

PERLEMBAGAAN BAGI
PERTUBUHAN INDUK
PERSATUAN PENGURUSAN MAKHLUK PEROSAK MALAYSIA (MALAYSIA PEST
MANAGEMENT ASSOCIATION)

(PPM-009-14-03081994)

1 NAME

(1) The Association shall be known as

PERSATUAN PENGURUSAN MAKHLUK PEROSAK MALAYSIA (MALAYSIA
PEST MANAGEMENT ASSOCIATION)

Hereinafter referred to as "the Association".

(2) Meaning of Name :

(3) Level :

2 PLACE OF BUSSINESS

(1) The registered address is

NO 8-1A, JALAN PERDANA 6/8B, PANDAN PERDANA,
55300 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR

or at such other place as may from time to time be decided by the Committee; and
the postal address is

NO 8-1A, JALAN PERDANA 6/8B, PANDAN PERDANA,
55300 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR

(2) The registered and postal addresses shall not be changed without the prior
approval of the Registrar of Societies.

3 OBJECTIVE

- A. To promote the interests and general welfare of The Pest Control Industry.
- b. To conduct and promote scientific, technical and business research and application.
- c. To promote a broader understanding and acceptance of the pest control industry

towards the betterment of the health, comfort, safety and convenience of the public and industries.

d. To encourage, establish and maintain high standards of safety, competence knowledge and performance.

e. To encourage and establish ethical methods of competition.

f. To cooperate with Federal, State and Local Government authorities for the good of the community and the Pest Control Industry.

g. To cooperate with scientific and educational institutions in matters of interest to the Pest Control Industry

h. To disseminate by all appropriate means, accurate knowledge and information with respect to the Pest Control Industry to general public.

i. To promote a closer and more friendly relationship among those engaged in the industry.

J. To plan, organize and conduct training for the Pest Management/ Pest Control Operators Only

4 MEMBERSHIP

CLAUSE 4 MEMBERSHIP

The membership shall consist of any Licensed Pest Control Operator registered in Malaysia which is qualified for membership under the provision of this rules and is accepted as a member by the Executive Committee of the Association shall be divided into four classes as follows:-

1) ACTIVE MEMBERS

Any Licensed Pest Control Operator which is in the opinion of the Executive Committee is in accordance with the purpose of the Association shall be accepted as an Active Membership in the Association provided that the Licensed Pest Control Operator fulfills the following requirements:-

i) The pest control company has been registered with the relevant authorities for Pest Control business.

ii) The Pest Control Company shall furnish his company's registrations/certificates/related license(s) as required by the Association.

iii) Active members (nominated representative) shall have the right to vote and hold office.

iv) The pest control company assigned Active membership shall designate one nominated representative to act as their representative in the conduct of the Association affairs.

v) Active members shall have the right to vote and to hold office.

2) ASSOCIATE MEMBERS

(i) Any company in Malaysia who in the opinion of the Executive Committee subscribes with the objectives and purpose of the Association shall be eligible for Associate Membership.

(ii) Any licensed pest control company which is registered and operating outside Malaysia and which in the opinion of the Executive Committee contributes to the

betterment of the Association shall be eligible for Associate Membership.

(iii) Any individuals in Malaysia who in the opinion of the Executive Committee subscribes with the objectives and purpose of the Association shall be eligible for Associate Membership.

(iv) Any company that has been assigned associate membership shall designate one representative in the conduct of the Association affairs.

(v) Any licensed pest control company which is registered and operating outside Malaysia and which in the opinion of the Executive Committee contributes to the betterment of the Association that have been assigned associate membership shall be eligible to participate in the conduct of the Association affairs except the right to vote and hold office.

(vi) Only individuals that have been assigned associate membership shall be eligible to participate in the conduct of the Association affairs.

(vii) Associate members shall have all the rights and privileges of active member except the right to vote at the General Meeting of the Association.

3) HONORARY MEMBERS

i) Honorary membership is the highest conferment by the Association. The primary criteria for honorary membership shall be determined by executive committee to any individual who shall in the opinion of the executive committee have rendered distinguished service to the Association or to the industry concerned. The Executive Committee is responsible for nominating and awarding honorary membership by a unanimous vote of the committee to be elected as Honorary membership.

ii) The following criteria will be used to guide the recommendation and selection of any individuals who have made significant contribution to the pest management profession which includes but not limited to:

(a) Conference presentations, publications, research, instruction, and instruction technological innovation;

(b) Outstanding achievement in the pest management profession evidenced by awards received, recognition in the professional literature, and/or educational accomplishments;

(c) Notable leadership in any academic institution or university or any government agencies or the pest management profession including: positions held, career growth and development, professional association participation on a national or international level. Honorary members shall not be entitled to vote on any matter or hold elected office or executive committee and shall act as advisors to the association. Honorary members shall be exempt from annual dues.

(iii) All Honorary Members elected by the Committee shall be announced by the Executive Committee in the Annual General Meeting for the purpose of endorsement without any debate.

(iv) Honorary Members shall not be entitled to vote on any matter or hold elective office or the office of Executive Committee. The number shall not be more than five (5) honorary members at any one time and shall act as advisors to the Association.

(v) Honorary membership is for a term of two (2) years upon conferment provided that if in any event the Executive Committee is in the opinion that the Honorary Member is incapable to serve for interest of the Association due to any situation the Executive Committee shall nominate a replacement to the existing Honorary Member.

TERMINATION OF MEMBERSHIP

- i) Any member may resign from the Association by mailing written notice of such resignation to the Executive Committee, accompanied by the payment of all dues and amount then owing to the Association.
- ii) Any member who fails to comply with the rules or code of ethics of the Association or has acted in any manner to bring disrepute upon the Association may be expelled or suspended for a period of time as the Executive Committee deems fit. Before the Executive Committee expels or suspends the member, the member shall be informed of the grounds of such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by a general meeting upon appeal by the said member.
- iii) A member may be suspended or expelled for any action which is inconsistent with or detrimental to the objective of the Association or where a company spokesman has cause or caused to be made or published, false, fraudulent, derogatory or harmful statements concerning the Association, its officers or employees or for the failure to pay dues within three months of the opening of the financial year, provided that
 - a) The member concerned shall be given at least thirty (30) days written notice by AR Register Post of the alleged offence or default, and
 - b) Upon the affirmative vote of at least 2/3 of the members of the Executive committee.
- iv) If the Executive Committee shall determine by majority vote that any member has discontinued the activities which qualified him for membership, the membership of that member shall automatically terminate at that time.

6 SOURCE OF INCOME

- A) The entrance fee for all Active Members shall be Two Hundred and Forty Ringgit only (RM240.00)
- b) The annual subscription fee of Active Members shall be Four Hundred Ringgit (RM400.00)
- c) The entrance fee for all Associate Member shall be Five Hundred Ringgit (RM500.00)
- d) The annual subscription fee for Associate Member shall be Seven Hundred and Fifty Ringgit (RM750.00)
- e. The Annual subscription shall become due on the 1st January of each financial year and be payable without default on or before the 31st March of that financial year.
- f. Members who have paid the Annual subscription within the Subscription Period shall be eligible to use its existing membership number. Members who have made

payment for the purpose of subscription after the subscription period, a new membership number shall be given and recorded by the Executive Committee.

- 2. TRAINING COURSES
- 3. SEMINARS
- 4. ADVERTISEMENT
- 5. ANNUAL DINNERS
- 6. GIFTS & SPONSORS

7 GENERAL MEETING

The Annual General Meeting

1) The Annual General Meeting of the Association shall be held before 30th of June each year at time and place determined by the Executive Committee. The business to be transacted shall be:

- a.) To receive the Committee's report on the working of the Association during the previous year
- b) To receive the Treasurer's report and the audited accounts of the association for the previous year.
- c) To elect biennially the Executive Committee members and to appoint auditors for the ensuing years;
- d) To transact any other business of which notice shall have been given to the Executive Committee at least seven (7) days before the meeting is held and which shall have been specified in the notice convening the meeting.

2) The secretary shall send to all members at least 14 days before the meeting an agenda including copies of minutes and reports and motions together with the audited accounts of the association for the previous year. Copies of these documents will also be made available at the registered place of business of the Association for the perusal of members.

3) An Extraordinary General Meeting of the Association shall be convened:

- i) Whenever the Executive Committee deems it desirable, or
- ii) At the joint request in writing of not less than 1/3 of active members, stating the objects and reasons for such meeting.

4) An Extraordinary General Meeting requisitioned by members shall be convened for a date within thirty days of the requisition of the receipt of such requisition.

5) Notice and agenda for an Extraordinary General meeting shall be forwarded by the Secretary to all members at least fourteen days before the date fixed for the meeting.

6) An Annual General Meeting or an Extraordinary General Meeting of the Association on the recommendation of the Executive Committee may authorize a levy on members provided that such a levy shall only be imposed once in any

financial year and shall not exceed fifty percent (50%) of the member's annual subscription to the Association for that year.

8 COMMITTEE

THE EXECUTIVE COMMITTEE

1. The Executive Committee consisting of the following, who shall be termed the office bearers of the Association, shall be elected biennially at the Annual General Meeting:-

- a) President
- b) Deputy President
- c) Vice-President - Membership
- d) Vice- President - Communications
- e) Vice- President - Project Development
- f) Honorary Secretary
- g) Honorary Treasurer
- h) 8 Ordinary Committee

The office- bearers of the Association and every officer performing executive functions in the Association shall be Malaysian Citizens.

2. The Executive Committee Members shall take office immediately following the Annual General Meeting each year.

3. The fifteen Committee Members elected by active members shall hold office for 2 years, and if eligible may be nominated for re-election. Election of Committee members shall be in the form as determine by the Executive Committee and shall be proposed by at least two (2) active members and shall signed by the nominee as accepting the office if elected.

4. All officials of the Association shall hold honorary positions. However the Executive Committee may appoint paid officers as may be required to achieve the objective and to administer the day-to-day affairs of the Associations. The termination of such appointments shall also be at decision of the Executive Committee.

5. All Executive Committee Members shall be nominated Company representatives of active members.

6. The Executive Committee may fill any casual vacancies that may occur only for the position of Ordinary Committee and the Executive Committee Members so appointed shall continue in office until the next election of the Executive Committee.

7. The Executive Committee shall hold regular meetings at least quarterly at such time and place as they may be determined. Special meetings of the Committee .may be called by the President at any time and shall be called by the President

upon the written request of two Committee members. Notice of meetings of the committee shall be sent to each committee members not less than fourteen days before the meeting is called. At least one-half of its members present shall constitute a quorum.

8. Any member of the Committee who fails to attend three consecutive meeting of the Committee without satisfactory explanation shall be deemed to have resigned from the Committee.

9. The Executive Committee shall give instruction to the Secretary and other officers for the conduct of the affairs of the Association. It may appoint such officers and such staff, as it deems necessary. It may suspend or dismiss any officers or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the committee, or for any other reason, which it deems good and sufficient in the interest of the society.

10. Between Annual General Meeting, the Executive Committee shall interpret the rules of the Association and, when necessary, determine any point on which the rules are silent.

11. Except where they are contrary to or inconsistent with the policy previously laid down by the General Meeting the decisions of the committee shall be binding on all members of the society unless and until countermanded by a resolution of a general meeting.

9 DUTIES OF OFFICE BEARERS

DUTIES OF OFFICE - BEARERS

1. A PRESIDENT

i. The President shall be the Chief Executive Officer of the Association and shall, if present, preside at all General Meetings of the Association or of the Executive Committee. He may nominate a President for the non-business meeting or sessions of conventions. He shall see that all orders and Resolutions of General Meeting of the Association or of the Committee are carried into effect and he or the Deputy-President, together with one other officer designated for the purpose by the signing all documents requiring the signatures of the officers of the Association. He shall have such other powers and duties as are elsewhere provided for in these transactions or as may be assigned to him from time to time by the Executive Committee.

ii. "The President shall serve for a term of three (3) years upon election and shall be eligible for re-election for another three (3) years subsequent term. No president shall serve for more than a total of two (2) terms consecutively."

2. A DEPUTY PRESIDENT

A Deputy-President shall assist the President and in the absence or the disability of

the President. Unless otherwise determined by the President, or the Executive Committee perform the duties and exercise the powers of the President. He shall also perform such other duties as may from time to time be assigned to him by the committee.

3. VICE PRESIDENT 3 POSTS

There shall be three Vice Presidents to function in different areas of the Association activities,

- (i) Membership drive
- (ii) Project development
- (iii) Communications

The Vice-President-membership will be responsible for all activity related to the growth and maintenance of overseeing membership and campaign a National Membership drive.

The Vice-President Project Development will be responsible for overseeing the various committee activities and preside at meetings where all committees or committee President assemble to conduct business and assist in the development and implementation of the Association's committee project.

The Vice-President communication will be responsible to communicate with Government sectors, Federal/State level and local Authorities. Appeal bodies locally international and other aspect of communications.

4. HONORARY SECRETARY

The Secretary shall conduct the business of the Association in accordance with its rules and shall carry out the instructions of the General Meeting and of the Executive Committee. He shall be responsible for conducting all correspondence, membership registered books and keep all books, documents and papers except the accounts and financial records unless otherwise directed by the Executive Committee. He shall attend all Meetings and record the proceedings.

5. HONORARY TREASURER

The Treasurer shall be responsible for the finance of the Association. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. All cheques or withdrawal notices on the Association's account shall be signed by either the Honorary Treasurer or the Honorary Secretary and countersigned either by the President or the Deputy President.

THE ORDINARY COMMITTEE MEMBERS

The Ordinary Committee Members shall attend all the meetings and assist the Principle office bearers in performing their duties

6. PAID OFFICERS

Paid Officers shall perform such duties as shall be directed by the Executive Committee.

10 FINANCIAL PROVISION

1. The Executive Committee shall cause proper books of accounts to be kept at the registered office of the Association or at such place or places and the charge of the Treasurer. All cheques or withdrawal notices on the Association's account shall be signed by either the Honorary Treasurer or the Honorary Secretary and countersigned either by the President or the Deputy President

2. At the Annual General Meeting in each year the committee shall lay before the Association an Annual Report and Receipts and Payments Account and a balance Sheet containing a summary of the assets and liabilities of the Association made up to 31st December each year.

3. The Treasurer may hold an advance petty cash not exceeding RM1000-00 at any one time. All money in excess of this sum shall within seven (7) days of receipt be deposited in a bank approved by the Executive Committee. The bank account shall be in the name of the Association.

4. No non- capital expenditure exceeding RM50,000-00 in any month shall be incurred without the prior sanction of the exceeding RM100,000-00 shall be incurred in any month without the prior sanction of a general meeting. Expenditure less than RM 5,000-00 may be incurred by the President together with the Honorary Secretary or the Honorary Treasurer.

5. No capital Expenditure (for example, machinery, equipment, furniture, property, land) exceeding RM50,000-00 in any month shall be incurred without the prior sanction of the Executive Committee. No capital expenditure exceeding RM 200,000-00 in any month shall incurred without the prior saction of a General Meeting. Capital expenditure less than RM5,000-00 may be incurred by the President together with the Honorary Secretary or the Honorary Treasurer

11 AUDITORS

1. One, or more persons, who shall not be an office- bearers of the Association shall be appointed biennially by the Annual General Meeting as Honorary Auditors. They shall hold office for two years only shall be re-appointed.

OR

The Annual General Meeting may appoint a paid Auditor or a qulified Accountant (or firm of Accountants) who shall not be a member of the Association. The Auditor thus appointed shall hold his appointment until he resigns or until his appointment is otherwise terminated by the general meeting.

2. The Auditor/ Auditors shall be required to audit the accounts of the Association for the year, and to prepare a report or certificate for the Annual General Meeting. He/ They may also be required by President to audit the accounts of the Association for any period within their tenure of office at any date and to make a report to the Executive Committee.

12 PROPERTY ADMINISTRATOR / TRUSTEES

1. Three Trustees who must be over 21 years of age, shall be appointed at the annual general meeting shall hold office during the pleasure of the Association . They shall have vested in them all immovable property whatsoever belonging to the society upon execution of Deed of Trust.

2. The Trustees shall not sell, withdraw or transfer any of the property of the society without the consent and authority of a general meeting of members.

3. A trustee may be removed from office by the general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reasons, he is unable to perform his duties or unable to do so satisfactorily. In The vacancy shall be filled by a New Trustee appointed by a general meeting

13 INTERPRETATION

1) The "Association" means PENGURUSAN MAKHLUK PEROSAK MALAYSIA (MALAYSIA PEST MANAGEMENT ASSOCIATION).

2) The "committee" means the Executive Committee of the Association.

3) The term "Licensed Pest Control Operator" means a person who is licensed by the Pesticides Board and who owns, operates or manages a pesticide application company or business which is engaged in applying pesticide on the property of another person for hire. To qualify for this license, the operator must either possess or employ at least a licensed pesticide applicator.

4) Term "supplier" shall mean an individual, partnership, incorporated association, corporation, or other form of business enterprise which manufactures or supplies products, equipment, and/ or other materials or services to the pest control industry.

5) "Financial year" means the calender year.

6) "Month" means calendar month.

7) "Membership" unless stated to the contrary, shall be understood to include active, associate or honorary member.

8) "Pesticides Board" means the Board established under Section 3 of the Pesticides Act 1974 (Act 149).

- 9) "Pest Control" means a person who carries out :-
- a) general pest control;
 - b) termite and other wood destroying organisms control;
 - c) general public weed control; or
 - d) control of pests affecting public health,

on the property of another person for hire shall possess a license issued by the Board and all pest control operations stated shall be carried out by using only pesticides registered with the Board.

14 ADVISOR/PATRON

Not applicable

15 PROHIBITION

1. None of the following games shall be played in the premises of the Association, Roulette, Lotto, Fan Tan, Poh Peh Bin, Belangkai, Pai Kau, Tau Ngau, Tien Kow, Chap Ji Kee, Sam Cheong Twenty -one, Thirty -one, Ten and a half, all game of dice, bankers, games and all games of mere chance.

2. Neither the Association nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Ordinance, 1959.

3. The Association shall not hold any lottery, whether confined to its member or not, in the name of the Association or its office- bearers, Executive Committee or member.

16 AMENDMENT OF CONSTITUTION

This rules may be repealed, in whole or in part, or amended in any way by the authority of a special resolution of active members in a General Meeting. Such amenments shall take effect from the date their approval by the Registrar of Societies. Any Amendment to the rules shall be forwarded to the Registrar of Societies within 28 days of being passed by these General Meeting.

17 DISSOLUTION

1. In the event of the Association being unable to function in carrying-out of its objective as defined under clause 7, it shall be dissolve by the resolution of a general meeting.

2. The Honorary Secretary in such a case authorised to pay all accounts due by the

Association and to collect all monies payable to it. The credit balance -if any remaining to the Association and any other assets shall not or any part of them be the subject of any distribution to members or a member but shall be handed over to an association having the same or similar objects to those of the Association and having in its Rules provisions that no distribution shall at any time be made to its members. Members of this Association shall decide in a General Meeting to which Association such assets and/or funds shall be handed over.

3. Notice of its dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution

18 **BENDERA, LAMBANG DAN LENCANA**

19 **CODE OF ETHICS**

As a member of this Association, we believe it to be our Company's responsibility:

- 1) To uphold the standards of this Association.
- 2) To hold our industry in high esteem and strive to enhance its prestige.
- 3) To maintain high standard of moral responsibility, character and business integrity. To practice fairness, frankness and honesty in all transactions with the general public.
- 4) To keep the needs of our clients always uppermost
- 5) To know the accurate costs of all services performed and responsibilities assured in the prevention, control, elimination or management of pests and demonstrate a determination to recoup those costs and to profit from the effort.
- 6) To render pest control services safely and efficiently in keeping with good practices and to observe them in both letter and spirit.
- 7) To perfect our skills and business practices. To cooperate with others in the interchange of knowledge and ideas for mutual benefits.
- 8) To respect the reputation and practice of other pest control operators but to expose to the Association without hesitation illegal or unethical conduct of other companies.

The Executive Committee of The Pest Control Association of Malaysia by resolution shall establish and may from time to time amend and interpret a code of Ethics for members, continuing adherence to which shall be required of all members of the Association.

20 **MINUTES**

The Committee shall cause proper minutes of all proceedings to be duly entered in books provided for the purpose.

21 QUORUM

1) The quorum for a General Meeting shall be either half(1/2) of total Active entitled to vote or twice the number of Executive Committee Members, whichever is the lesser.

2) If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date(not exceeding 30 days) to be decided by the Committee, and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have power to proceed with the business of the days but they shall not have the power to alter the rules of the Association or to make decision affecting the whole membership.

22 VOTING

Except as otherwise directed in this rule any question for decision at any meeting shall be determined by a show of hands or secret ballot unless a poll is demanded by at least one third of the members personally present and entitled to vote. The Chairman of the meeting shall have in case of any equality of votes a second or a casting vote, and his declaration of the result will be final and conclusive. Each members shall have only one vote.

23 NOMINATION

1. Nomination for the office of Executive Committee Member shall be in the form as determined by the Executive Committee, and shall be proposed by at least two active members and shall be signed by the nominee as accepting the office if elected.

2. All nomination is to be submitted to the Malaysia Pest Management Association Secretariat which is deemed the office of Executive Committee at least 14 (Fourteen) days prior to the Annual General Meeting.

3. All Names of the nomination for the office-bearers of Executive Committee Member shall be notified to all voting members seven (7) days before the Annual General Meeting for balloting and election. Election of the Executive Committee Member will be by a simple majority vote of the active members at the Annual General Meeting.

4. The Ordinary Committee shall be responsible for the conduct of the poll and appointment of the Returning Officer, who shall not be a candidate for that election.

24 PROXIES

Any member entitled to vote at an AGM may appoint a proxy in writing in common or usual form addressed to the President of the Meeting and lodge with the Association office not less than forty eight (48) hours before the time for holding of the meeting at which the person named in the instrument proposes to vote. Each member is limited to hold not more than One (1) proxy. The proxy must be an active member of the association

25 LIABILITY

The liability of members is limited to the levy provision of the preceeding sub-clause and any other monies outstanding.

LAMPIRAN

1. Bendera



Keterangan

-

2. Lambang

-

Keterangan

-

3. Lencana

-

Keterangan

-