

IPPS

Sharing Plant Production Knowledge Globally



Southern
Africa

Summary Constitution & Operating Policies

March 2018 / revised March 2026

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:

The Vice President and two Additional Members:

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

Policy

- The VP is not automatically eligible to become President

7. The Governing Board

Duties of VP

1. Head of the Annual Conference organizing committee
 - i. Appoint a professional events organiser or IPPS member willing to take on such responsibility
2. Programme chair of the Annual Conference
 - i. Create programme
 - ii. Organize conference speakers
 - iii. Organize visits to nurseries and other places of plant production interest
 - iv. Manage implementation of conference programme

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

Secretary Duties

Appointed by Southern African Executive.

Duties as directed by the Executive Committee. Outline follows:

1. Attend AGM and Executive meetings
 - i. Send out agenda
 - ii. Take minutes & circulate
2. Assist all area meetings and programme chairs
3. Assist with drafting annual reports
4. Assist with drafting regional newsletters
5. Reply to enquiries about IPPS.
6. Review subscription renewals sent out by website/SAGE accounting
7. Keep membership list up to date
8. Provide names of membership applicants to the executive committee
9. Keep contact with the International Secretary / Treasurer and keep deadlines.

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.

Treasurer Duties

1. Manage membership billing & membership list
2. Manage accounts receivable & accounts payable
3. Record and update all financial transactions in SAGE accounting
4. Manage bank accounts
5. Setup annual & conference budgets
6. Provide auditor with all requirements to audit accounts:
 - membership list
 - Trail Balance
 - cash book
 - general ledger
 - bank statements

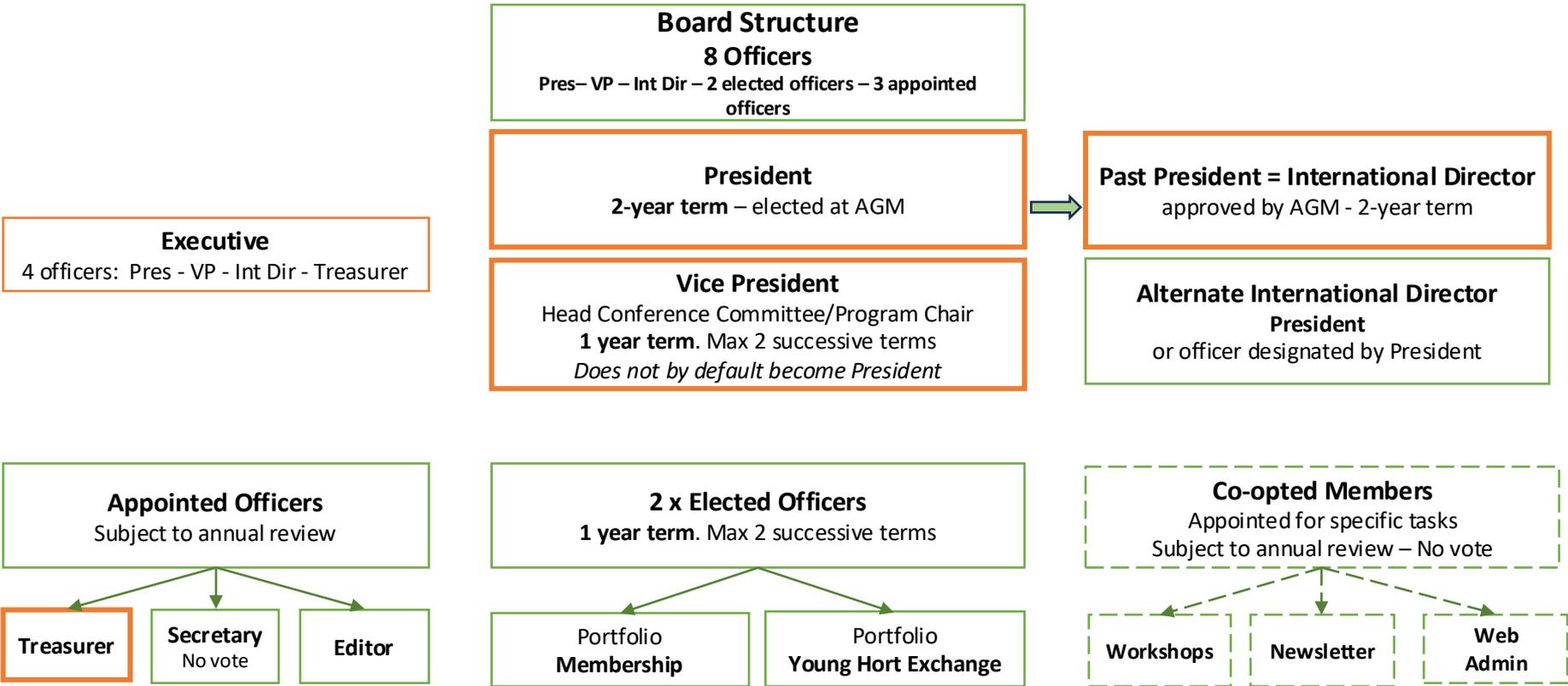
Additional Key Portfolios

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

Generic board structure diagram



Version 2024-Jun 1
(HS)

Year Planner 1: Management & Admin

REGIONAL MANAGEMENT		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Board meetings	President													
1. AGM													@	
2. Board meetings 2/year													@	
3. Conference calls														
4. Email motions & ratification														
Review Management structures & roles, duties & policies														
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
Membership	Secretary & treasurer													
1. Membership registration control														
2. Membership payment control														
3. Membership application form updates														
FINANCES	Treasurer													
Audit														
1. Prepare accounts for audit														
2. Audit: submit accounts for audit														
Annual fees review														
1. Annual review of membership fees														
2. Annual review secretarial stipend														
Investment reviews														
1. Investment review														
2. Application of funds review														
Financial support														
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
News Letter														
1. Min 4 per year														
FaceBook Page														
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
Board meetings		Int Director												
Tele conferences														
2016: New Zealand: April														
2017: European Region: July														
2018:														
2019:														
Reporting to International		Int director/secretary												
1. Mid year report														
2. Year end report														
Conference Proceedings														
1. Prepare papers for Int editor		Regional editor												
2. Prepare presentations for website		Digital editor												
International Committees														
1. Int Dir/Communication & marketing														
2. Alternate SA director														
REGIONAL EVENTS		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Gauteng		Gauteng exec												
1. Nursery visit														
2. 1/2 day Workshop														
Cape		Cape exec												
1. Nursery visit														
2. 1/2 day Workshop														

Conference Year Planner

CONFERENCE (year)	Responsible Person(s)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Planning phase		Conference planning phase												
1 Date & venue														
2 Budget, get quotes														
3 Theme & Program outline														
4 Board approval of concept & budget														
Implementation phase					Conference implementation phase									
Event preparation														
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														
Event execution & wrap up														
1 Appoint session chairs														
2 Arrange speaker gifts														
3 Finalise venue details														
Run conference														
Wrap up & final payments														
Next years conference planning starts														

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