

# IPPS

INTERNATIONAL  
PLANT PROPAGATORS'  
SOCIETY

SHARING PLANT PRODUCTION KNOWLEDGE

Southern Africa



## Summary

# Constitution & Operating Policies

March 2018

# Section 1: Constitution

## Governing Board Issues

1. The Governing Board Powers
2. Number of Portfolios/Officers
3. Election, Term of Office & Duties of Board Officers
4. Executive Committee
5. Duties of appointed Officers
  - Editor
  - Secretary
  - Treasurer
6. Additional Key Portfolios

# 7. The Governing Board

## 7.1 Powers:

The Governing Board shall manage the affairs of the Association in **accordance with the constitution and the resolutions of the members in General Meeting.**

# 7. The Governing Board

## 7.2 Number and Portfolios:

A **minimum** of **eight** members shall serve on the Governing Board

### **Portfolios:**

1. President
2. Vice-President
3. Secretary (no vote)
4. Treasurer
5. Editor
6. International Director (Immediate Past President)
7. Additional member #1
8. Additional member #2

**Co-option:** The Governing Board may co-opt additional non-voting members as it may consider appropriate.

# 7. The Governing Board

## 7.3 Election and term of office:

### a. The President:

- The President shall be elected at the **Annual General Meeting from among the full membership of the Society.**
- The term of President shall be for **two consecutive years.**

### Duties

- Alternate director to the International Board.
- Presides over the Southern Africa Executive meetings, Governing Board meetings and the Annual General Meeting.

### Policy

- The election of President should be a transparent procedure where any IPPS member in good standing shall be eligible for election.
- Continuity on the board shall be ensured by the President being eligible to stay on the board for another two years with the dual role of 'International Director' and 'Immediate Past President'
- The ideal candidate would in the past have shown commitment to IPPS and leadership ability, by activities on or off the board, supporting IPPS.

# 7. The Governing Board

## 7.3 Election and term of office:

### b. The Vice President and two Additional members:

- Shall be elected at the **Annual General Meeting from among the full membership of the Society.**
- They shall hold office for a **one-year term.**
- They are eligible for **re-election to serve one additional term** (maximum of two consecutive years as either Vice President or as Additional member).

### Duties of VP

- Programme chairman of the Annual Conference.
- Head of the organizing site committee.

### Policy

- The VP is not automatically eligible to become President

# 7. The Governing Board

## 7.3 Election and term of office:

### The International Director/Immediate Past President

- The **President**, after two year term, shall be eligible to become the International Director, **subject to a majority confirmation from the floor at AGM.**
- Term shall be for **two consecutive years.**

#### Duties:

- Represents Southern Africa as our director on the International Board.
- Reports on decisions of International Board to the Southern African Executive and region.

- **Alternate International Director:**

The President of the Society may designate an alternative person to be the International Director when the Immediate Past President is unable or unwilling to serve. In all cases the person nominated or delegated **must have previously served a term as President of this Society.**

# 7. The Governing Board

## 7.3 Election and term of office:

### c. The Secretary, Treasurer, and Editor

- shall be **appointed annually for a one year term.**
- The **Governing Board shall make recommendations** for these positions to the floor at the **Annual General Meeting to be voted upon.**
- The position of Secretary shall have **no voting rights.**



# 8. Membership

## 8.6 Executive Committee

**The Committee shall consist of the:**

President

Immediate Past-President

Vice-President

Treasurer

## 8.7 Powers of the Executive

The Executive Committee may subject to any direction given by resolution of a general meeting exercise all or any of the powers, authorities, functions and discretion vested in the Society including the following: **points 8.7, a-f**

### **Policy**

- The Board sets policy guidelines, approved by the members at AGM
- The Executive is responsible for the day to day running of the Society
- The President chairs the Executive which collectively makes decisions on operational matters.
- The Secretary, additional Members & Co-opted members, in their various roles/portfolios, report to the Executive

# Editor Duties

1. Assists the programme chairman as required with papers for conference.
2. Liaises with conference speakers to produce papers of a standard required for acceptance in the Combined Proceedings.
3. Nominates a closing date for acceptance of manuscripts.
4. Edits conference papers in conjunctions with speakers as required.
5. Submits edited Southern African region conference papers to the International Editor for inclusion in the Combined Proceedings.
6. Liaises with the International Editor as required.
7. Organises supply of annual conference papers to Southern African region members who were unable to attend.
8. Prepares a report for the Executive and the Annual General Meeting.
9. Produce a Newsletter to be sent out as frequently as the Executive may decide.

# Secretary Duties

1. Appointed by Southern African Executive.
2. Duties as directed by the Executive Committee. Outline follows:
  - a. Attend AGM and Executive meetings
  - b. Write a secretary and treasurer's report for the newsletters.
  - c. Reply to enquiries about IPPS.
  - d. Keep contact with the International Secretary / Treasurer and keep his deadlines. Assist all area meetings and programme chairman
  - e. Send out and receive subscription renewals
  - f. Keep membership list up to date
  - g. Provide names of applicants to the executive committee

# Treasurer Duties

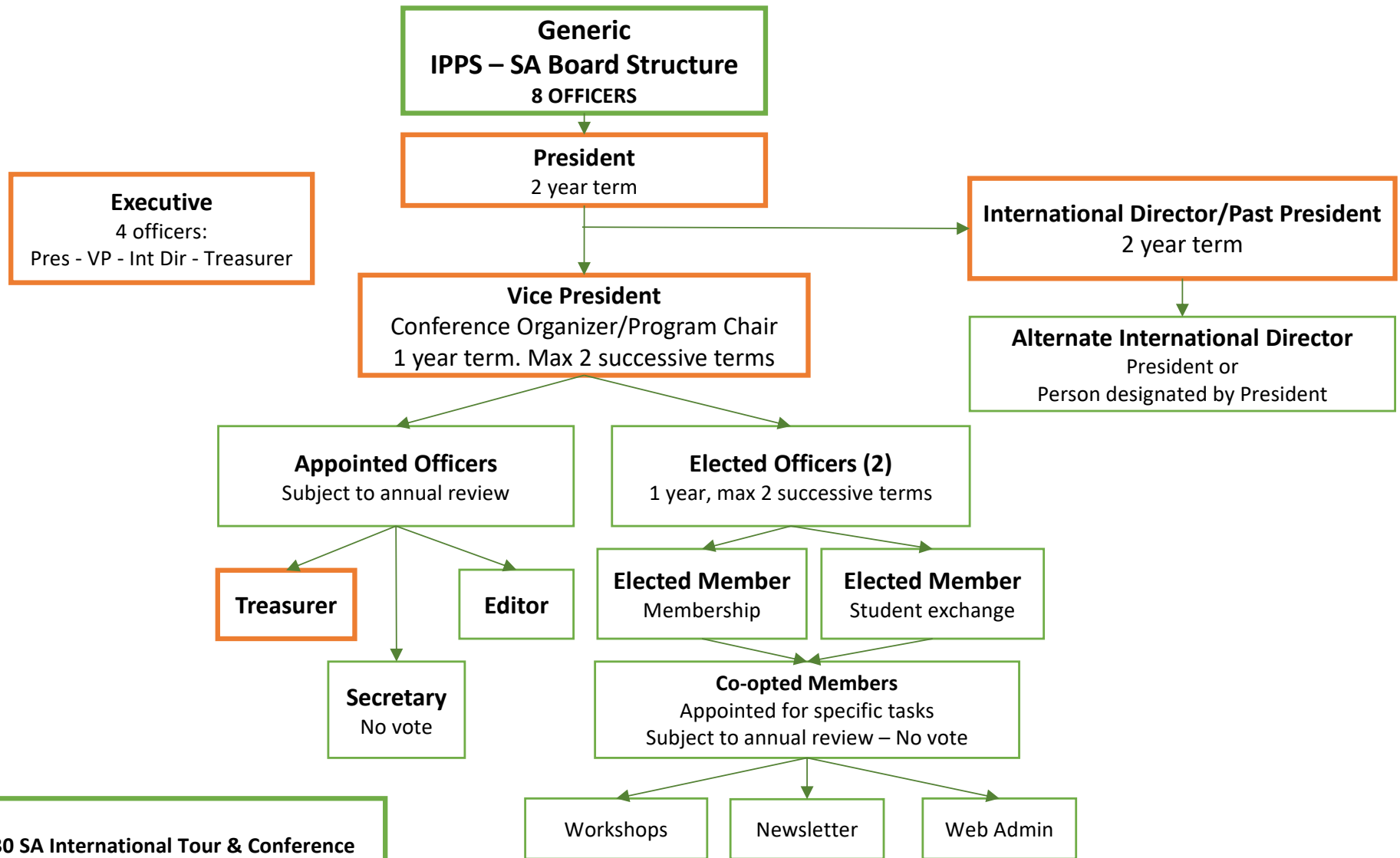
1. Pay accounts
2. Keep cash book
3. Provide auditor with all his requirements to audit accounts:
  - membership list
  - cash book
  - all receipts, bills, etc.
  - bank statements for all accounts plus receipts and bills
  - cheque and deposit books
  - letter to banks re audit
4. Letters when required for opening new bank account

# Additional Key Portfolios

1. Membership
2. Exchange Programme
3. Communication & Marketing
  - Newsletter
  - Website
  - Social Media: FB
4. Workshops
  - Cape Area
  - KZN Area
  - North Area

# Section 2: Management Policies

1. Board structure diag.
2. Board overview 2010 - 2018
3. Conference planning:
  - Year planner
  - Planning guidelines
  - Budget guidelines
4. Year planner 1: management & admin
5. Year planner 2: Communication – International – Regional Area Events



**2022 / 2030 SA International Tour & Conference**  
**Year -5: Appoint & AGM approve organizer**  
 Year -4: Prepare tour concept for approval  
 Year -3 & -2 : Int VP / organize tour & conference  
 Year 0: Int President / hosts Int tour & conference

**2018  
IPPS – SA Board Structure  
8 OFFICERS**

**President** **ELECT NEW**  
2 year term

**Executive**  
4 officers:  
Pres - VP - Int Dir - Treasurer

**International Director/Past President**  
**Annemarie: 2018 & 2019**  
2 year term

**Vice President** **ELECT NEW**  
Conference Organizer/Program Chair  
1 year term. Max 2 successive terms

**Alternate International Director**  
President or  
Person designated by President

**Appointed Officers**  
Subject to annual review

**Elected Officers (2)**  
1 year, max 2 successive terms

**Treasurer**  
**Hans H**

**Editor**  
**Elsa**

**Elected Member**  
Membership  
**ELECT NEW**

**Elected Member**  
Student exchange  
**ELECT NEW**

**Secretary**  
**Judy**  
No vote

**Co-opted Members**  
Appointed for specific tasks  
Subject to annual review – No vote

**Workshop**  
**CT? N?**

**Newsletter**  
**Hans S**

**Web Admin**  
**Hans S**

**2022 SA International Tour & Conference**  
**2018: Appoint & AGM approve organizer**  
2019: Prepare tour concept for approval  
2020 – 21: Int VP / organize tour & conference  
2022: Int President / host Int tour & conference



# Conference Year Planner

CONFERENCE (year)	Responsible Person(s)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
<b>Planning phase</b>		<b>Conference planning phase</b>													
1 Date & venue															
2 Budget, get quotes															
3 Theme & Program outline															
4 <b>Board approval of concept &amp; budget</b>															
<b>Implementation phase</b>					<b>Conference implementation phase</b>										
<b>Event preparation</b>															
1 Bookings: venue, equipment & transport															
2 Circulate first announcement & call for papers															
3 Invite speakers & draft program															
3 Get sponsorships															
4 Circulate conference registration forms & program															
5 Send 1st & 2nd reminders & promote silent auction															
6 Delegates registration process															
7 Final speaker briefing															
8 Finalise venue & other bookings															
9 Design & print conference booklet															
<b>Event execution &amp; wrap up</b>															
1 Appoint session chairs															
2 Arrange speaker gifts															
3 Finalise venue details															
Run conference															
Wrap up & final payments															
<b>Next years conference planning starts</b>															

# Conference Planning Guidelines

## General guidelines:

### Date:

First week of March (SANA trade fair is always on 2nd Wed of March)

## Venue & Accommodation

If possible accommodate all delegates at same venue, if more than one venue will be used, ensure that it is clearly stated on registration form & that accommodation will be on a first come, first served basis.

## Basic format:

- One day pre-conference tour
- Board meeting on day before conference, at end of pre-tour
- Welcome function on evening before conference starts
- Conference duration: 1 and a half days (2 nights)
- Dinner function, evening of day 1
- One day post-conference tour optional

## Conference program:

- Day 1: morning lectures & afternoon nursery visits. Evening dinner function.
- Day 2: morning lectures, exchange student session, AGM, closing, lunch.
- Speaker presentations: 20 min with 10 min for questions
- Exchange student presentations: 15 min

# Conference Budget Guidelines

## **Budget guidelines for annual conference:**

1. Don't make a loss, offer value for money, budget for about 10% surplus
2. Base break-even calculations on a conservative estimate no. of delegates
3. Non-member registration premium: value of straight annual membership fee
4. Exchange student costs: flight, accommodation, pre-tour & conference costs for 3 x SA and 1 x Aus student to be paid by conference
5. IPPS members giving presentations pay full conference rates
6. Board members organising event pay full conference rates (acknowledge efforts by giving the businesses they own or work for, free marketing exposure)
7. Guest speakers: conference pays all expenses e.g. flight, accommodation, conference costs & meals where applicable. Negotiate a good deal.
8. Beverages: soft drinks, wine & beer at welcome & dinner function included. Avoid extra charges for delegates at event.
9. All costs include VAT
10. Sponsorship included in conference income
11. Auction @ conference not conference income, proceeds go towards exchange & education programs
12. Judy's (secretary) flight/transport, accommodation, conference costs and conference bonus paid by conference

# Year Planner 1: Management & Admin

REGIONAL MANAGEMENT		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>Board meetings</b>	President													
1. AGM													@	
2. Board meetings 2/year													@	
3. Conference calls														
4. Email motions & ratification														
<b>Review Management structures &amp; roles, duties &amp; policies</b>														
1. Region constitution & policies														
2. Office bearers roles & duties														
3. Management diagram														
4. Event policies														
ADMINISTRATION		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>Membership</b>	Secretary & treasurer													
1. Membership registration control														
2. Membership payment control														
3. Membership application form updates														
<b>FINANCES</b>	Treasurer													
<b>Audit</b>														
1. Prepare accounts for audit														
2. Audit: submit accounts for audit														
<b>Annual fees review</b>														
1. Annual review of membership fees														
2. Annual review secretarial stipend														
<b>Investment reviews</b>														
1. Investment review														
2. Application of funds review														
<b>Financial support</b>														
1. Young hort exchange program														
2. International board meetings														

# Year Planner 2: Communication – International – Regional Area Events

COMMUNICATION		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>News Letter</b>														
1. Min 4 per year														
<b>FaceBook Page</b>														
1. Use as a communication tool														
2. Promote page to members														
INTERNATIONAL COMMITMENTS		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>Board meetings</b>	Int Director													
Tele conferences														
2016: New Zeeland: April														
2017: European Region: July														
2018:														
2019:														
<b>Reporting to International</b>	Int director/secretary													
1. Mid year report														
2. Year end report														
<b>Conference Proceedings</b>														
1. Prepare papers for Int editor	Regional editor													
2. Prepare presentations for website	Digital editor													
<b>International Committees</b>														
1. Int Dir/Communication & marketing														
2. Alternate SA director														
REGIONAL EVENTS		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>Gauteng</b>	Gauteng exec													
1. Nursery visit														
2. 1/2 day Workshop														
<b>Cape</b>	Cape exec													
1. Nursery visit														
2. 1/2 day Workshop														

### Proposal for International Tour & Conference Organiser:

- **2018/19 Pres appointed as 2022 Int Tour & Conference organizer.**
- 2020/21 as Int Dir, is on the Int Board, which is important regarding direct communication with board and by participating in 2 Int Tours prior to 2022 is a good opportunity to gain valuable experience on what works or not on such tours.
- Conference & Tour in Cape Town with possibility of Post-tour in Mpumalanga / Kruger Park (basically a reversal of the 2014 itinerary)



#### Possible candidates:

1. Hans Hettasch (Other treasurer candidates: Andy, Clive, Hans S)
2. Andy Hackland
3. Clive Mullet
4. Elsa du Toit

#### 2022 SA International Tour & Conference

**2018: Appoint & AGM approve organizer**

2019: Prepare tour concept for approval

2020 – 21: Int VP / organize tour & conference

2022: Int President / host Int tour & conference