Secretary and the Branch Treasurer of such Branch to deliver to the Honorary Secretary all books, records, money and other property in the possession of the Branch, together with a statement of the accounts of the Branch from the date of the last submission of accounts to the date of the order of dissolution.

- 21.8 If the members of a Branch decide to secede from the Pertubuhan, its office bearers shall forthwith deliver to the Honorary Secretary all books, records, money and other property of the Pertubuhan and shall forthwith prepare and deliver to the Honorary Treasurer a statement of account as stated in Clause 21.7 above.
- 21.9 Every member of a Branch of the Pertubuhan shall have the right to attend, speak and vote at any General Meeting of his or her Branch.
- 21.10 The Branch Annual General Meeting shall be held not later than 28th February of every year and not later than thirty (30) days after receipt of the preliminary notice of the Annual General Meeting. Notice of the time, date and place of the Branch Annual General Meeting shall be given and copies of the Agenda and statement of account shall be sent to members not less than twenty one (21) days before the meeting.
- 21.11 The business of the Branch Annual General Meeting shall be:-
- a. To receive the Branch Treasurer's report and the audited accounts of the Branch for the previous year.
  - b. To elect a Branch Committee and to appoint Branch auditors every two years for the coming two year.
  - c. To deal with any other matters that may be put before it.
- 21.12 Branch Extra Ordinary General Meeting shall be convened:-
- a. On the written Instructions of the Council; or
  - b. Whenever the Branch Committee deems it desirable; or
  - c. At the request in writing of not fewer than ten (10) Fellow or Corporate members of the Branch, stating the objects and reasons for such meeting.
- 21.13 A Branch Extra Ordinary General Meeting requisitioned by members shall take place not later than twenty one (21) days from the receipt of such requisition.
- 21.14 At least twice the number of Committee Members of the Branch must be present at any General Meeting for its proceedings to be valid. A Branch Committee consisting of the following Committee Members shall be elected from amongst Fellow and Corporate members at each Branch Annual General Meeting held once in every two (2) years.
- a. A Branch Chairman
  - b. A Branch Vice Chairman
  - c. A Branch Secretary
  - d. A Branch Treasurer
  - e. Up to Four (4) other Committee Members

The office bearers of the Branch and every officer performing its executive functions shall comprise of Fellow and Corporate Members only and shall be Malaysian Citizens.

- 21.15 Names for the office bearers mentioned above shall be proposed and seconded by members of the Branch and election shall be by a simple majority vote of Fellow and Corporate members at the Branch Annual General Meeting.
- 21.16 All Branch Committee Members shall be eligible for re-election once in every two (2) years. No elected office-bearer shall hold the same office for more than two (2) sessions consecutively but shall be eligible for re-election after a lapse of not less than one (1) session. No member shall serve continuously on the Council in any capacity for more than four (4) sessions but shall be eligible for re-election to the Council after lapse of one (1) session.
- 21.17 The duties of the Branch Committee shall be to manage the affairs of the Branch in accordance with the Rules of the Pertubuhan and the instructions of the Council and the Annual General Meeting. It shall meet at least once in three (3) months and one half of its number shall form a quorum.
- 21.18 The Branch Secretary shall forward a copy of the minutes of each meeting to the Honorary Secretary not later than fourteen (14) days after the meeting.
- 21.19 The Branch Chairman shall during his or her term of office preside at all general and committee meetings and shall be responsible for their proper conduct. He or she shall have a casting vote and shall sign the minutes of each meeting at the time they are approved. He or she shall in conjunction with the Branch Secretary or Branch Treasurer, sign all cheques on behalf of the Branch.
- 21.20 The Branch Vice-Chairman shall deputize for the Branch Chairman during the latter's absence.
- 21.21 The Branch Secretary shall conduct the business of the Branch in accordance with the rules of the Pertubuhan and shall carry out the instructions of the General Meeting and of the Committee. He or she shall be responsible for conducting all correspondences and keeping all books, documents and papers except the accounts and financial records. He or she shall attend all meetings and record the proceedings. In conjunction with the Branch Chairman or the Branch Treasurer he or she shall sign all cheques on behalf of the Branch.
- 21.22 The Branch Treasurer shall be responsible for the finance of the Branch. He or she shall keep accounts of all its financial transactions and shall be responsible for their correctness. He or she shall in conjunction with the Branch Chairman or the Branch Secretary sign all cheques on behalf of the Branch.
- 21.23 All funds accumulated at the Head Office of the Pertubuhan or the Branches of the Pertubuhan shall be the common asset of the Pertubuhan.
- 21.24 The Council shall decide from time to time the percentage of subscriptions to be held by Branches as Branch funds, and shall also decide what types of expenditure shall be paid from Branch funds.

- 21.25 Every Branch Treasurer shall forward to the Treasurer of the Pertubuhan once in every 3 months the subscription received by the Branch less the percentage to be retained as Branch funds.
- 21.26 The Branch Treasurer shall also forward to the Treasurer of the Pertubuhan once in every 3 months a statement of the income and expenditure of the Branch for the preceding 3 months.
- 21.27 The rules and procedures governing meetings, elections and voting at all the Branches and Chapter shall follow that for the Institute as laid down in the Constitution and Rules.

Clause 21.27  
Amendment  
2021

## **CLAUSE 22 PROCEDURE FOR WINDING UP OF THE PERTUBUHAN**

- 22.1 The Pertubuhan shall continue until a resolution for its dissolution shall have been tabled at an Extra Ordinary General Meeting in the manner as hereinbefore provided and more than three-quarters of the those Fellow and Corporate members present and voting at the said Extra Ordinary General Meeting shall have voted in favour of its dissolution.

## **CLAUSE 23 DISTRIBUTION OF ASSETS**

- 23.1 In the event of the Pertubuhan being dissolved, all debts and liabilities legally incurred on behalf of the Pertubuhan shall be fully discharged and the remaining funds be equally divided among the members whose names appear on the Roll on the date of dissolution.

## **CLAUSE 24 AMENDMENT TO THE CONSTITUTION**

- 24.1 The Constitution shall continue until a resolution for its amendment shall have been tabled at an Extra Ordinary General Meeting in the manner as hereinbefore provided and more than half of the those Fellow and Corporate members present and voted in favour of its amendment. Such amendment shall, however, not be enforced or applied without the prior approval of the Registrar of Societies. Amendment of the constitution shall be forwarded to Registrar of Societies within 60 days from the date it being duly passed by a General Meeting.

## **CLAUSE 25 MATTERS NOT PROVIDED FOR**

- 25.1 The Council may rule on any matter not provided for in the rules of the Pertubuhan, and may draw up such rules and regulations from time to time as it thinks fit, subject to such rules being not repugnant to the letter and spirit of Constitution and rules. Where such rules constitute new rules the Council shall seek to have them ratified and incorporated as such in the manner as provided for the enactment of new rules.

## **CLAUSE 26 INTERPRETATION**

The Interpretation In these Articles shall mean the following unless there is something in the subject or context inconsistent therewith.

- 26.1 The "Pertubuhan" shall mean the Pertubuhan Perancang Malaysia (The Malaysian Institute of Planners).
- 26.2 The "Constitution" shall mean the Constitution of the Pertubuhan.
- 26.3 These "Articles" shall mean the Articles of the Constitution of the Pertubuhan.
- 26.4 The "Rules" shall mean the Rules of the Pertubuhan.
- 26.5 The "National Council" shall mean the National Council of the Malaysian Institute of Planners.
- 26.6 "Malaysia" shall mean the territories covered under the Malaysian Constitution.
- 26.7 For the Purpose of this constitution "Planners" shall mean to be "Town Planners".

## **AMENDMENTS**

### **APPROVED AMENDMENTS BY THE PENDAFTAR PERTUBUHAN MALAYSIA UNDER AKTA PERTUBUHAN, 1966.**

1. Amendments approved by the Registrar of Societies on 23<sup>rd</sup> January 1978
2. Surat Bil. P.P.M 942/71(111) dari Pendaftar Pertubuhan Malaysia mengenai Kebenaran Menukar Alamat bawah Peraturan – Peraturan Pertubuhan, 1984 (Peraturan 7) telah didaftarkan pada 13 Februari 1991.
3. Surat Bil P.P.M 942/71 (112) bertarikh 21 Februari 1991 mengenai Kelulusan Undang – Undang baru Di Bawah Seksyen 11 telah diluluskan pada 13 Februari 1991.
4. Surat Bil P.P.M 942/71 Jld 2 (6) bertarikh 25 November 1993 mengenai Kebenaran Pindaan Undang – Undang di Bawah Seksyen 11 telah diluluskan pada 16 November 1993.
5. Surat Bil. P.P.M 942/71 (3) PPP/Sel. 216/71 bertarikh 2 Mei 1995 mengenai Kebenaran Pindaan Undang – Undang di Bawah Seksyen 11 telah diluluskan pada 24 April 1995.
6. Surat Bil. PPM/SEL.942/71(8) bertarikh 28 Februari 1997 – Kebenaran Pindaan Undang – Undang Di Bawah Seksyen 11 telah diluluskan pada 28 Februari 1997.
7. Surat Bil. PPM/SEL.942/71(8) bertarikh 20 Disember 2002 – Kebenaran Pindaan Undang  
a. Undang Di Bawah Seksyen 11 telah diluluskan pada 20 Disember 2002.
8. Surat Bil. PPM/SEL.0216/(8) bertarikh 1 November 2010 – Kebenaran Pindaan Undang – Undang Baru Di Bawah Seksyen 11 telah diluluskan pada 1 November 2010.
9. Surat Bil PPM-002-10-26071972– Kebenaran Pindaan Undang-Undang Di Bawah Seksyen 11 telah diluluskan pada 8 Ogos 2016
10. Kebenaran Pindaan Undang-Undang Di Bawah Seksyen 11 telah diluluskan Atas Talian pada 5 Julai 2017
11. Kebenaran Pindaan Undang-Undang Di Bawah Seksyen 11 telah diluluskan Atas Talian pada 12 Februari 2020.
12. Kebenaran Pindaan Undang-Undang Di Bawah Seksyen 11 telah diluluskan Atas Talian pada 10 Mac 2021.