



ICDM

Institute of Corporate
Directors Malaysia

By-Laws

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The following provisions constitute the By-Laws made by the Board of Directors of the Institute of Corporate Directors Malaysia (“ICDM”) on the 29 August 2018 in accordance with the Constitution of ICDM.

These By-laws are subject to changes at the discretion of the Board but not in any manner which may result in any of such By-laws being inconsistent with the Constitution of ICDM. The Members may by way of special resolution adopt such amendments.

1.0 Interpretation and Definitions

- 1.1 Any term used in these By-Laws and not otherwise defined has the same meaning given to it in the Constitution of ICDM.
- 1.2 A reference to the Constitution of ICDM is a reference to the Constitution of ICDM as it may be varied, amended or substituted from time to time.
- 1.3 These By-Laws are in addition to and supplement those provisions contained in the Constitution of ICDM, which govern, regulate and affect the proceedings, powers and affairs of the members of ICDM and should be read together with such Constitution wherever possible.
- 1.4 In the event of any inconsistency between any provision contained in these By-Laws and any contained in the Constitution of ICDM, such Constitution of ICDM will prevail to the extent of such inconsistency.

<i>Annual renewal date</i>	means the date on which a member’s annual renewal falls due.
<i>Board</i>	means the board set up under ICDM’s Constitution for the management of the affairs of ICDM.
<i>Code of Conduct</i>	means the code of conduct of ICDM governing the conduct of Members as promulgated, amended or modified by the Board from time to time.
<i>Compliance audit</i>	means an audit in respect of a member conducted by the ICDM before the end of the relevant membership year to determine whether that member, having been identified either by the ICDM on a random audit or at the time of the renewal of his or her membership as not fulfilling the required programmes at the last renewal date, has subsequently addressed the shortfall within a period of grace.
<i>CPD</i>	means Continuing Professional Development.
<i>CPD activities</i>	mean courses, conferences, briefings, programmes or activities approved by ICDM.

<i>CPD points</i>	means the number of points ascribed to a particular CPD Activity.
<i>Disciplinary Committee</i>	means a committee of ICDM appointed and delegated by the Board in accordance with the By-Laws and the Constitution of ICDM and whose function includes member conduct oversight
<i>Membership Committee</i>	means a committee of ICDM appointed and delegated by the Board in accordance with the By-Laws and the Constitution of ICDM and whose functions include vetting applications for membership, monitoring current members' CPD records and review membership affairs.
<i>Portal</i>	means a platform developed and managed by ICDM to enable interested individuals to submit their membership application, maintain their online profile, register for ICDM courses and events at member's rate, track earned CPD points, access member-only resources and see their development progress in accordance to ICDM's Directors competency framework.
<i>Rules of ICDM</i>	includes the ICDM Constitution, By-laws, Code of Conduct and any rules, guidelines or direction by whatever name called and wherever contained, governing membership, conduct of its members, management, operations or procedures of ICDM.

2.0 General Criteria

- 2.1 Membership of the ICDM is open to individuals and corporate bodies.
- 2.2 No person shall be invited or be admitted as a member of ICDM and the Membership Committee shall not so consider any application for membership if the applicant:-
- a) is prohibited under Malaysian law from acting as a director; or
 - b) is an undischarged bankrupt or subject to a winding-up petition in Malaysia; or
 - c) is deemed to be insolvent within the meaning of applicable legislation in Malaysia; or
 - d) is in the opinion of the Membership Committee, not a fit and proper person to be admitted as a member of ICDM.
- 2.3 All ICDM Members shall pay an entry fee, annual fee and any applicable fee as specified in these By-laws.
- 2.4 Members of ICDM agree to:
- a) comply with the Rules of ICDM including the Code of Conduct;
 - b) conduct themselves in a professional manner and shall use their reasonable endeavours to promote the objects and purposes of the ICDM;
 - c) undergo CPD in accordance with the ICDM's standards (as specified in the Rules of the ICDM) and to submit their record of CPD annually to ICDM;

- d) update into the ICDM Portal as soon as possible on any new directorship or changes to directorships or any other details submitted during the membership application process; and
 - e) provide such information as the ICDM may from time to time reasonably require concerning their admission as a member of ICDM, their compliance with the undertaking given by them in accordance with the By-Laws or any circumstances which may be relevant to matters governed by the conduct review procedure set out in the Rules of ICDM.
- 2.5 The Membership Committee or the Board may, at its discretion, refuse to accept any application which may place the ICDM or the profession at risk or if it is in the best interest of ICDM.

3.0 Membership Committee

- 3.1 The Membership Committee shall comprise of no fewer than three (3) persons appointed by the Board. The Chairman of the Membership Committee shall be a member of the Board.
- 3.2 The quorum for the Membership Committee to make decisions shall be two (2) members.
- 3.3 The role of the Membership Committee is to:
- a) review all applications received for membership to the ICDM;
 - b) make recommendations to the Board with regards to memberships to Honorary Fellow category;
 - c) track current members' required CPD programmes including conducting Compliance audit;
 - d) be responsible for prescribing the application forms and the procedures to be followed by any person who desires to be considered for membership or for the renewal of their membership with ICDM; and
 - e) determine all other matters with regards to membership of ICDM or such role delegated or approved by the Board.
- 3.4 The Membership Committee shall be entitled to make such rules and procedures for its own meetings, proceedings and generally, for regulating its own affairs, so long as such rules and regulations are not inconsistent with the Constitution and By-laws of ICDM.
- 3.5 The Membership Committee shall have the power (at its absolute discretion) to accept, decline or postpone any decision on an application for admission for ICDM membership and the Membership Committee shall not be obliged to give any reasons for its decision, notwithstanding that the applicant may have fulfilled all the conditions for the relevant category of ICDM membership. The Membership Committee has the discretion to reject or

approve the renewal of an application taking into account the best interest of ICDM. If the application is declined or is not determined by the Membership Committee within the six months immediately following receipt of the application, the ICDM will refund such payment to the applicant without delay. The Membership Committee may delegate, with the approval of the Board, its power under this paragraph 3.5 in whole or in part to the President/Chief Executive Officer or to such other employee of the ICDM as the Membership Committee may determine from time to time.

3.6 The Membership Committee must determine, having regard to the criteria set out in these By-Laws, the acceptance or rejection of an application for membership or for renewal or upgrade of membership of the ICDM within 40 days of receipt of the relevant application.

3.7 Any disputes with regard to membership application may be appealed to the Board.

4.0 Membership Classes

4.1 The ICDM is comprised of six (6) membership classes, namely:

- a) Affiliate;
- b) Ordinary;
- c) Fellow;
- d) Honorary Fellow; and
- e) Corporate.

A. Affiliate

4.1.1 To be eligible as Affiliate member, an applicant must satisfy the following criteria:

- a) Pay a one-time entry fee of RM500; and
- b) Pay the first year annual membership fee of RM300.

4.1.2 A membership renewal application is subject to an annual membership fee of RM300 and the conditions set out in clause 5.2 below.

4.1.3 An Affiliate member is required to complete at least 2 programmes including talks, in order to renew.

4.1.4 An Affiliate member has no voting rights.

4.1.5 An Affiliate - Student member who is an undergraduate in a university can join at RM50 annually for research and access to resource centre only.

B. Ordinary

4.1.6 To be an Ordinary member of ICDM, an applicant must meet the following criteria:

- a) Current directors of public companies, private companies (of certain revenue size), holding or subsidiary of a listed company, financial

institutions, licensed intermediaries, statutory bodies, Government-Linked-Investment-Companies, Government-Linked-Companies, and Federal & State-Owned-Enterprises or any relevant organisation accepted by the Membership Committee;

- b) Pay an entry fee of RM500; and
- c) Pay the first year annual membership fee of RM500.

4.1.7 A membership renewal application is subject to an annual membership fee of RM500 and the conditions set out in clause 5.2 below.

4.1.8 An Ordinary member is required to attend at least 2 programmes including talks annually, in order to renew.

4.1.9 An Ordinary member will carry the post-nominal of 'ICDM(M)'.

4.1.10 An Ordinary member shall have one vote at any ICDM's General Meeting.

C. Fellow

4.1.11 A person may apply or be invited to be a Fellow of ICDM by fulfilling the following criteria:

- a) For experienced directors with at least 10 years of directorship experience from public companies, private companies (of certain revenue size), holding or subsidiary of a listed company, financial institutions, licensed intermediaries, statutory bodies, Government-Linked-Investment-Companies, Government-Linked-Companies, and Federal & State-Owned-Enterprises or any relevant organisation accepted by the Membership Committee;
- b) Pay an entry fee of RM500; and
- c) Pay the first year annual membership fee of RM800.

4.1.12 A membership renewal application is subject to an annual membership fee of RM800 and the conditions set out in clause 5.2 below.

4.1.13 A Fellow member is required to attend at least 2 programmes including talks annually, in order to renew.

4.1.14 A Fellow member will carry the post-nominal of 'ICDM(F)'.

4.1.15 A Fellow member shall have one vote at any ICDM's General Meeting.

D. Honorary Fellow

4.1.16 The Membership Committee may invite any individual to be an Honorary Fellow member of ICDM who has:

- a) At least 15 years of board experience;

- b) At least 5 years of chairmanship experience of which 3 years must be with public-listed companies; or
- c) At least ten (10) years involvement as either a senior management member in corporations, academic personnel of at least professor level, or a partner or sole proprietor of a professional practice (e.g. accountants and lawyers); and
- d) In the opinion of the Membership Committee, the individual, by virtue of his/her expertise, experience, contribution, standing or stature in the country and/or globally, ought to be admitted as a Fellow.

4.1.17 The Membership Committee will submit invitations for an Honorary Fellow membership for the Board's approval.

4.1.18 An Honorary Fellow member will carry the post-nominal of 'ICDM(HF)'.

E. Corporate

4.1.19 Corporate membership is open to all businesses in Malaysia or abroad.

4.1.20 A Corporate member is required to pay an annual membership fee of RM15,000.

4.1.21 A Corporate member has no voting rights.

4.1.22 The Corporate member shall have its Company Secretary as its representative to exercise all rights and benefits under the corporate membership.

5.0 Method of Admission and Duration of Membership

5.1 Persons seeking membership of the ICDM in any class of membership must complete and sign the ICDM's Membership Form be it in printed or online format.

5.2 Membership is for a period of one year commencing from the date the applicant's application is approved by the Membership Committee, and lapses on the first-year annual renewal date if not renewed. Renewal of membership is subject to:

- a) completing and signing the ICDM's Membership Renewal Form within the time (if any) determined by the Membership Committee;
- b) the payment of any fee set out in these By-Laws or as may be determined by the Membership Committee with the approval of the Board; and
- c) fulfilment of the required programme type and frequency as may be prescribed by the Membership Committee.

5.3 An ICDM member shall not cease to be an ICDM member merely by virtue of the fact that the ICDM member has ceased to hold office as a director of a corporation.

6.0 Application Procedure

- 6.1 Every application for ICDM membership must be made on the appropriate form as determined by the Membership Committee and submitted to the ICDM by post, facsimile, electronically, in person, or by such other method which ICDM confirms is acceptable.
- 6.2 The application form must be signed by the applicant, confirming that the information contained in the application form is correct and that the undertakings in the application form will be honoured.
- 6.3 In the case of applications submitted by electronic means, submission of the completed form together with the undertakings shall be treated as though the sender had signed the form.
- 6.4 Such undertakings shall be in the following form or in such other form as the Membership Committee may specify or accept from time to time:

Undertaking of an individual member

“I hereby apply for membership of the ICDM and I irrevocably agree to be bound by the Rules of the ICDM and all rules and regulations made under it from time to time. I confirm that:

- *I am not disqualified (by any court order or voluntary undertaking) from being a director of any company, nor am I aware of any circumstances which may lead to such disqualification.*
- *I do not have any criminal convictions (other than compounds for traffic offences).*
- *I am not an undischarged bankrupt nor am I aware of any circumstances that may lead to bankruptcy proceedings being brought against me.*

I hereby undertake:

- *to comply with the Rules of ICDM;*
- *to conduct myself, both publicly and privately, in a professional manner and so as to uphold the ICDM’s reputation; and*
- *not to represent publicly the views of the ICDM or to claim its support, without the consent of the Board (or of an officer or employee of the ICDM nominated by the Board for such purpose).*

Undertaking of Corporate member

“The company hereby applies for membership of the ICDM and the company irrevocably agrees to be bound by the Rules of the ICDM and all rules and regulations made under it from time to time. The company confirms that:

- *Its directors have not been disqualified (by any court order or voluntary undertaking) from being a director of any company, nor is the company aware of any circumstances which may lead to such disqualification.*
- *The directors of the company do not have any criminal convictions (other than compounds for traffic offences).*
- *It does not have any director who is an undischarged bankrupt nor is the company aware of any circumstances that may lead to bankruptcy proceedings being brought against any of its directors.*

The company hereby undertakes:

- *to comply with the Rules of ICDM;*
- *to conduct itself, both publicly and privately, in a professional manner and so as to uphold ICDM's reputation; and*
- *not to represent publicly the views of ICDM or to claim its support, without the consent of the Board (or of an officer or employee of ICDM nominated by the Board for such purpose).*

6.5 If requested by the Membership Committee, an applicant may be required to:

- a) produce satisfactory evidence that he/she is duly qualified to become an ICDM member of the membership class referred to in his/her application; and/or
- b) attend an interview with an officer or employee of the ICDM; and/or
- c) supply information concerning his/her character and suitability for admission as an ICDM member.

6.6 An application for ICDM membership must be accompanied by payment of the prescribed fees as set out in these By-Laws.

7.0 Continuous Professional Development Mechanism

7.1 Members are encouraged to continuously keep abreast of the current corporate governance landscape and upgrade their skills, knowledge and mindset in accordance with such directors' competency and development framework prescribed and published by ICDM.

7.2 The CPD or CPD Points is a mechanism to help members keep track on such effort. 1 CPD Point is equivalent to 1 hour of training or contributing. CPD Points will be issued whenever members are involved in the following activities:

- Attending programmes and events organised by ICDM, or by other organisations approved by ICDM.
- Contributing to the development of directorship professionalism by authoring books, writing articles, speaking at engagements, teaching, being a panellist, and being a mentor.

7.3 Although ICDM does not have an annual mandatory minimum CPD Points policy, members are required to attend a certain number of programmes selected or prescribed by the Membership Committee (which may be prescribed by the Membership Committee as being

“mandatory” or “advanced” programmes) in accordance to different membership class in order to successfully renew their membership.

- 7.4 If at the time of the renewal of his/her membership a member indicates that he/she has not fulfilled the number of selected mandatory or advanced programmes (as applicable), then the member will be ineligible to renew his/her membership into the member’s existing membership class.

8.0 Renewal into Existing Member Class or Elevation to a Different Membership Class

- 8.1 Subject to the completion of the programmes, as may be prescribed by the Membership Committee and the fulfilment of any other requirement for membership (including the payment of any membership fee), if at the time of the renewal of his/her membership a member indicates that he/she has attended the programmes, his/her membership will be automatically renewed under the existing membership class, subject to the member not being in breach of the Rules of ICDM, in which case the Membership Committee has the discretion to reject a renewal of the application.

- 8.2 Where a member seeks elevation to a higher class, that member must fulfil the class’s requirements including the prescribed programmes before he/she will be eligible for elevation into that class of membership.

9.0 Lapses of Membership

- 9.1 A member whose membership has lapsed for more than 6 months may re-apply for membership of the ICDM and in that circumstance the member must satisfy the membership criteria set out for the class of membership he/she wishes to apply for.
- 9.2 If a member’s membership lapses for 6 months or less and is subsequently reinstated, then his/her CPD history continues as if no such lapse occurred.

10.0 Admission and Annual Membership Fees

- 10.1 Where applicable, every ICDM member shall pay:
- a) an entry fee required at the time of his/her application; and
 - b) an annual membership fee.
- 10.2 Annual membership fee shall be payable in full in advance. The first annual membership fee payable by the ICDM member shall be due when his/her application for admission as an ICDM member is made.
- 10.3 The annual membership fee and the entry fee payable by each membership class (taking into account any discounts available to ICDM members) shall be such amounts as the Membership Committee shall determine each year, including any increase to such fees, with the approval of the Board.

- 10.4 An ICDM member may apply for specified multi-year terms of membership, for each membership class. The Membership Committee, with the approval of the Board, may determine the renewal fee payable for terms of membership exceeding one year.
- 10.5 The Membership Committee may, with the approval of the Board, reduce or waive any renewal fee and/or other fee(s) payable by any ICDM member. Such reduction or waiver may be made whether or not the renewal and/or other fee has become due and payable. The Membership Committee shall consider any relevant matters and with the approval of the Board may authorise:
- a) the reduction of any renewal or other fee on grounds including discounts for ICDM members who are directors of the same company or related companies; or
 - b) discounts for payment in advance of subscription fees for a period of two years or more.
- 10.6 An ICDM member who ceases to be an ICDM member as a result of the Rules of ICDM (including for any breach of the Rules) remains liable to ICDM for all renewal fees and other sums which may be due from him/her at the date of the cessation of his/her ICDM membership and shall not be entitled to any refund of any sum, including any payment in respect of any future year of ICDM membership, except if approved by the Membership Committee and authorised by the Board.

11.0 Privileges of Membership

- 11.1 ICDM members shall have such privileges, benefits, services and products as may be respectively determined by the Membership Committee from time to time.
- 11.2 Nothing in these By-Laws shall require all benefits, services and products to be made available to all ICDM members or shall preclude differentiation being made between ICDM members on any basis.
- 11.3 ICDM members are entitled to use the ICDM premises and facilities whilst their membership is valid and current.

12.0 Conduct Procedure

Disciplinary Committee

- 12.1 The Disciplinary Committee shall comprise of no fewer than three (3) persons appointed by the Board. The Chairman of the Disciplinary Committee shall be a member of the Board.
- 12.2 The quorum for the transaction of the business of the Disciplinary Committee shall be two (2) members.
- 12.3 The role of the Disciplinary Committee is to:
- a) collect the facts of all complaints arising under the Rules of ICDM;

- b) determine if a complaint has merit;
 - c) facilitate an amicable resolution to a complaint where possible;
 - d) conduct all disciplinary hearings; and
 - e) make a decision on a complaint after the completion of the disciplinary proceedings.
- 12.4 The Disciplinary Committee shall be entitled to make such rules and regulations for its own meetings, disciplinary inquiries, investigations, proceedings and generally, for regulating its own affairs, so long as such rules and regulations are not inconsistent with the Constitution and By-laws of ICDM.
- 12.5 The Disciplinary Committee shall only impose such sanction as it considers proportionate in the circumstances; which may include:
- a) issuance of a written warning;
 - b) order the member to attend a course of instruction, as may be prescribed by the Disciplinary Committee or undertake additional CPD activities approved by the Disciplinary Committee for a period of time to be determined by the Disciplinary Committee;
 - c) order the member to pay ICDM such sum it deems fit and reasonable in respect of costs and expenses of and incidental to any disciplinary hearing before the Disciplinary Committee;
 - d) revocation of the members' rights and privileges;
 - e) temporary suspension from ICDM; or
 - f) immediate expulsion.
- 12.6 A full report on all complaints received will be given to the Membership Committee to ensure a formal mechanism for oversight.
- 12.7 Decisions from the Disciplinary Committee may be published. The extent of the publication will be at the discretion of the Board.
- 12.8 Any appeal from the decision of the Disciplinary Committee shall be made in writing within 30 days of the decision to the Board for consideration and decision. The decision of the Board shall be final.