PERLEMBAGAAN BAGI

PERSATUAN PERSEKUTUAN KEJURULATIHAN ANTARABANGSA BAB PIAGAM MALAYSIA (INTERNATIONAL COACHING FEDERATION MALAYSIA CHARTER CHAPTER)

(PPM-036-14-09072013)

Fasal 1 **NAME**

(1) The Association shall be known as

PERSATUAN PERSEKUTUAN KEJURULATIHAN ANTARABANGSA BAB PIAGAM MALAYSIA (INTERNATIONAL COACHING FEDERATION MALAYSIA CHARTER CHAPTER)

Hereinafter referred to as "the Association".

(2) Meaning of Name :

(3) Level :

SALINAN YANG BENAR BAGI DOKUMEN ASAL / SEBAHAGIANNYA

YUSNIZA BINTI YUSOFF
PENOLONG PENDAFTAR PERTUBUHAN
JABATAN PENDAFTARAN PERTUBUHAN MALAYSIA
WILAYAH PERSEKUTUAN KUALA LUMPUR
TARIKH : 25/11/2025

Fasal 2 **PLACE OF BUSSINESS**

(1) The registered address is

A4-2-7, SOLARIS DUTA PUBLIKA
A4-2-7, SOLARIS DUTAMAS, NO1, JALAN DUTAMAS 1
50480
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

A4-2-7, SOLARIS DUTA PUBLIKA
A4-2-7, SOLARIS DUTAMAS, NO1, JALAN DUTAMAS 1
50480
WILAYAH PERSEKUTUAN KUALA LUMPUR

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

Fasal 3 **OBJECTIVE**

1. ICF Malaysia is the primary national resource for business and personal coaches and the source for those who are seeking a coach. It is a non-profit individual membership organization formed by professionals who practice and/or teach business and personal coaching. It exists to advance the

art, science and practice of professional coaching. Its purposes shall be: -

(a) To encourage high professional standards of ethics and conduct by its members by promoting an industry wide CODE of PROFESSIONAL STANDARDS and a universally accepted Accreditation process developed by ICF which preserves the integrity of coaching through internationally credible and ethical self-regulation.

(b) To broaden public understanding of the proper functions of coaches and their contributions to society and the world by engaging in highly visible strategies of marketing, public relations and publicly campaigns which help members of the public find the right coach for their needs.

(c) To provide professional growth and community spirit of its members by developing and implementing programs and opportunities through educational conferences, publications and broadcast communications.

(d) To provide a forum that supports community spirits and the advancement of professionalism amongst its members.

(e) To advocate on behalf of the collective interest of its members and the coaching community.

(f) To cooperate with other organizations and institutions whose programs and activities are consistent with the mission and purpose of ICF.

Fasal 4 **MEMBERSHIP**

Membership Categories

1. ICF Malaysia membership shall comprise of the following:

(a) Ordinary Members
i. Members must reside in Malaysia;

ii. All Malaysian citizens who have attained the age of 18 years, whom are members of ICF and are actively involved and committed to professional coaching, teaching coaching, or coaching research, and/or are committed to ongoing professional development as a coach;

iii. Each Ordinary Member shall be entitled to one (1) vote on any matter presented to the member at any meeting of the members

iv. Only Ordinary Members can hold office in ICF Malaysia;

v. Subject to the rules and regulations governing associations incorporated in Malaysia, membership of ICF Malaysia is also open to:-

1) non-citizens who are ordinarily residing in Malaysia; and
2) members of ICF.

vi. If such members are no longer ordinarily residing in Malaysia, their membership with ICF Malaysia shall automatically become Associate Member.

MENTERI PENDAFTAR PERTUBUHAN MALAYSIA

(b) Associate Members

i. A member of ICF who selects ICF Malaysia as affiliated chapter in their ICF profile may join ICF Malaysia as Associate Member if they are not residing in Malaysia.

ii. An Ordinary Member of ICF Malaysia will automatically become Associate Member when they are no longer residing in Malaysia while maintaining their membership of ICF.

iii. An Associate Member is not eligible to hold office in ICF Malaysia.

iv. An Associate Member is not entitled to vote on any matter presented to the member at any meeting of the members.

(c) Affiliate

i. An Affiliate must reside in Malaysia;

ii. An Affiliate must have enrolled or successfully completed a ICF Level 1 or Level 2 Accreditation with an ICF Coaching Education Provider (CEP).

iii. An Affiliate shall have maximum tenure of two (2) years, where thereafter, they will need to convert their membership to either an Associate Member or Ordinary Member.

iv. An ICF Global Member does not qualify to become an Affiliate.

v. Members who have previously been an ICF Global or ICF Malaysia Ordinary or Associate Member shall not qualify to become an Affiliate.

vi. An Affiliate is not eligible to hold office in ICF Malaysia, or volunteer as members of any ICF Malaysia sub-committee or volunteers of any activities or events.

vii. An Affiliate is not entitled to vote on any matter presented to the member at any meeting of the members.

viii. An Affiliate shall abide to the ICF Code of Ethics, and membership may be suspended or terminated if there be any claim of misconduct of the Affiliate by public.

Application for Membership

2. A person wishing to join ICF Malaysia must first become a member of ICF and select ICF Malaysia as affiliated chapter in their ICF profile, then submit their membership application to ICF Malaysia for approval to be a member of ICF Malaysia.

3. A person wishing to join ICF Malaysia as an Affiliate must submit their membership application together with proof of enrolment with an ICF Coaching Education Provider or a Level 1 or Level 2 Certificate to ICF Malaysia for approval to be a member of ICF Malaysia.

Fasal 5 RESIGNATION AND TERMINATION

1. A person shall cease to be a Member in the following circumstances:-

(a) ceases to be a member of ICF;
(b) resigns in writing to that effect; or
(c) membership is terminated by ICF as a result of disciplinary action.

Fasal 6 **SOURCE OF INCOME**

1. The annual subscription for Members shall be as follows:
a. Ordinary and Associate Members: RM60.00 (Ringgit Malaysia Sixty) Only.

b. Affiliate: RM180.00 (Ringgit Malaysia One Hundred Eighty) Only.

c. The amount to be determined by the EXCO on year-to-year basis and up to a maximum of RM60.00 (Ringgit Malaysia Sixty) only for Ordinary and Associate Members per year, and RM180.00 (Ringgit Malaysia One Hundred Eighty) Only for Affiliate per year, and the EXCO has the right to make changes to the subscriptions amount as it shall deem fit and proper, as and when it is applicable.

2. The annual subscription is due on 31st March of each year. The annual subscription amount may be varied as determined by the General Meeting on recommendation from the EXCO from time to time.

3. Any members who allow their annual subscription to be unpaid for two (2) months shall automatically cease to be a member of ICF Malaysia.

Fasal 7 **GENERAL MEETING**

ANNUAL GENERAL MEETING

1. The annual general meeting of ICF Malaysia shall be held not later than six (6) months from the financial year end. The business of the annual general meeting shall be:-

(a) To receive the minutes of the previous annual general meeting.

(b) To receive the EXCO's report on the working of ICF Malaysia during the previous year.

(c) To receive the treasurer's report and the audited accounts for the previous year.

(d) To elect an EXCO and to appoint two (2) auditors once every two (2) years.

(e) To approve the budget for the coming year.

(f) To transact any other special business for which due notice is given.

2. Notice of the annual general meeting shall be sent to all members by the Secretary at least fourteen (14) days before the date of the meeting, either physically or electronically stating the following:

(a) Date, time and place
(b) Past year / previous year AGM minutes

(c) EXCO's Report
(d) Annual audited financial statements for previous year
(e) Calling for matters for discussion
(f) The election of office-bearers (in election year)
(g) Nomination form for the office-bearers (in election year)

3. Notice for any matter to be discussed at the annual general meeting of ICF Malaysia shall be given and received by the secretary at least three (3) days before the date of the Meeting, either physically or electronically.

4. The annual general meeting may be held at more than one venue using any technology or method that enables the Members of the ICF Malaysia to participate and to exercise the Members' rights to speak and vote at the Meeting.

5. In election year, an independent committee will be appointed to run the election.

EXTRAORDINARY GENERAL MEETING

6. All general meetings other than the annual general meeting shall be called extraordinary general meetings. The EXCO may at any time convene an extraordinary general meeting. No motion or business other than that stated in the notice by the Committee shall come before the extraordinary general meeting.

7. Notice and agenda for the extraordinary general meeting shall be forwarded by the Secretary to all members at least fourteen (14) days before the date fixed for the meeting, either physically and electronically.

8. Members comprising not less than one third (1/3) of the total membership with voting rights can requisite for an extraordinary general meeting to be convened by writing to the Secretary and stating the objects and reason for such a meeting. Such meeting shall be held at such other places as determined by the EXCO, either physically or electronically. The EXCO shall call for the meeting within sixty (60) days of receipt of the requisition.

9. If the EXCO has not sent out a notice within sixty (60) days of receiving the requisition, five (5) or more of those members who requisitioned the meeting may send out the notice themselves. The notice, signed by those who requisitioned the meeting, should state the purpose of the meeting and set a date for it. The notice must be sent out within three (3) months from the expiry of the period of sixty (60) days referred to in Clause 7(3) above.

10. The extraordinary general meeting may be held at more than one venue using any technology or method that enables the members of ICF Malaysia to participate and to exercise the Members rights to speak and vote at the meetings.

Proceedings at General Meeting

11. No general meeting shall proceed with the business of ICF Malaysia unless a quorum is present. The quorum necessary for the transaction of business at a general meeting shall be at least one half (1/2) of the total members eligible to vote or twice the total number of the EXCO members, which ever is lesser must be present for the proceeding to be valid and to constitute as a quorum.

12. If half (1/2) an hour after the time appointed for the annual general meeting, a quorum is not present, the meeting shall be postponed to a date not exceeding fourteen (14) days to be decided by the EXCO; and if a quorum is not present half (1/2) an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day, but they shall have no power to alter the rules of ICF Malaysia or to make decisions affecting the whole membership.

13. Clauses 7(11) and 7(12) regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with a proviso that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting requisitioned by members, the meeting shall be cancelled, and no further extraordinary meeting shall be requisitioned for the same purpose until after a lapse of six (6) months from the date thereof.

14. The President or in the absence of President, the Vice President shall preside as chairman of the meeting at every general meeting or if they are not present within fifteen (15) minutes after the time appointed for holding the meeting or is unwilling to act, the members present shall elect one (1) of their number present to act as chairman of the meeting.

15. All motions excluding that pertaining to the election of EXCO members shall be decided in the first instance by way of voting on a show of hands or by of poll, either physically or virtually where each Ordinary Member shall be entitled to one (1) vote.

16. The election of EXCO members shall always be by secret ballot or by the way of anonymous poll, either physically or virtually.

17. A ballot may be demanded by the chairman of the meeting or at least ten (10) members on or before the announcement by the chairman of the result of the voting on a show of hands during physical meetings.

18. In the event of equality of votes for any election of EXCO members or motions tabled at the general meetings, whether by way of voting on a show of hands, secret ballot or poll, the following should be adhered to:-

(a) The said nomination would be required for re-voting at the same general meeting for the particular EXCO role, and

(b) for the motions tabled at the general meeting, the said motion shall be treated as lost

19. On a show of hands, secret ballot or poll, every Ordinary Member present shall have one (1) vote.

Fasal 8 **COMMITTEE**

EXECUTIVE COMMITTEE

1. Only Ordinary Members of ICF Malaysia can be elected in the EXCO.

2. The management of ICF Malaysia shall be entrusted to the EXCO which is to be elected biennially Annual General Meeting.

3. The management and control of the affairs of ICF Malaysia shall be vested in the EXCO which shall have the power to carry out its objects and for this purpose the EXCO shall exercise all the powers and may do all such acts and things as may be exercised or done by ICF Malaysia save only such matters as are required by this Constitution to be decided by Members in general meetings.

4. Without prejudice to the generality of the powers herein before conferred the EXCO may:

(a) control and regulate the finances of ICF Malaysia.

(b) publish or approve and superintend the publication of periodicals, journals, manuals, books, newsletters, brochures and papers and utilize any other means of communication, with prior approval of the authority concerned.

(c) rent or otherwise acquire and furnish suitable premises for the use of ICF Malaysia.

(d) invest and deal with any surplus moneys of ICF Malaysia in established banking or financial institutions in Malaysia upon such security and in such manner as it thinks fit, and it may from time to time vary such investment

(e) institute, conduct, defend, compound or abandon any legal proceedings by and against ICF Malaysia or its officers or otherwise concerning its affairs and also may compound and allow time for payment or satisfaction of any debts due or of any claims or demands by or against it.

5. All acts done at any meeting of the EXCO thereof or by any person acting as an EXCO member thereof or as President, Vice President, Secretary or Treasurer, shall notwithstanding that it be discovered later that there was some defect in the appointment of such EXCO member or person acting as aforesaid or that they or any of them were disqualified be as valid as if such EXCO member or person had been duly appointed and was qualified to act.

6. The EXCO shall have the power to reject the application for membership from any applicant when by the person actions or omission, the person is convicted in any jurisdiction of a criminal offence punished by a prison term (whether or not served) in excess of two (2) years whether in this country or abroad.

EXCO MEETINGS

7. The EXCO shall meet at least four (4) times a year, either physically or virtually.

8. Meetings of the EXCO shall be convened as directed by the President or any three (3) members of the EXCO.

9. Not less than seven (7) days' notice in writing or by electronic means shall be given of meetings of the EXCO unless the President or, in the absence of the President, the Vice President considers the situation as one of urgency which precludes the giving of such notice. The service of notice by electronic means shall be deemed to be effective on successful transmission.

10. The quorum for a meeting shall be a minimum of one half (1/2) of the total EXCO members in position.

11. The EXCO may meet together either in person or, where they are not physically present in the

same place, by means of any technological device by which they are able to simultaneously hear each other and to participate in discussion. The quorum of such meetings must be at least one half (1/2) of the total EXCO members who are able to take part at the same time. An EXCO member who participates in a meeting held in accordance with this Clause shall be deemed to be present and entitled to vote at the meeting. A Committee member may withdraw consent within a reasonable time before the day appointed for the meeting.

12. Voting at EXCO meetings shall be by show of hands or poll, physically or virtually and each EXCO member shall have one (1) vote. Decisions at EXCO meetings shall be by simple majority. In the case of an equality of votes the motion is to be treated as lost.

13. A circular resolution in writing, signed by a simple majority of the members of the EXCO and entitled to vote on the resolution at an EXCO meeting, shall be valid and effectual as if it had been passed at a meeting of the EXCO duly convened and held. Any such resolution may consist of several documents in like form, each signed by one (1) or more EXCO members.

14. The EXCO shall cause minutes to be regularly entered in the books provided for the purpose of the proceedings of its meetings or of meetings of its other EXCO and of the names of all those present thereat and of all general meetings of ICF Malaysia.

15. The minutes of any meetings signed by the chairman of that meeting or of the next meeting as the case may be, shall be conclusive evidence of the transactions recorded at such meetings.

16. The minutes may be kept in computerized form and in the event of any discrepancy; the hard copy signed by the chairman shall be conclusive.

COMPOSITION OF THE EXCO

17. The EXCO shall comprise the following:

(a)A president
(b)Immediate Past President
(c)Vice President
(d)A Secretary
(e)A Treasurer
(f)Six (6) Committee Members

18. The EXCO shall serve for a term of two (2) years.
19. The EXCO shall have power to fill casual vacancies as necessary and such EXCO members appointed shall hold office until the next election of the EXCO members and they are eligible for re-election.

20. The EXCO in its absolute discretion shall have the power to delegate any of its functions to a sub-committee to carry out any or specified duties.

21.The office of an EXCO member shall be vacated as follows:

(a) if member becomes of unsound mind;

(b) if member is absent from three (3) EXCO meetings and the EXCO has passed a resolution that the member has by reason of such absence vacated office.

(c) if upon notification in writing to ICF Malaysia, member wishes to resign from office as an EXCO member;

(d) if ceases to be a member of ICF or is suspended for any period of time from the ICF membership.

(e) if member becomes an undischarged bankrupt.

22. Any Ordinary Member, who is a non-Malaysian citizen, is eligible to stand for election as an EXCO member PROVIDED ALWAYS that such appointment shall take effect for the date of approval by the Registrar of Societies.

Fasal 9 **DUTIES OF OFFICE BEARERS**

1. The President shall lead the EXCO in managing the affairs and activities of ICF Malaysia. In the absence of the President, the Vice President shall chair all general and EXCO meetings and shall be responsible for the proper conduct of all such meetings and the recording of the proceedings thereat. The President shall also represent the ICF Malaysia in its dealings with outside persons.

2. In the absence of the President, the Vice-President shall perform such duties and exercise the powers of the President, as shall from time to time, be imposed on him by the EXCO.

3. The Secretary shall keep all records, except the financial records of ICF Malaysia and shall be responsible for their correctness. The Secretary will keep minutes of all General and EXCO meetings and shall maintain an up-to-date Register of Members at all times.

4. The Treasurer shall keep all funds, collect and disburse all moneys on behalf of ICF Malaysia and shall keep an account of all monetary transactions and shall be responsible for their correctness.

5. All cheques or other instructions on ICF Malaysia's bank account(s) shall be performed as follow:

To be signed jointly by any two (2) of the following:-

(a) President
(b) Treasurer
(c) Secretary
(d) Vice President

For online banking,

(a) The maker shall either the Treasurer or Vice President;
(b) The authorizer or checker shall either the President or Secretary.

6. As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under Clause 11. The audited financial statements shall be submitted for approvals at the annual general meeting following the financial year end and copies shall be made available in

the members' section in ICF Malaysia's website for the perusal of the members within sixty (60) days from the conclusion of each Annual General Meeting.

7.The financial year of ICF Malaysia shall commence on 1st April and end on 31st March annually and the EXCO shall have power at any time, and from time to time, to determine any change in the financial year end.

8.The EXCO Members shall carry out such duties as directed by the President and approved by the EXCO.

9.All past presidents of ICF Malaysia shall be allowed to carry the title of Past President. The most recent Past President shall be titled as Immediate Past President. Past President may be invited to attend EXCO meetings from time to time, and the Immediate Past President shall serve as an EXCO member for a period of two (2) years.

In the event the Immediate Past President resigns or retires before the 2-year term is completed, the position of Immediate Past President shall remain vacant until the next election of EXCO members.

Fasal 10 FINANCIAL PROVISION

1. The Treasurer may hold a petty cash float not exceeding RM500.00 (Ringgit Malaysia Five Hundred) at any one time and any payment from petty cash shall not exceed RM50.00 (Ringgit Malaysia Fifty) only at any one time.

2. All monies received shall within seven (7) days of receipt be deposited in a bank approved by the EXCO.

3. A budget will be in place for expenses and income every year and be approved by the member in the Annual General Meeting.

4. Within the approved budgeted expenditure, the President or in his/ her absence the Vice President has the authority to approve expenditure within the limit of RM 3,000.00, whilst the EXCO has the authority to approve expenditure up to RM 35,000.00.

5. All unbudgeted expenses to be approved by EXCO to a limit of RM10,000 per single event.

6. The financial year of ICF Malaysia shall commence on 1st April and end on 31st March annually and the EXCO shall have power at any time, and from time to time, to determine any change in the financial year end.

Fasal 11 AUDITORS

1. Two (2) voting Ordinary Members, not being members of the EXCO, shall be elected as Honorary Auditors at alternate Annual General Meeting and will hold office for a term of two (2) years only and shall be eligible for re-appointment.

Fasal 12 PROPERTY ADMINISTRATOR

None.

Fasal 13 **INTERPRETATION**

1. Between annual general meetings the EXCO shall interpret the rules of the ICF Malaysia and when necessary, determine any point on which the rules are silent.

2. Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the EXCO shall be binding on all members of ICF Malaysia unless and until countermanded by a resolution of a general meeting.

Fasal 14 **ADVISOR/PATRON**

1. The EXCO may, if it deems necessary to appoint such person or persons qualified to be Adviser or Patron for ICF Malaysia, provided always that the person to be appointed shall have first given his consent in writing before being appointed.

Fasal 15 **PROHIBITION**

1. ICF Malaysia shall not indulge in any political or allow its funds and/or premises to be used for political purposes or any other undesirable activities deemed prejudicial to its mission of building a vibrant coach community. No betting or any game of chance or any other forms of gaming prohibited by Law shall be conducted within its premise.

Fasal 16 **AMENDMENT OF CONSTITUTION**

1. This Constitution shall not be amended or altered except by the consent of not less than three-fourths (3/4) of such members entitled under the rules to vote as may be present at any general meeting of which notice specifying the intention to propose the resolution has been duly given according to the rules.

2. Any amendment or alteration shall be submitted within sixty (60) days of it being passed to the Registrar of Societies.

3. Such amendments shall take effect from the date of approval by the Registrar of Societies.

Fasal 17 **DISSOLUTION**

1. ICF Malaysia shall not be dissolved except by the consent of not less than three-fourths (3/4) of such members entitled under the rules to vote as may be present at any general meeting of which notice specifying the intention to propose the resolution has been duly given according to the rules.

2. Notice of any proposal to dissolve ICF Malaysia shall be given, either physically or

electronically to all members not less than one (1) calendar month before the date fixed for the meeting.

3. ICF Malaysia shall use its funds only to accomplish the objectives and purposes, and no part of said funds shall be distributed to its members. Any fund remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by a majority of such members entitled under the rules to vote as may be present at any general meeting of which notice specifying the intention to propose the resolution has been duly given according to the rules.

4. The Registrar of Societies shall be informed within fourteen (14) days of dissolution.

Fasal 18 BENDERA, LAMBANG DAN LENCANA

Fasal 19 NOTICES

1. All notices to a Member shall be in writing and shall be deemed to have been served if made in any of the following manner:

(a) If personally delivered to that Member; or
(b) If sent by prepaid post to the last known postal address to the Manager; or
(c) If sent the facsimile or other electronics means, to the last known address; or
(d) If the notice is posted on ICF Malaysia's website; or
(e) If the notice is published in an English newspaper of national circulation; or
(f) If sent via electronically to the last known email address.

2. A member may send a notice to ICF Malaysia by the way of personal service or by prepaid post to the Registered Office of ICF Malaysia or electronically to the Secretary.

3. An accidently omission to give such notice to or non-receipt of such notice by any person entitled thereto shall not invalidate the proceedings at general meeting.

Fasal 20 THE STANDING OF THE CONSTITUTION

1. The Constitution must be read together with the By-Laws and the Code of Ethics of the ICF. If there is any inconsistency between them, the provisions of the By-Laws and the Code of Ethics of the ICF shall prevail.

Fasal 21 DEFINITIONS

1. "ICF" means the International Coaching Federation.

2. "By-Laws" means the By-Laws of ICF.

3. "Code of Ethics" means the Code of Ethics" means of ICF.

4. "EXCO" means the Executive Committee of ICF Malaysia.

5. Words importing the singular number include the plural number and vice versa.

6. Words importing the masculine gender include the feminine.

7. "ICF Malaysia" means ICF Malaysia Charter Chapter

Fasal 22 **LAMPIRAN**

1. Bendera

Keterangan :

-

2. Lambang

Keterangan:

-

3. Lencana

Keterangan Lencana:

-

KETERI PENDAFTAR PERT
MALAY