

FPAM



FPAM Chapter Guidelines
Industry Service Committee

FPAM CHAPTER GUIDELINES

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1.0 INTRODUCTION

The Financial Planning Association of Malaysia (FPAM) was established with a mission to raise the standard of competency and ethical practice of qualified financial planners in Malaysia and to educate the public on the benefits of financial planning.

Chapters represent an important component in the organizational structure of the Association as they represent as well as lead members who are located geographically throughout the country.

These Chapter Guidelines (“Guidelines”) are designed to assist chapter leaders in running an effective, well-organised chapter. All chapter officers should read it as well. Many chapter officers and committee chair descriptions are contained in these Guidelines and will assist the officers with his/her duties.

These Guidelines are established by the Industry Service Committee (“ISC”) and approved by the Board of Governors (“BOG”). They will be amended from time to time to facilitate the development of Chapters.

If you have questions regarding the information in the Guidelines or suggestions on information to include, please contact the Principal Officer at tel. no. 603-20957713 or email to chan@fpam.org.my at FPAM Secretariat.

2.0 FPAM CHAPTERS

- 2.1 The Board of Governors of FPAM encourages the creation of local chapters as an important extension of FPAM Secretariat and as a means to promote education, enhance FPAM visibility and foster greater sharing among FPAM members.
- 2.2 Chapters shall be established as a vehicle for FPAM members to network with their peers and to meet regularly for educational and professional opportunities. While some specific chapter activities provide an opportunity for exposure of non FPAM members or the staff of corporate members, the chapters are not intended to be an open-ended invitation and forum for attendance by guests and non-members.
- 2.3 In line with the objective of FPAM in promoting financial planning, the chapter will operate exclusively without profit, in cooperation with the Secretariat, and in compliance with the chapter Bylaws. The main objectives of the chapters are:
 - a. To serve members locally and develop resources for members across an industry regardless of geographic locale;
 - b. To promote the development and awareness of the financial planning;
 - c. To encourage networking education, and research opportunities for members; and
 - d. To encourage and develop membership in FPAM.
- 2.4 The chapters provide members the opportunity to meet regularly to discuss and develop various aspects of financial planning on a professional and peer level.
- 2.5 All Chapters shall not have affiliation or connection with other organizations without prior approval in writing from the Board of Governors.
- 2.6 All Chapters, and their officer bearers and members, are required to abide by the Societies Act 1966 and the Regulations, Constitutions, Byelaws of FPAM and any other rules made there under and for the time being in force and any such rules to be made herewith.

3.0 FORMATION OF A NEW FPAM CHAPTER

3.1 Approving Authority

- 3.1.1 The Board of Governors (BOG) may by a majority vote taken at a BOG meeting to approve or reject the formation of a new chapter.
- 3.1.2 The formation of any chapter shall be subject to the chapter receiving the necessary approvals from the relevant authorities, if any.

3.2 Basic requirements for the formation of a new chapter.

The basic requirements for the formation of a new chapter are as follow:

- 3.2.1 A minimum of twenty (20) members who are certified members and their membership subscription is current, may by a written request to the Industry Service Committee (ISC), seek the approval for the formation of a new chapter. The ISC shall recommend to the BOG to approve or reject the request for the formation of the chapter.
- 3.2.2 A certified member acting as local liaison officer shall be appointed and to be in charge of arrangements for the formation the new chapter. He/she shall communicate with ISC through the Secretariat and will be responsible and handle all correspondences for the chaptering process.
- 3.2.3 The request for the formation of the new chapter shall contain the signatures of all of the minimum twenty (20) certified members, or more as the case may be, stating:
 - i) the proposed name of the chapter;
 - ii) the proposed office of the chapter;
 - iii) the reason(s) for the formation of the chapter; and
 - iv) the details of each of the twenty (20) certified members, including their membership number, contact telephone number and email address.
- 3.2.4 A Pro-Tem Committee (descriptions detailed in the Chapter Officers Guidelines below) shall be nominated and the bio-data details of the nominees be submitted together with the request for the formation of the new chapter to the ISC. ISC reserves the right to reject the nominations for the Pro-Tem Committee.

- 3.2.5. The written request for the formation of a new chapter, together with the relevant supporting documents, shall be submitted to the Chapter Development Department at FPAM Secretariat.

4.0 CHAPTER OFFICERS

4.1 Chapter Committee

4.1.1 A Chapter Committee consisting of the following shall be term as the office bearer of the Chapter.

- Immediate Past Chapter Chairman
- Chapter Chairman
- Chapter Deputy Chairman
- Chapter Secretary
- Chapter Treasury

4.1.2 The Chapter Committee shall be elected by the certified members of the chapter and may hold the position for a maximum of two consecutive terms of two years each.

The Chapter Committee members who are thus elected shall among themselves elect the Chapter Chairman.

4.1.3. The following office bearers shall be appointed by the Chapter Chairman and shall retire at the end of the term(s) of the Chapter Chairman who appointed them.

- Chapter Deputy Chairman
- Chapter Secretary
- Chapter Treasury

4.1.4. The members of the Chapter Committee shall be a certified member at the time and during the tenure of appointment.

4.1.5. The BOG shall endeavour that the composition of the Chapter Committee represents the diversity of the financial planning industry with no more than two members from any one sub sector. There must be a balance of members from the various financial disciplines: financial planning, accounting, law, real estate, insurance, investment, etc.

4.1.6. Only certified members with current subscription shall be allowed to serve in the Chapter Committee.

4.1.7 The maximum number of members of each Chapter Committee shall be eight (8).

- 4.1.8. All Chapter Committee members shall be called upon to attend Chapter official functions, Chapter Leadership programmes and other FPAM-organised conferences.
- 4.1.9 Any Committee member who fails to attend three (3) consecutive meetings without satisfactory explanation shall be deemed to have resigned from the committee.

4.2 Transition and Continuity

- 4.2.1 The Chapter office bearers shall regard continuity as one of the most essential attributes of a successful chapter as consistently successful chapters are those that plan and carry out programmes that ensure continuity from year to year.
- 4.2.2 Given that the leadership of the chapters changes from time to time, it is imperative that the Chapter Chairman and the Committee members seek to train newly elected officers and prepare them for the transition of chapter leadership.
- 4.2.3 Each of the Standing Committee members shall establish proper documentations to be used and passed on from time to time. All of the records, forms, materials, and information necessary and helpful for the performance of the duties of the officers or committees shall be kept together in an organised fashion and easily be transferred to their successors. (Not only does this practice help to ensure the continuity and success of the chapter, it also saves new officers and committee members a tremendous amount of valuable time that would otherwise be spent in gathering information and “reinventing the wheel,” and it makes it possible for the chapter to benefit from cumulative wisdom and experience concerning how to operate the chapter efficiently and effectively).

4.3 Duties of Chapter Officers

The following outline is offered as a set of guidelines to assist chapters in organising and defining leadership roles and responsibilities. Each chapter shall use these guidelines as a valuable resource and adapt them to the chapter’s particular needs and circumstances.

- 4.3.1 Immediate Past Chapter Chairman
 - i) The Immediate Past Chapter Chairman’s position shall be assumed by the past term’s Chapter Chairman. This officer shall act in an ex-officio, advisory capacity.

- ii) Immediate Past Chapter Chairman shall help to assure continuity within the Chapter Committee.

4.3.2 Chapter Chairman

- i) The Chapter Chairman is the chief executive officer of the chapter and shall perform all the duties specified by the Bylaws or operating procedures approved by the Board of Governors.
- ii) The Chapter Chairman shall:
 - Chair chapter meetings
 - Appoint the Chapter Deputy Chairman, Chapter Secretary, and Chapter Treasurer.
 - Appoint committee chairs, special committees or task forces as needed.
 - Provide leadership and overall direction to the chapter in compliance with FPAM Bylaws and Chapter Operating Procedures.
 - Share all correspondences from the Secretariat with the Chapter Committee and general membership as needed.
 - Establish chapter objectives for the year and coordinate goals and programme with committee chairs.
 - Oversee long range planning for the chapter.
 - Direct and control the activities of the chapter.
 - Be fiscally responsible for the chapter budget.
 - Ensure timely and accurate reporting to the ISC/Secretariat.

4.3.3 Chapter Deputy Chairman

The Chapter Deputy Chairman shall:

- i) Assist the Chapter Chairman in chapter management.
- ii) Take responsibility for projects as assigned by the Chapter Chairman.
- iii) Represent Chapter Chairman at meetings / programmes in the absence of the Chapter Chairman.

- iv) Assume the role of Chapter Chairman if Chapter Chairman resigns or is unable to complete his/her term of office, until the next election for the position of Chapter Chairman.

4.3.4 Chapter Secretary

The Chapter Secretary shall:

- i) Keep and publish the minutes of each membership meeting and shall send a copy to FPAM Secretariat following each meeting.
- ii) Perform any needed correspondence (such as meeting notices).
- iii) Keep a list of chapter members from local area.
- iv) Provide FPAM Secretariat a roster of chapter members beginning of each year.
- v) Maintain current chapter officers roster with company name, address, phone and fax numbers.
- vi) Coordinate vote collection and counting during elections.
- vii) Responsible for maintaining chapter archives (historical files might include budgets, membership, volunteer history, speakers, newsletters).
- viii) Keep a list of action items discussed during board meetings. Review action items with the board prior to adjournment to assign estimated completion dates and responsibility. Old action items are reviewed at beginning of each meeting.

4.3.5 Chapter Treasurer

The Chapter Treasurer shall:

- i) Receive and disburse funds and manages the chapter finances.
- ii) Keep the financial records of the chapter up to date.
- iii) Responsible for the chapter chequebook.
- iv) Set chapter's own policies on dues invoicing, check cashing, reserves and invoices.
- v) Hold and maintain the chapter banking records, communications with the bank.
- vi) Assist officers and chairs with budgeting process.

- vii) Report the financial status of the chapter at each committee.
- viii) Prepare financial statements on a regular basis and for each event.
- ix) Prepare and send to Secretariat the financial returns as required.

4.4 Sub-Committees

4.4.1 The Chapter Chairman establishes sub-committees to undertake the following:

- Membership
- Programmes and Education
- Publicity and Public Relations
- Discipline

4.4.2 The Chairperson of the sub-committees shall be appointed by the Chapter Chairman. Each chairperson shall:

- Select a committee with the size and structure necessary for the responsibilities of the position;
- Develop a plan for committee activities;
- Prepare and submit committee reports as requested;
- Attend meetings as requested by the Chapter Chairman
- Provide summary of activities and budget results for chapter archives.

4.4.3 The specific duties of the chairpersons are:

4.4.3.1 Membership

The Membership Chair organises and conducts a member recruitment and retention programme for the chapter. Membership is the key to success of the FPAM and chapters. Programme attendance, committee participation and leadership developments all depend on membership base.

The Membership chair shall:

- Recruit new members of the chapter and FPAM.

- Implement calling programmes on any new or absent members to encourage their attendance at chapter programmes.
- Stimulate attendance.
- Plan and implement membership renewal campaign
- Plan and implement programmes to follow up with non-renewing members.
- Maintain current membership roster.
- Serve as liaison between members and the Chapter Committee.

4.4.3.2 Programmes and Education

The Programme & Education Chair researches, surveys and plans chapter networking programmes and the topics and speakers for Continuing Education Programmes, finding the best fit for members and the chapter.

The Programme & Education Chair shall:

- Plan chapter programmes including topics and methods of presentation for chapter educational programmes.
- Coordinate and organise each chapter programme and deliver it to member in a timely manner.
- Contacts and negotiates with potential sponsors, contractors and event managers.
- Obtain approval of the Chapter Committee and the Secretariat for the programme
- Solicit ideas from members.
- Stimulate continued interest by varying types of meetings.
- Provide means of collecting membership evaluation of meeting.
- Update Chapter Committee on programmes planned and result of evaluations.
- Organise CPE programmes for members. Strict adherence to the Guidelines of CPE Programmes is required.
- Contact and negotiate with potential speakers.

- Acquire and maintain continuing education credit for chapter meetings, local seminars and workshops.
- Contact other professional organisations to stay abreast with their educational offerings which may benefit members.

4.4.3.3 Publicity and Public Relations

The Publicity and Public Relations Chair shall:

- Publicise all FPAM/chapter events, programmes, and activities.
- Submit newsworthy items about chapter or individual members to the public and media.
- Solicit news items from members.
- Promote awareness of FPAM and chapter to the financial planning community and the community at large.
- Establish and maintain good relations with government bodies, corporations, professional bodies and financial community.
- Handle and deal with media on matters relating to the Chapter.

4.4.3.6 Discipline

The duties of the Disciplinary Chair are:

- Responsible for implementing ethical procedures of FPAM
- Develop awareness of FPAM Code of Ethics and Professional Responsibilities
- Coordinate complaint procedures as directed by the Board of Certification and Standard's Ethics Committee.

5.0 CHAPTER PROGRAMMES

FPAM Secretariat shall provide new member lists to facilitate membership growth as well as samples of other chapter communications for ideas on activities and content.

5.1 Chapter Committee Meeting

- 5.1.1 The Chapter Committee shall meet at least once every two months and each Committee member is expected to attend.
- 5.1.2 The Chapter Chairman shall plan for the meetings and the Chapter Secretary shall take the attendance and minutes of the meetings.

5.2 Membership Programmes

- 5.2.1 Each chapter shall hold a minimum of six (6) membership programmes per year.
- 5.2.2 The programmes shall include continuing education, financial conferences, seminars and networking events.
- 5.2.3 An advance calendar shall be published so members can plan ahead and reserve that time for the programmes. Well planned chapter programmes are essential to maintain the enthusiasm and attendance among chapter membership. The subject of the programmes is one of the keys to success as a chapter. Good attendance at chapter programmes requires consistency.

5.3 Election of Chapter Committee

- 5.3.1 An election shall be called for Chapter Committee members once every two years.
- 5.3.2 A call for nominations for candidate shall be sent to all chapter members at least sixty (60) days before the election date.
- 5.3.3 The nominations shall be received by the Chapter Secretary not later than twenty one (21) days from the call for nomination.
- 5.3.4 A Central Nomination Committee shall be established by the ISC to review all nominations and to approve or reject as deemed fit such candidates as may be put forth for nomination.
- 5.3.5 Only Certified Members who have fully paid all fees payable in respect of their membership up to thirty (30) days before the date

of the general meeting and have not voted in another chapter six (6) months earlier shall have the right to attend and vote at election for Chapter Chairman.

- 5.3.6 The final voting of the short listed candidates for Chapter Committee members shall be carried out by members who are entitled to vote at the general meeting. There shall be no proxy votes.
- 5.3.7 To be eligible for nomination, and be subsequently appointed to the Chapter Committee, a member shall:
 - be a certified member with current membership;
 - be nominated for election by a certified member who is current with membership fee; and
 - has no record of civil, professional or regulatory proceedings taken against him/her.
 - has not been nominated in another chapter not less than six (6) months earlier.
- 5.3.8 The Chapter Secretary shall ensure that the election procedures are consistent and in compliance with FPAM-chapter Bylaw, regulations and guidelines.
- 5.3.9 The Chapters shall endeavour to have the elections by 31st March of an election year.
- 5.3.10 The quorum shall consist of at least of twenty (20) Certified Members who have fully paid all fees payable in respect of their membership up to thirty (30) days before the date of the general meeting.

5.4 Chapter Committee Benefits

- 5.4.1 The following members of the Chapter Committee are entitled to Continuing Education (CE) points:
 - Chapter Chairman10 points
 - Chapter Deputy Chairman.....10 points
 - Chapter Secretary.....10 points
 - Chapter Treasury.....10 points
 - Membership Chairperson..... 8 points
 - Programmes & Education Chairperson..... 8 points
 - Publicity & Public Relations Chairperson..... 8 points
 - Discipline Chairperson..... 8 points
 - Non elected committee members.....5 points

5.4.2 The following members of the Chapter Committee are eligible for a reimbursement of their annual membership fee less franchise fee and subject to having served in the Committee for a full year from the date of election:

- Chapter Chairman
- Chapter Deputy Chairman
- Chapter Secretary
- Chapter Treasurer
- Membership Chairperson
- Programmes & Education Chairperson
- Publicity & Public Relations Chairperson
- Discipline Chairperson

6.0 OPERATIONAL MATTERS

6.1 Use of FPAM Logo & Symbols

6.1.1 As a chapter is representing FPAM, it may utilise the FPAM logo, stationery and other identifiable FPAM symbols in advertising the chapter's own specific meetings and activities.

6.1.2 When publishing chapter communications, meeting announcements, etc., the chapter name shall be printed along with FPAM logo/name, for example, "(...the Penang Chapter of FPAM is sponsoring)". This is necessary so that the chapter activities are not confused with the Secretariat's programmes.

6.1.3 As an example, the Penang Chapter shall print the FPAM logo on the chapter's own stationery in the following manner:



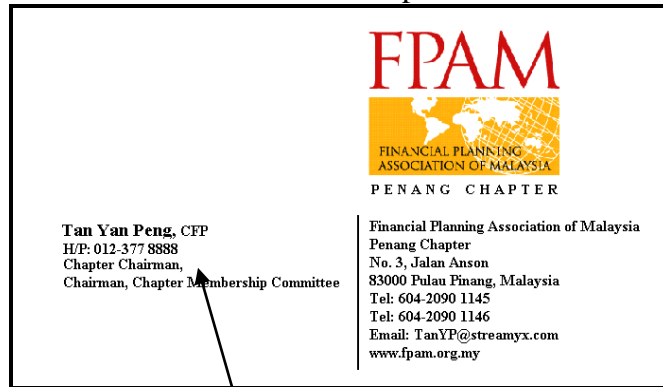
6.1.4. Any joint sponsorship of a chapter function with other organisations will need to be pre-approved by ISC.

6.1.5 Any contravention of the above will be deemed a breach of discipline and the appropriate action will be taken by ISC.

6.2. Name Card for Chapter Officers

6.2.1 Name card may be printed for the members of the Chapter Committee and Chairman of the sub-committees.

6.2.2. The format of the name card to be printed shall be as follows:



6.2.3 Any contravention of the above will be deemed a breach of discipline and the appropriate action will be taken by ISC.

6.3 Preventing Volunteer Stagnation

6.3.1. The Chapter Committee, during their terms, shall continuously seek to ensure continuity in the existence and activities of the chapter and to avoid volunteer stagnation.

6.3.2 The Chapter Committee shall plan for supplementing, expanding and replacing current members on a regular basis as the continued success and dynamic growth of the chapter depends on "new blood."

6.3.2 The Chapter Chairman shall always be on the lookout for volunteers who can bring a different perspective to the Committee meetings and chapter programmes

6.4 Funding for Chapter

6.4.1 Membership activities

- i) All membership chapter activities, as stated in Paragraph 5.2 above, shall be self-funded.
- ii) Chapters may seek additional funding from the Secretariat for chapter activities. Such additional funding is subject to the approval of the ISC.
- iii) Chapter may seek sponsorship for chapter activities from members, including the Charter and Corporate members. However, prior written approval from the ISC is required.
- iv) Chapters requesting for funds shall adhere to the following guidelines:
 - Chapters shall submit a Request for Funding Application to the Secretariat, stating the reasons and amount required, with details of proposed receipts and payment and supporting documents attached.
 - The Chapter Treasurer shall ensure that applications for funding are consistent with the chapter purposes and/or with the goals or restrictions established.
 - The request for funding application shall be signed by the Chapter Chairman and Chapter Treasurer.

6.4.2. Office Administration

To assist the Chapter in defraying the expenses incurred in running the chapter, a monthly fixed allowance will be provided to the chapter. The amount of the fixed allowance will be decided upon by the ISC and reviewed as when considered necessary.

6.5 Accounting Records and Reports

Each chapter should provide adequate internal reporting to the make certain that Chapter Committee and Committee Chairs have the necessary information to control and direct the operations of the Chapter.

6.5.1 Receipts and Disbursements.

Each chapter is required to maintain an appropriate record of receipts and disbursements. In order to prepare this report, a detailed record of all cash transactions needs to be maintained. If there are relatively few transactions, the cheque register may be adequate. If there are numerous transactions, it is recommended that the chapter treasurer establish and maintain an appropriate financial recording system to keep the records of the chapter. A member who is a qualified accountant may be recommended to assist in this process.

6.5.2 Cash Receipts.

All cash receipts must be recorded and deposited promptly in the chapter's bank account. Any delay in depositing receipts exposes the unit to potential losses. Each cash deposit should be traced to the monthly bank statement.

6.5.3 Disbursements.

Disbursements shall be made by cheque from the chapter's bank account. All disbursements made must be for the benefit of the Chapters and must be supported by documents which indicate the nature and business purpose of the goods or services purchased (vendor invoices, cash register receipts, etc.). All disbursements must be traced and evidenced in the monthly bank statement

6.5.4 Chapter Bank Account

Each chapter may establish a local bank account to facilitate its operation. The function of the bank account must be coordinated by Chapter Treasurer.

The Chapter Treasurer is responsible to obtain the forms required by the local bank to open a corporate account (i.e. signature cards, corporate resolution, and corporate authorisation).

The Chapter Treasurer will complete the forms and list the authorised signatories from the chapter.

The signatory arrangement for the chapter bank account shall be:

- a. For cheques below RM2,000 and below, two signatures with one signatory being the Chapter Chairman or Deputy Chairman
- b. For cheques above RM2,000, two signatures with at least one signatory from the Secretariat.

The required bank documents, together with the completed bank account information form must be sent to the Secretariat for approval.

A resolution to open and operate the bank account shall be passed by the Board of Governors.

Upon obtaining approval for the opening of the bank account, the duly completed bank documents will be returned to the Chapter Treasurer for further processing.

Any subsequent changes to the bank accounts or accounts previously established, (i.e. a change in authorised signatories) should be handled in a similar manner by the Chapter Treasurer.

The monthly bank statements shall be forwarded to the Secretariat on a timely and monthly basis.

6.6 Reporting to Secretariat

- 6.6.1 Each chapter shall submit quarterly report to the Secretariat, for the month of March, June, September and December.
- 6.6.2 The report, to be signed-off by the Chapter Chairman, shall reach the Secretariat, via email, not later than 30 days following the end of the previous quarter. For example, the report for the period ending 31 March 2006 shall reach the Secretariat not later than 30 April 2006.
- 6.6.3 The report, addressed to the Principal Officer, shall consist of two parts:
 - a) Chapter Activities, which shall cover, but not limited to, areas like chapter meetings, membership event and programmes;
 - b) Financial – which shall consist of:
 - i) Statement of receipts and payment;
 - ii) Statement of income and expenditure
 - iii) Financial performance as measured against budget
- 6.6.4 The Chapter Chairman shall be responsible for the timely and accurate submission of reports to the Secretariat including the submission of bank statements on a monthly basis the breach of which constitutes ground for disciplinary actions.
- 6.6.5 The ISC and the Secretariat reserves the right to undertake an audit of the Chapters' records, minutes, activities and any other areas of operations it may deem necessary from time to time. Chapters are required to extend their full cooperation in providing the necessary information and records. Failure to cooperate fully or evidence of any breaches will be cause for disciplinary action.