

PERLEMBAGAAN BAGI

PERTUBUHAN INDUK

**PERSATUAN GEOSPATIAL DAN REMOTE SENSING MALAYSIA (INSTITUTION OF
GEOSPATIAL AND REMOTE SENSING MALAYSIA) (IGRSM)**

(PPM-017-14-12071995)

KLAUSA 1 NAME

(1) The Association shall be known as

**PERSATUAN GEOSPATIAL DAN REMOTE SENSING MALAYSIA (INSTITUTION
OF GEOSPATIAL AND REMOTE SENSING MALAYSIA) (IGRSM)**

Hereinafter referred to as "the Association".

(2) Meaning of Name : The term geospatial and remote sensing encompasses the following fields:

- (a) earth observation (eo) including airborne, satellite and space technologies;
- (b) geographical information science (gis);
- (c) positioning and navigation systems.

hereinafter referred to as "geospatial".

(3) Level :

KLAUSA 2 PLACE OF BUSSINESS

(1) The registered address is

**GEOSPATIAL INFORMATION SCIENCE RESEARCH CENTRE (GISRC), LEVEL
6, TOWER BLOCK,
FACULTY OF ENGINEERING, UNIVERSITI PUTRA MALAYSIA (UPM)
43400 SERDANG
SELANGOR**

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

**GEOSPATIAL INFORMATION SCIENCE RESEARCH CENTRE (GISRC), LEVEL
6, TOWER BLOCK,
FACULTY OF ENGINEERING, UNIVERSITI PUTRA MALAYSIA (UPM)
43400 SERDANG
SELANGOR**

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

KLAUSA 3 OBJECTIVE

3.1 The Vision of the Association is to be a renowned institution cooperating with government, industry, and community locally and globally to create a dynamic and viable full spectrum of geospatial activities for the well-being of humanity.

3.2 The Missions of the Association are:

3.2.1 To promote awareness and cooperation in terms of research, education and extension services between institutions, agencies and industries in the field of Geospatial.

3.2.2 To strive for the provision of quality, value-added and comprehensive Geospatial services.

3.3 The Objectives of the Association are:

3.3.1 To motivate and create awareness amongst members with regards to their roles as professionals in the field of Geospatial.

3.3.2 To intensify efforts and enhance scientific/technical knowledge in the field of Geospatial in order to increase benefits to its members.

3.3.3 To involve the Association directly or indirectly in activities related to the field of Geospatial.

3.3.4 To formulate and maintain code of ethics for the Geospatial profession.

3.3.5 To cooperate with relevant authorities and bodies in developing, updating and adopting Geospatial standards.

3.3.6 To render services to members and the public in aspects related to Geospatial.

3.3.7 To encourage activities related to Geospatial publications.

3.3.8 To encourage and support programmes related to Geospatial education, research, commercialisation and industry.

3.3.9 To cooperate with local and international organisations in implementing Geospatial activities.

KLAUSA 4 **MEMBERSHIP**

4.1 Membership

Membership is open to all who are involved directly or indirectly, or to those who are interested in the field of Geospatial, in accordance to the categories of membership outlined below.

4.2 Categories of Membership

The categories of the membership are as follows:

4.2.1 Fellow

- a) Malaysian citizen of least thirty-five (35) years of age;
- b) Has at least five (5) years of professional experience in the field of Geospatial after being accepted as a Professional Member of the Association, and;
- c) Has been nominated by:
 - a. The Committee, or;
 - b. Two (2) Fellows.

4.2.2 Professional Member

- a) Malaysian citizen who possesses the minimum qualification of degree in the field of Geospatial or related fields, and;
- b) Has at least three (3) years of professional experience or equivalent in the field of Geospatial.
- c) Holder of non-related Geospatial degree but has at least ten (10) years of professional experience in the field of Geospatial can be considered by the Committee to become a Professional Member.

4.2.3 Graduate Member

Malaysian citizen who possesses the minimum qualification of degree in the field of Geospatial or related fields.

4.2.4 Associate Professional Member

- a) Non-Malaysian citizen who possesses the minimum qualification of degree in the field of Geospatial or related fields, and;
- b) Has at least three (3) years of professional experience or equivalent in the field of Geospatial.
- c) Holder of non-related Geospatial degree but has at least ten (10) years of professional experience in the field of Geospatial can be considered by the Committee to become an Associate Professional Member.

4.2.5 Associate Member

- a) Malaysian citizen who possesses diploma or non-related Geospatial degree, but possesses relevant experience in the field of Geospatial, or;
- b) Non-Malaysian citizen with relevant qualification and experience in the field of Geospatial.

4.2.6 Student Member

Anyone who is currently studying in any Universities or Institutes of Higher Learning in courses relating to the field of Geospatial or related fields, or those who are interested, or are involved in research in this field, with approval from the Vice-Chancellor or authorised representative of the institution of higher learning concerned.

4.2.7 Corporate Member

Open to any firms or institutions that have interest in the field of Geospatial, and whenever possible, are ready to take part and contribute to any activities that will be undertaken by the Association.

4.2.8 Affiliate Member

Open to any learned societies, non-profit making organisations and similar legal bodies which show interest in the activities and objectives of the Association.

4.3 Rights and Privileges

4.3.1 Fellows and Professional Members shall be eligible for election or appointment to all offices of the Association, and shall be entitled to all its rights and privileges.

4.3.2 Graduate Members are not eligible for the offices of President, Vice President, Secretary, Vice Secretary and Treasurer. However, they are eligible for election or appointment to other offices of the Association. They are entitled to all its rights and privileges of the Association, but do not have any voting rights.

4.3.3 Associate Professional Members, Associate Members, Student Members, Corporate Members and Affiliate Members shall be entitled to all rights and privileges of the Association except that they shall not be eligible to hold any office of the Association nor have any voting rights.

4.4 Designations

4.4.1 The designation of membership for various classes is distinguished by the initials after their names as follows:

a) Every Fellow is entitled to use the initial F-IGRSM, which is an abbreviation for Fellow of the Institution of Geospatial and Remote Sensing Malaysia.

b) Every Professional Member is entitled to use the initial M-IGRSM, which is an abbreviation for Professional Member of the Institution of Geospatial and Remote Sensing Malaysia.

c) Every Associate Professional Member is entitled to use the initial A-IGRSM, which is an abbreviation for Associate Professional Member of the Institution of Geospatial and Remote Sensing Malaysia.

4.4.2 All Fellows, Professional Members and Associate Professional Members are

entitled to use before their names the title Gs, which is an abbreviation for Geospatialist.

4.4.3 Every Past President is entitled to use after their name the additional initial PP-IGRSM, which is an abbreviation for Past President of the Institution of Geospatial and Remote Sensing Malaysia.

4.4.4 The Committee shall take any such appropriate actions as may be deemed necessary against any abuse or misuse of the title of “Gs”.

4.5 Application

Every application for Fellow, Professional Member, Graduate Member, Associate Professional Member, Associate Member, Student Member, Corporate Member, and Affiliated Member must be forwarded to the Secretary who shall then deliver the application as soon as possible to the Committee for approval. The Committee can, on its own discretion, accept or reject any application without the need to provide any reason.

4.6 Distinguished Fellow

A Fellow who has:

- a) Reached the age of fifty-five (55);
- b) Been a Fellow for at least five (5) years;
- c) Made outstanding contributions to the field of Geospatial and the Association with distinction; and
- d) Has served in the Association as a member of the Committee.

shall be eligible for nomination and subject to the approval of the Committee may be awarded the title of Distinguished Fellow. The number of Distinguished Fellows at any one time shall be determined by the Committee.

4.7 Honorary Fellow

4.7.1 Honorary fellowship can be awarded to anyone who has contributed to the development of the field of Geospatial, and who is nominated as candidate or voted by the Committee.

4.7.2 An Honorary Fellow shall not be entitled to be present at or take part in any Extraordinary General Meeting, but have the privilege of being present at and taking part in all Annual and Ordinary General Meetings. He shall have no right of voting, discussing or otherwise intervening in the affairs of the Association. The number of Honorary Fellows at any one time shall be determined by the Committee.

KLAUSA 5 RESIGNATION AND TERMINATION

5.1 Members can resign from the Association by notifying the Secretary in writing and must settle all his arrears which has not been paid previously.

5.2 Dismissal/Expulsion/Suspension of Membership

5.2.1 Any member who fails to conform to any rules and regulation of the Association, or acts in a way that will defame the name of the Association, will have his membership expelled or suspended for a period of time considered appropriate by the Committee. Prior to the decision on any action, the member concerned shall be given the opportunity to explain himself through writing or interview with the Committee or both. The decision of the committee on the matter shall be final.

5.2.2 Members who do not settle their fees after a period of one year will have their membership suspended by the Committee.

5.2.3 Members who have their membership suspended will be given a period of one year to settle all arrears, and if the arrears is still unsettled, the membership will automatically be terminated.

KLAUSA 6 SOURCE OF INCOME

6.1.1 Graduate Member, Professional Member, Associate Professional Member and Associate Member shall be charged the entrance fee of RM 100.00 and an annual subscription fee of RM 130.00 for Graduate Member, RM 200.00 for Professional Member and Associate Professional Member and RM 130.00 for Associate Member.

6.1.2 Fellow shall be charged an annual subscription fee of RM 200.00.

6.1.3 Student Member shall be charged the entrance fee of RM 15.00 and an annual subscription fee of RM 45.00.

6.1.4 Corporate Member shall be charged the entrance fee of RM 400.00 and a yearly contribution of RM 1000.00.

6.1.5 Affiliated Member shall be charged the entrance fee of RM 200.00 and an annual subscription of RM 500.00.

6.3 Any Professional Member, Associate Professional Member and Fellow who has paid the life membership fee of RM 2500.00 shall be exempted from paying further subscriptions for any category of membership until he ceases to be a member.

6.4 Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Association. If any member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of annual subscription.

6.5 Any member who fails to pay up any fees will lose all his rights of the Association until the outstanding fees are settled.

KLAUSA 7 GENERAL MEETING

7.1 The quorum of the meeting shall constitute of at least one half (1/2) of the total number of members with voting right or twice the total number of committee members, whichever is lower, so as to fulfil the provisions of the constitution of the Association.

7.2 If the quorum is not present after half (1/2) an hour from the appointed time for the meeting, then the meeting shall be postponed to a date (not more than 30 days) to be decided by the Committee. If at such adjourned meeting a quorum is still not present within half (1/2) an hour from the time appointed for holding the meeting, then the members in attendance have the right to carry on with the meeting, but do not have the right to change the constitution of the Association, or to make any decisions which may affect other members of the Association.

7.3 The Annual General Meeting for the Association shall be held as soon as possible after the end of every financial year, but not later than the end of April, at the date, time and venue to be decided by the Committee. The agenda of the Annual General Meetings shall be:

7.3.1 To receive, and adopt the Committee's report on the activities carried out by the Association in the preceding year,

7.3.2 To receive, and to adopt the Treasurer's report and account statements which have been audited for the preceding year,

7.3.3 To elect Committee members and appoint Auditors for the coming two years.

7.3.4 To look into other matters which may be raised during the meeting.

7.4 The Secretary shall notify each member at least fourteen (14) days before the date of the Annual General Meeting. The contents of the notice shall state the date, time, venue, and the agenda (meeting's programme) including all transcripts of meeting memos and reports, and the account statements of the Association for the

preceding year which have been duly audited. These transcripts shall also be made available at the office of the Association for members' perusal.

7.5 The Extraordinary General Meeting for the purpose of modifying the constitution of the Association can be held:

7.5.1 Upon request made in writing by not less than one fifth (1/5) of the total number of members with voting right, which express the programs and reason the desired meeting be called.

7.6 The Extraordinary General Meeting, which is requested by members, shall be held on a date within one month's period from the date of receipt of the request by the Committee.

7.7 The announcement and agenda for the Extraordinary General Meeting shall be circulated by the Secretary to all the members at least fourteen (14) days before the date decided for the meeting.

7.8 The quorum for the Extraordinary General Meeting is the same as that for the Annual General Meeting as outlined in Paragraph 7.1 in this constitution. If the quorum is not present within half an hour from the time fixed for the Extraordinary General Meeting, then the meeting upon the request by members shall be dissolved. Another extraordinary General Meeting on request of the members for the same purpose cannot be held within six (6) months from the date of this Extraordinary General Meeting.

KLAUSA 8 COMMITTEE

8.1 The administration of the Association is under the responsibility of a Committee, which consists of a President, Vice President, Secretary, Vice Secretary, Treasurer, and four ordinary Committee members. Of the four ordinary Committee members, only one can be elected among Graduate Members. The Committee members and every officer who undertakes the duties of administration for the Association must be Malaysian citizens.

8.2 The Committee shall establish sub-committees for carrying out certain activities.

8.3 The Committee members shall be elected by means of voting in the General Meeting, and shall hold the office for a session of two years and they shall be eligible for re-election for the following sessions.

8.4 Any vacancy for the position of President, Secretary and Treasurer in the Committee, before the General Meeting, shall be covered by other members of the Committee, and shall be relinquished together with other Committees when the session ends.

8.5 Any vacancy for the members of the Committee before the General Meeting shall be filled up through appointment by the Committee.

8.6 Duty of the Committee is to supervise and manage tasks of the Association, and to make decisions on matters pertaining to administration of the Association in accordance to the general policy laid down by the General Meeting. The Committee shall not take any action, which is contradictory to the decisions made in the General Meeting. The Committee shall submit an annual report on the activities of the Association to the Annual General Meetings.

8.7 The Committee shall meet at least once in every three (3) months. Announcement of every meeting must be given to the members of the Committee at least fourteen (14) days in advance. The President himself or not less than 4 members of the Committee, can call for a Committee Meeting at any time. To fulfil the quorum at least half of the total number of committee members must be present to proceed with the meeting.

8.8 If there are important matters which require the approval of the Committee but the Committee Meeting cannot be held, then the Secretary can get the approval from the members of the Committee via circular letter. All the following conditions must be fulfilled before the decision of the Committee is deemed to be accepted.

8.8.1 The problem that is raised must be clearly spelled out in a circular that is sent to every member of the Committee.

8.8.2 The decision whether to agree or disagree on all the suggestions in consideration will be based on the vote count which shall be of more than half of the Committee members.

8.8.3 Any decision that is arrived at through circular must be reported by the Secretary to the coming Committee Meeting for endorsement and record in the minutes of the meeting.

8.9 Members of the Committee who fail to attend Committee Meetings for three consecutive times without any satisfactory reasons will be considered as having resigned from the position in the Committee, except under any situations that involve health problems verified by qualified medical practitioners.

8.10 The Committee shall instruct the Secretary and other members to carry out administrative functions of the Association and to employ managers and staffs who are considered important in the administration with salaries. With consent from the Committee, the Secretary can suspend or discharge the positions of any managers or staffs who have been found negligence in their jobs, dishonest, inefficient, reluctant to comply with instructions, or on other reasons deemed to defame the good name of the Association.

KLAUSA 9 DUTIES OF OFFICE BEARERS

9.1 President

9.1.1 Provide leadership to the Association in efforts to achieve the objectives of the Association.

9.1.2 Chair the Committee and General Meetings of the Association.

9.1.3 Responsible for making statements on behalf of the Association.

9.1.4 Instruct the Secretary to issue notice of Committee and General Meetings.

9.2 Vice President

Assist the President to lead the Association and to cover the post during his absence.

9.3 Secretary

9.3.1 Carry out the secretariat duties of the Association in accordance to the constitution, and to implement all the decisions of the General Meeting and the Committee meeting.

9.3.2 In charge of all matters of correspondence, filing of books, correspondence and documents of the Association.

9.3.3 Keep track of the registration book and to update information of members consisting of details such as name, age, identity card number, occupation and address of each member.

9.3.4 Attend the Committee Meeting and be responsible for all the documents of the meeting. In a period of 28 days from the date of the Annual General Meeting, the Secretary must send the annual report of the Association to the Registrar of Societies as stipulated in Section 14(1) of the Society Act, 1966.

9.4 Vice Secretary

Assist the Secretary in carrying out the Secretariat duties of the Association and to cover the post during his absence.

9.5 Treasurer

9.5.1 Responsible for the management of the financial matters of the Association including the bank account of the Association.

9.5.2 Collect monies on behalf of the Association from banks and other sources, and to make payment in a manner as directed by the Committee.

9.5.3 Issue receipts, vouchers, letters and others which are mandated by the Law and the Committee.

9.5.4 Prepare and maintain the monthly and annual financial statements for the Committee Meeting and the General Meeting.

9.6 Ordinary Committee Members: Implement all activities of the Association.

KLAUSA 10 FINANCIAL PROVISION

10.1 All monies collected apart from petty cash shall be kept in bank account designated by the Committee.

10.2 The bank account shall be opened under the name of the Association. Cheques to be issued shall be signed by the Treasurer and the President or the Secretary.

10.3 The financial year for the Association will begin on the 1st of January and ends on the 31st of December of each year.

10.4 The Treasurer is allowed to hold petty cash to a maximum of RM 1,000.00 at any one time for petty expenses.

10.5 Ordinary expenses which do not exceed RM 1,000.00 can be approved by the President, and the Secretary or Treasurer.

10.6 Expenses apart from the office management which exceed RM 1,000.00 but less than RM 30,000.00 must be approved by the President, the Secretary and the Treasurer.

10.7 Expenses which exceed RM 30,000 00 must be approved by the Committee.

10.8 At the end of each financial year, account statement for the monies collected and spent together with its balance sheet for the year, shall be prepared by the Treasurer and be verified by Auditors as mandated by Clause 11.0 of this constitution, four weeks before the date of Annual General Meeting. The audited account statements awaiting the approval of the Annual General Meetingconcerned shall be sent to the members of the Association at least two weeksbefore the date of Annual General Meeting. Transcripts of the statements must be exhibited for perusal at the office of the Association.

KLAUSA 11 AUDITORS

11.1 Two (2) auditors who are not members of the Committee will be appointed at the General Meeting.

11.2 They will verify all the financial transactions of the Association at least once in three (3) months.

11.3 They are required to prepare the financial report for the Association and further present the report at the Annual General Meeting.

11.4 Auditors will be appointed once in every two (2) years and they can be reappointed.

11.5 If one, or both of the appointed auditors resigned, the appointment of auditors to fill the vacancies can be carried out by the Committee until the next Annual General

Meeting which will then appoint the new auditors.

KLAUSA 12 PROPERTY ADMINISTRATOR / TRUSTEES

12.1 The Association has the right to purchase, or to possess assets such as land, building and other tangible assets in order to increase the revenue of the Association. The authority to acquire any assets is solely for the propose of achieving the objectives of the Association.

12.2 Any purchase of assets mentioned above must first be approved by the Annual General Meeting or the Extraordinary General Meeting All assets owned or purchased must be under the name of the Association.

KLAUSA 13 INTERPRETATION

13.1 The Committee can make interpretation to this constitution and when ever necessary, decide on matters which are not included in this constitution.

13.2 The decision of the Committee is final in matters which are not contradictory to the polices and guideline laid down in the General Meeting.

KLAUSA 14 ADVISOR/PATRON

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KLAUSA 15 PROHIBITION

15.1 Any games in the form of gambling cannot be organised by the Association or be held within the compound of the Association.

15.2 The Association shall not take part or take on any role in the activities of Workers Union, as described in the Workers Union Ordinance, 1959.

15.3 Student from any university or tertiary college cannot be accepted as member of this Association unless he/she has obtained a writing approval by an authorised officer of the respective University or tertiary college concerned.

KLAUSA 16 AMENDMENT OF CONSTITUTION

16.1 If necessary, the committee shall appoint a sub-committee to examine the constitution of the Association upon receiving the proposal for amendment in any clause of the constitution. The above-mentioned amendments shall be forwarded to the Annual General Meeting or the Extraordinary General Meeting for approval.

16.2 Amendments to the constitution of the Association can only be carried out with

a majority vote of two thirds (2/3) of the total number of members with voting right present in the meeting.

16.3 The application for amendments of the constitution shall be submitted to the Registrar of Association within twenty eight (28) days from the date of the General Meeting. All implementation on that amendments of the Constitution can only be effective after it has been approved by the Registrar of Societies.

KLAUSA 17 DISSOLUTION

17.1 This Association can be dissolved voluntarily with consensus from not less than three quarters (3/4) of the total number of members with voting right.

17.2 If the Association intends to dissolve through means as mentioned above, then all debts and financial responsibilities of the Association which are regulated under the Law must be settled. The means of settlements must be in accordance to the decision made during the Annual General Meeting or the Extraordinary General Meeting.

17.3 The notice of dissolution and all documents required by the Society Act, 1966 shall be sent to the Registrar of Societies within fourteen (14) days after the Dissolution General Meeting was held.

KLAUSA 18 BENDERA, LAMBANG DAN LENCANA

INSTITUTION OF GEOSPATIAL AND REMOTE SENSING MALAYSIA

KLAUSA 19 FORMATION OF BRANCHES

Clause 19 : Branches

19.1 Establishment

19.1.1 The Committee may form a branch in any of the following:

- State
- Territory
- Federal Territory, or
- A combination of the above.

19.1.2 The Branch shall be registered with the Registrar of Societies in the State it is situated.

19.1.3 The Committee may authorise the creation of a branch in any location with at least ten

(10) Professional Members and / or Fellows.

19.1.4 Members of the Association practising within a Branch's jurisdiction must have an address in the Branch territory and not be members of another Branch.

19.1.5 The Committee directs Branch Committees to enforce Institutional policy, as well as will approve state liaison committees with Committee approval.

19.2 Dissolve

19.2.1 The Committee may dissolve a Branch:

If, for a consecutive period of six months, the number of Branch Members is below ten (10); or

If the Branch refuses to abide by the Constitution of the Association or the decisions of the General Meeting or the Committee, or if it is, in the opinion of the Committee, guilty of conduct detrimental to the Association.

19.2.2 The Branch Chairman, Branch Secretary, and Branch Treasurer should submit to the Secretary all books, records, money, and other properties in the Branch's possession, together with a summary of the Branch's accounts from the latest submission of accounts to the order of dissolution.

19.3 Branch AGM

19.3.1 The Branch Annual General Meeting must be held no later than 28 February of the year and 30 days after receiving the preliminary notification. Members must receive the agenda and statement of account at least 14 days before the Branch's Annual General Meeting.

19.3.2 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.

19.3.3 Branch Extra Ordinary General Meeting shall be convened: -

- a. On the written Instructions of the Committee; or
- b. Whenever the Branch Committee deems it desirable; or
- c. At the request in writing of not fewer than ten (10) Professional Members and / or Fellows of the Branch, stating the objects and reasons for such meeting.

19.3.4 A Branch Extra Ordinary General Meeting requisitioned by members shall take place not later than fourteen (14) days from the receipt of such requisition.

19.3.5 Any General Meeting must have at least twice the Branch Committee Members to be legitimate. Each two-year Branch Annual General Meeting will elect a Branch Committee, consisting of the following:

- a. A Branch Chairman
- b. A Branch Vice Chairman
- c. A Branch Secretary
- d. A Branch Treasurer
- e. Four (4) other Committee Members

The office bearers of the Branch and every officer performing its executive functions shall comprise Professional Members and / or Fellows. Of the four ordinary Committee members, only one (1) can be elected among the Graduate Members.

19.3.6 At the Branch Annual General Meeting, Professional Members and / or Fellows will vote on the above office bearers' names.

19.3.7 If the quorum is not present after half (1/2) an hour from the appointed time for the meeting, then the meeting shall be postponed to a date (not more than 30 days) to be decided by the Committee. If at such adjourned meeting a quorum is still not present within half (1/2) an hour from the time appointed for holding the meeting, then the members in attendance have the right to carry on with the meeting, but do not have the right to change the constitution of the Association, or to make any decisions which may affect other members of the Association.

19.3.8 Branch Committee Members may be re-elected every two years. After one session, an elected official may vote again. After one session, a Committee member may be elected.

19.3.9 The Branch Committee must follow the Association's Rules and Annual General Meeting to run the Branch. A quorum of half its members must convene at least once every three months.

19.3.10 The Branch Secretary shall forward a copy of the minutes of each meeting to the Secretary not later than fourteen (14) days after the meeting.

19.4 Responsibility

19.4.1 The Branch Chairman oversees all general and committee meetings throughout their tenure. He or she has a casting vote and signs the meeting minutes after approval. He or she will sign all Branch checks alongside the Secretary or Treasurer.

19.4.2 The Branch Vice-Chairman shall deputise for the Branch Chairman during the latter's absence.

19.4.3 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.

19.4.4 The Branch Secretary must follow Association norms and the General Meeting's and Committee's orders. He or she will handle all communication and maintain all records except for financial ones and attend and document all meetings. He or she signs all Branch cheques with the Chairman or Treasurer.

19.4.5 The Branch Chairman oversees all general and committee meetings throughout their tenure. He or she has a casting vote and signs the meeting minutes after approval. He or she will sign all Branch checks alongside the Branch Secretary or Branch Treasurer.

19.5 Financial

19.5.1 All funds accumulated at the Head Office of the Association or the Branches of the Association shall be the common asset of the Association.

19.5.2 The Branch Treasurer must accurately record all financial transactions. He or she will sign all Branch cheques alongside the Branch Chairman or Branch Secretary.

19.5.3 The Committee shall determine the proportion of contributions to be kept by Branches as Branch funds and the categories of expenditure to be paid from Branch funds from time to time.

19.5.4 Every Branch Treasurer shall forward to the Treasurer once every three (3) months the subscription received by the Branch less the percentage to be retained as Branch funds.

19.5.5 The Branch Treasurer shall also forward to the Treasurer of the Association once in every three (3) months a statement of the income and expenditure of the Branch for the preceding three (3) months.

19.5.6 The rules and procedures governing meetings, elections, and voting at all the Branches shall follow that for the Association as laid down in the Constitution and Rules

19.6 Auditors

19.6.1 One (1) auditor who is not a member of the Branch Committee will be appointed at the Branch General Meeting.

19.6.2 He / She will verify all the financial transactions of the Association at least once in three (3) months.

19.6.3 He / She is required to prepare the financial report for the Association and further present the report at the Branch Annual General Meeting.

19.6.4 The auditor will be appointed once in every two (2) years and they can be reappointed.

19.6.5 If the auditor resigns, the appointment of an auditor to fill the vacancy can be carried out by the Branch Committee until the next Branch Annual General Meeting which will then appoint the new auditor.

LAMPIRAN

1. Bendera
 -
 - Keterangan
 -
2. Lambang

The logo consists of the letters 'IGRSM' in a large, bold, blue, sans-serif font. The letters are closely spaced and have a slightly irregular, hand-drawn appearance.

INSTITUTION OF GEOSPATIAL AND REMOTE SENSING MALAYSIA

Keterangan

3. Lencana
 -
 - Keterangan
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