

**CONSTITUTION
OF
THE JAMAICA INSTITUTE OF PLANNERS**



OCTOBER 2006

1. NAME

1.1 The name of the Institute shall be **THE JAMAICA INSTITUTE OF PLANNERS** (hereunder called “The Institute”).

2. TABLE OF CONTENTS

1. NAME.....	1
2. TABLE OF CONTENTS.....	2
3. INTERPRETATION.....	3
4. MISSION, GOALS AND OBJECTIVES.....	4
5. ELIGIBILITY FOR MEMBERSHIP.....	5
6. APPLICATION AND ADMISSION TO MEMBERSHIP.....	8
7. RIGHTS AND PRIVILEGES OF MEMBERSHIP.....	9
8. RESIGNATION AND RE-ADMISSION TO MEMBERSHIP.....	10
9. DISCIPLINE AND FORFEITURE OF MEMBERSHIP.....	11
10. SUBSCRIPTIONS AND FEES.....	12
11. THE COUNCIL.....	13
12. ELECTIONS.....	14
13. POWERS AND FUNCTIONS OF THE COUNCIL.....	15
14. REGULATION AND BY-LAWS.....	19
15. ANNUAL GENERAL MEETING.....	20
16. SPECIAL GENERAL MEETING.....	21
17. VOTING AT MEETINGS.....	23
18. PROPERTY OF THE INSTITUTE.....	24
19. CONTROL AND USE OF SEAL.....	25
20. ALTERATION OF THE CONSTITUTION.....	26
21. DISSOLUTION.....	27
22. ANNEX 1.....	28

3. INTERPRETATION

“Associate Member” means any member of the Institute admitted in accordance with the provisions of Article 5.7.

“Corporate Member” means any member of the Institute admitted in accordance with the provisions of Article 5.2.

“Council” means the Council of the Institute.

“Financial year” means the Jamaica Institute of Planners financial year.

“General Meeting” means a meeting of the Institute to which members are summoned in accordance with this Constitution.

“Good standing” means a fully paid up member.

“Hold office” means to serve in a capacity of an officer of the Institute.

“Honorary Member” means any member of the Institute admitted in accordance with the provisions of Article 5.6

“Institute” means the Jamaica Institute of Planners.

“Members” means and includes all members of any class as long as their names remain on the Register of the Institute.

“Month” means a calendar month.

“Non-corporate member” means members other than Corporate Members.

“Officer” means any Corporate Member holding honorary office in the Institute for a specified post and period.

“Register” means a list of persons meeting the requirements of this Constitution and maintained by the Secretariat.

“Secretariat” means the Institute’s administration office.

“Student Member” means any member of the Institute admitted in accordance with the provisions of Article 5.3.

“Planning” means urban and regional planning

“Voting member” means a member in good standing.

4. MISSION, GOALS AND OBJECTIVES

4.1 Mission Statement

To promote planning as a profession in Jamaica, protect the practice, create opportunities for members and advance the art and science of planning to guide the sustainable development of the country.

4.2 Goals

The goals of the Institute shall be:

- a. To promote the sustainable development of regions, cities, towns and communities
- b. To encourage the development of urban and regional areas in the best interests of the community;
- c. To practice and propagate planning principles and standards;
- d. To bring matters affecting Urban and Regional Planning to the attention of government, the private sector, public agencies, other professional bodies and the public in general.
- e. To promote the professional development and recognition of members

4.3 Objectives

In pursuing these goals the objectives of the Institute shall be:

- a. To advance urban and regional planning theory, through education, training, research and practice;
- b. To protect the practice of the profession and to promote the welfare of those in practicing it;
- c. (c)To improve the knowledge of persons engaged or intending to engage in the profession;
- d. (d)To disseminate knowledge and information on planning matters to the general public;
- e. To establish closer association with planners throughout the Caribbean and the world in general;

- f. To establish closer association with other allied professions in Jamaica the Caribbean and the world in general.

5. ELIGIBILITY FOR MEMBERSHIP

5.1 There shall be four (4) classes of members, namely Corporate Member, Student Member, Associate Member, and Honorary Member.

5.2 Every applicant for admission as a Corporate Member shall meet two or more of the following:

5.2.1 Be, or have, been engaged in the practice of professional planning. To qualify as a professional planner the applicant must meet all the criteria set out below:

- a. *advise/inform decision-makers in the public's interest.* Recommending specific actions or choices to elected/appointed officials, private sector representatives, the community, or others regarding public decisions concerned with social, economic, environmental, or physical change in the public interest.
- b. *Employing an appropriately comprehensive point of view,* which requires:
 - (1) looking at the consequences (e.g., physical, environmental, social, economic).
 - (2) conforming a proposed decision to the larger context in which it will occur; and
 - (3) treating with multiple policies, actions, or systems simultaneously when inter-linkages are too great to treat separately.
- c. *Applying a planning process appropriate to a situation.* This means a process which is appropriate to its place and situation in:
 - (1) the number and order of its steps - e.g., problem/opportunity definition, goal
 - (2) its orientation to the future, to value change and to resource constraints;
 - (3) its quality of research and analysis; and
 - (4) its format of policy, programme or plan proposal.
- d. *Involving a professional level of authority, responsibility and resourcefulness.* This means initiative, judgment, substantial involvement, and personal accountability. E.g. organizing community charettes.

5.2.2 Work in a related field, unless it constitutes a minor element of the applicant's experience, will be accepted as professional planning experience as long as it constitutes a major element of the applicant's experience. The following illustrates types of work in related field sometimes performed by planners, but more often by other professionals:

- a. experience in related professions (e.g., law, architecture, landscape architecture, engineering, land surveying, geography, environmental planning etc);
- b. subdivision design; large scale housing or site design work; traffic engineering or highway design; mapping; community organizing; social work;
- c. market research as analyst, and other types of physical and social science research normally performed by other professions or academic disciplines.

5.2.3 Achieve a stated combination of planning education and experience as follows:

Level of Education	Years of Professional Planning Experience
Accredited graduate degree in planning	2
Accredited bachelors degree in planning	5
Non-accredited degree in planning	7
Any other degree	8

5.3 Student members shall comprise all those persons who have been admitted into this class of membership as long as their names remain on the Register as such. A candidate for admission into this class shall be undertaking a Planning or Geography course of study.

5.4 Associate Member shall comprise all those persons who have obtained qualification from a training institution acceptable to the Council, and who are engaged in the field of Urban and Regional Planning or an occupation which indicates an interest in the principles and practice of Urban and Regional Planning.

5.5 Honorary Members shall be persons who are elected by the Council and are distinguished by scientific, artistic, literary, political or other eminent attainments, and whose activities promote or have promoted the aims of the Institute.

6 APPLICATION AND ADMISSION TO MEMBERSHIP

- 6.1 Application form for admission as a Corporate Member, Associate Member or Student Member or transfer from one class to another shall be made to the Council on the approved form through the Honorary Secretary and selection shall be governed by the provisions of Section 5.
- 6.2 Application for admission or transfer to any class of membership shall be supported and signed by no fewer than two Corporate Members.
- 6.3 The Council shall not be under any obligation to give a reason for agreeing or refusing to grant membership.
- 6.4 Applications for membership shall be determined by the Council and membership shall not become valid until the subscription fee has been paid in full.
- 6.5 The Honorary Secretary shall keep a Register of all current members in the secretariat of the Institute according to class of membership.
- 6.6 A Candidate who is admitted or transferred shall be notified in writing by the Honorary Secretary and enrolled on the Register subject to the payment of any entrance or transfer fee and the annual subscription of the current year (or any increase thereof in the case of transfer) within two months after such notification, provided that the Council may in particular cases grant an extension of time.

7. RIGHTS AND PRIVILEGES OF MEMBERSHIP

- 7.1 All Members shall be sent notices issued by the Institute and shall be entitled to attend the Annual General Meeting and General Meetings.
- 7.2 Only Corporate and Associate Members shall have the right to vote at Annual General Meetings and General Meetings except in any case where it is otherwise indicated in these Articles.
- 7.3 Only Corporate Members shall be eligible for election as an officer and hold office.
- 7.4 Any person who has accepted membership of the Institute shall agree:
 - a. to abide by the provisions of the Constitution and to observe any By-laws and Regulations; and
 - b. to pay promptly when due the Annual and other fees as required in Section 10 of the Constitution to receive the rights pertaining to a class of membership.

8. RESIGNATION AND RE-ADMISSION TO MEMBERSHIP

- 8.1 A member of any class may resign in writing addressed to the Honorary Secretary who shall remove that member's name from the Register
- 8.2 Any person who has resigned from the Institute may apply for re-admission.
- 8.3 Any member who resigns from the Institute shall not be entitled to any refund of his/her subscription or any part thereof.
- 8.4 Application for readmission shall be made in writing to the Council through the Honorary Secretary.
- 8.5 Application for readmission shall be supported and signed by no fewer than two (2) corporate members.
- 8.6 Application for readmission shall be considered by the Council.
- 8.7 Subscription fee must be paid up in full.

9. DISCIPLINE AND FORFEITURE OF MEMBERSHIP

- 9.1 The Council shall have power to suspend, for such period as it shall think fit, or expel any member who in the opinion of the Council has failed to observe the code of professional conduct of the Institute, the requirements of any By-laws or Regulations.
- 9.2 The Council may if it shall think fit appoint from time to time a Committee to investigate any complaint that a member has failed to observe the code of professional conduct or has been guilty of a breach of any By-laws or regulations, or the Council may if it shall think fit, investigate any such complaint itself.
- 9.3 The Council or the Committee appointed by it as aforesaid shall cause the Honorary Secretary to give to the member in respect of whom the complaint has been received particulars in writing of the improper conduct or breach of the By-laws or regulations alleged against such member and such member shall within such time stated in the notice, being not less than fourteen (14) days after service of such notice, furnish to the Honorary Secretary in writing a full explanation and answer to such allegation.
- 9.4 If the member shall duly furnish such explanation and answer as aforesaid the Council or the Committee, as the case may be, may after giving such member an opportunity to be heard shall determine with all convenient speed whether the member has in fact failed to observe the code of professional conduct or has been guilty of a breach of any By-laws or regulations and if the matter is heard and determined by the Committee such Committee shall forthwith report its recommendations in writing to the Council which may either accept or reject such recommendation.
- 9.5 If the member shall fail to furnish any explanation and answer within the time specified, any Committee appointed as aforesaid to investigate the complaint shall report to the Council after giving such member an opportunity to be heard and the Council shall proceed to determine whether the member has failed to observe a proper standard of professional conduct as aforesaid or has been guilty of a breach of any By-laws or regulations.

10. SUBSCRIPTIONS AND FEES

- 10.1 The Council may levy an application fee upon each applicant applying for membership and a transfer fee upon each member applying to be transferred from one class of membership to another and an annual subscription upon each member of the Institute.
- 10.2 The Council may determine that the amount of membership subscription shall vary as between the different classes of membership.
- 10.3 Rates of subscription shall be determined each year by the Annual General Meeting.
- 10.4 All annual subscriptions shall be due at a date to be fixed by the Council (being not earlier than January 1) and shall be payable within one month of the due date. The Council may determine an administration charge to be applied from any specified date thereafter. Members shall pay such subscriptions and charges as required.
- 10.5 Where a member has been transferred from one class to another, the fees already paid shall be taken into account.
- 10.6 The collection of application fees, transfer fees and subscriptions due in respect of membership of the Institute shall, unless the Council otherwise determines, be undertaken by Honorary Treasurer.
- 10.7 No Corporate or Associate Member shall be eligible to vote at any meeting of the Institute or hold office, unless he/she has paid the subscription due in full.
- 10.8 Honorary Members shall not be required to pay any subscription fees.

11. THE COUNCIL

11.1 The affairs of the Institute shall be managed by a body to be called 'The Council' which shall be the governing body of the Institute

11.2 The Council shall consist of the President, Vice President, Honorary Secretary, Honorary Treasurer, the immediate past President and four other officers. The responsibilities are as follows:

- I. The President – Is the head of the Institute and shall instruct the mandate of the organisation accordingly.
- II. Vice President – Is the second in command and will assist the President in executing the mandate of the Institute.
- III. Honorary Secretary - Is responsible to take minutes, request for Special General Meetings and such other functions as required by the Institute.
- IV. Honorary Treasurer – Is responsible for managing the financial affairs of the Institute.

11.3 Officers shall take over their duties immediately upon election at the Annual General meeting or upon being co-opted by the Council in accordance with Section 13.

11.4 The office of the Institute shall be located at such place as shall be determined by the Council from time to time; such office shall be the Secretariat of the Institute.

12. ELECTIONS

- 12.1 The Council shall cause an election to be held every year “the Annual General Meeting” at which members shall elect the President, Vice President, Honorary Secretary, Honorary Treasurer, and four other officers.
- 12.2 The election of Officers shall be by secret ballot. All other decisions may be by show of hands or ballot at the discretion of the Presiding Officer.
- 12.3 Any Corporate Member of the Institute may be nominated as a President, Vice President, Honorary Secretary, Honorary Treasurer or Council Member, Corporate Members and Associate Members of the Institute shall be entitled to vote thereon.
- 12.4 A Presiding Officer shall be appointed from among the Corporate Member group on the day of the election.

13. POWERS AND FUNCTIONS OF THE COUNCIL

13.1 The Council shall hold office from the conclusion of the Annual General Meeting held immediately after its election until the next Council takes office.

13.2 The Council shall manage the affairs of the Institute in accordance with this Constitution, and By-laws or Regulation made in accordance with Section 14 and may do all such acts as may appear to it to be necessary or desirable for the purpose of carrying out the objectives of the Institute and in particular and without prejudice to the foregoing powers of the Council shall have the following powers as decided at a Special General Meeting or Annual General Meeting:

- a. to accept gifts of property and other gifts, endowment or bequests made to or for the Institute and the carrying out of any trust attached to such gifts for any of the objectives of the Institute;
- b. to invest any moneys of or belonging to the Institute in such manner as may from time to time be determined;
- c. to borrow, raise or secure the payment or repayment of moneys in such manner as approved at a Special General Meeting;
- d. to purchase, take on lease, construct maintain or alter any building or works necessary or convenient for the purpose of the Institute;
- e. to sell, lease, mortgage, dispose of or otherwise deal with all or part of the property of the Institute;

13.3 The Council shall meet as often as the business of the Institute may require.

13.4 The President or the Council's nominee shall be empowered to make public statements on behalf of the Institute.

13.5 The council shall meet at least once per month.

13.6 Five members constitute a quorum of the Council provided that they include the President or the Vice President.

- 13.7 The Council may appoint Committees for any purpose it may consider necessary and in appointing such committees (Standing Committees and other Committees) the Council shall not be restricted to its own members as set out in Section 5.
- 13.8 The Committee shall appoint the Chairman of such Committee and a Chairman so nominated may require the Council to give him in writing the terms of reference of the Committee, including any time-limits.
- 13.9 The President or her/his nominee shall be an ex-officio member of all Committees appointed by the Council.
- 13.10 Subject to the approval of the Council, a Committee may appoint sub-committees and may delegate to such committees such duties as the Committee may specify.
- 13.11 All Committees shall report to the Council and perform their duties under its supervision
- 13.12 All committees shall present a report at the Annual General Meeting.
- 13.13 The Council may at any time request the resignation of any officer (although elected at an Annual General Meeting) unable to attend meetings or otherwise carry out his/her duties, or having been duly notified of the time and place fails to attend three (3) consecutive meetings without written explanation or apology on the third occasion.
- 13.14 In the event that the officer does not resign, the Council shall convene a Special General Meeting to determine whether the officer should be removed.
- 13.15 Where the officer resigns or is removed then a replacement officer shall be elected at the Special General Meeting.
- 13.16 The Council shall cause proper books of accounts to be kept of all sums of money received and expended by the Institute and of matters in respect of which such receipt and expenditure takes place and all the property, credits and liabilities of the Institute.
- 13.17 All moneys belonging to the Institute shall be deposited in an account or accounts of the Institute, to be opened at an authorised financial institution. Promissory notes,

drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Institute shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be in such manner as the Council may from time to time determine, provided that all cheques shall be signed by two office-bearers.

13.18 At least once every year the accounts of the Institute shall be audited by a qualified Auditor or Auditors appointed in the manner prescribed in Article 13. 21.

13.19 Auditors appointed by the Institute shall have the right of access at all times to the books of account and all relevant documents of the Institute and shall reasonable be entitled to require from the Council and officers of the Institute such information and explanation as may be necessary for the performance of their duties as Auditors.

13.20 The Auditors shall annually, and as the Council may direct, report to the Council on the accounts examined by them and on other records which the Institute is required to keep and in connection with every balance sheet so prepared shall state whether:

- a. the Auditors have obtained all the information and explanations they have required;
- b. in the opinion of the Auditors the balance sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of the state of the Institutes' affairs according to the best of their information and the explanations given to them as shown by the books of the Institute; and
- c. in the opinion of the Auditors the records which the Institute is required to keep have been properly kept.

13.21 Each Auditor shall be appointed at an Annual General Meeting and shall retire at the Annual General Meeting following appointment but shall be eligible for re- appointment and a nomination for the office of Auditor shall be submitted by the Council to the Annual General Meeting at which meeting Corporate Members may make further nominations. In the event of no auditors being appointed at an Annual General Meeting or in the event of an appointed Auditor being unable to act the Council shall appoint an Auditor.

13.22 No member of the Institute shall be eligible for appointment as Auditor.

14. REGULATION AND BY-LAWS

- 14.1 The Council may prepare Regulations or By-Laws or amendments to such or to any part thereof.
- 14.2 A majority of the Corporate and Associates members present in person or by proxy and voting at a Special General Meeting of the Institute specially called for the purpose of formulating such rules, regulations or By-laws of which due notice has been given, deemed by the Council to be requisite and convenient for the regulation, government and advantage of the Institute, its members and property and for the furtherance of its objects and purposes and from time to time revoke, alter or amend any By-laws made under and subject to this Constitution, but such revocation, alteration or amendment shall be subject to the recommendation of the Council.
- 14.3 The quorum for the AGM shall be 10 per cent of members in good standing

15. ANNUAL GENERAL MEETING

- 15.1 A General Meeting to be called the Annual General Meeting of the Institute shall be held in each year between the first day of March and the thirtieth day of June at such time and in such place as the Council shall determine.
- 15.2 The secretary shall not less than twenty eight days nor more than forty two days before an Annual General Meeting send to the members a notice specifying the place, day and hour of the meeting and the general nature of the business to be considered thereat
- 15.3 The business of the Annual General Meeting shall include the presentation of the Audited Financial Statements of accounts and the report of the Council of the past year, the appointment of an Auditor or Auditors, election of officers, and the consideration of any other business as provided in any bylaw.
- 15.4 The quorum for the AGM shall be 10 per cent of members in good standing.

16. SPECIAL GENERAL MEETING

- 16.1 A Special General Meeting shall be called at any time by decision of the Council; or written requisition of five or more Corporate Members provided that the requisition to call such meeting shall state the motion or motions to be moved.
- 16.2 The secretary shall not less than seven working days nor more than fourteen working days before any Special General Meeting send to the members a notice specifying the place, day and hour of the meeting and the general nature of the business to be considered thereat.
- 16.3 No other motion except that of which due notice has been given shall be considered unless its subject matter is relevant to or dealing with the subject matter of such first mentioned motion or motions
- 16.4 The President or in the absence of the President the Vice President, shall take the Chair at a Special General Meeting.
- 16.5 In the absence of the President and the Vice President, any Council Member shall take the Chair at the Special General Meeting.
- 16.6 Five Corporate Members personally present at a Special General Meeting of the Institute shall constitute a quorum. The quorum shall be five (5) of which at least one (1) must be a Council Member.
- 16.7 If there is not a quorum within half an hour there should be an adjournment of the meeting.
- 16.8 Where any Special General Meeting is not held a rescheduled Special General Meeting shall be held within fourteen days thereafter at a time and place which shall be announced by the Chair and notice of that meeting shall be circulated by the Honorary Secretary to all members.
- 16.9 If at a rescheduled Special General Meeting a quorum is not present within thirty minutes of the time appointed, the members present during the meeting shall be deemed to

constitute a quorum for the purpose of considering the business for which the meeting was called but for no other purpose.

- 16.10 If at any Special General Meeting all the business listed on the Agenda paper has not been completed, the Chairperson may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no other business shall be considered at any meeting resumed after such adjournment other than the business so left unfinished.

17. VOTING AT MEETINGS

- 17.1 Voting at a Special General Meeting, any vote to alter or amend any regulation or By-laws, shall be by simply majority.
- 17.2 A declaration by the Chair that a motion has been carried or not carried by a particular majority and an entry to that effect in the minutes of the Institute shall be conclusive evidence of that fact.
- 17.3 All Corporate and Associate Members in good standing have the right to vote except those who are suspended.
- 17.4 On a show of hands or secret ballot every voting member in good standing present in person shall have one vote and in a poll every voting member present in person or by proxy shall have one vote.
- 17.5 No person shall be appointed a proxy who is not a Corporate Member entitled to be present and vote in his/her own right at the meeting.
- 17.6 In the event of equality of votes at a third casting, the Chair shall have the deciding vote.
- 17.7 Where a vote is called, the meeting shall appoint two (2) Scrutineers who shall count the votes and report through the Chair the result of the voting.

18. PROPERTY OF THE INSTITUTE

- 18.1 The income and property of the Institute shall be applied solely to promoting and carrying out the goals and objectives of the Institute. The Institute shall not carry on any trade business or engage in any transaction with a view to the pecuniary gain or profit of the members thereof. No part of the income or property of the Institute shall be paid or transferred, by way of dividend or bonus or otherwise by way of profit to the members of the Institute; provided that nothing herein contained shall prevent payment in good faith of remuneration to any officer or servant of the Institute or of the expenses incurred by such member of the Institute in attending meetings on behalf of the Institute or otherwise undertaking business of the Institute at the request of the Council or prevent the payment of honoraria to officers.
- 18.2 If on winding up or dissolution of the Institute there remains after the satisfaction of all its debts and liabilities any property whatsoever, that property cannot be distributed amongst the members of the Institute but shall be given or transferred to some other Institute or Institutes having goals and objectives similar to those of the Institute as decided by a Special General Meeting of the members of the Institute.
- 18.3 The officers of the Institute and the Trustees of the Institute (if any) shall be indemnified out of the funds of the Institute against all costs, charges, losses, damage and expenses which they shall incur on account of any act, deed, matter or thing which may be executed, done or permitted by them in the bona fide execution of their office shall be reimbursed expenses incurred by them in respect of any legal proceedings or arbitration except such costs, losses and expenses as shall occur through their negligence or default or wilful act and no officer or Trustee shall be chargeable for any money which he or she shall not actually receive or be answerable for the act, deceit or default of any other officer or Trustee or any broker, banker, collector, agent or other persons appointed by the Council (as the case may be) with them or into whose hands any property or moneys of the Institute shall be invested by order of the Council or for any loss or damage which may occur in the execution of his or her office unless the same shall occur through his or her own act or wilful default or negligence or may be liable to the Institute for losses due to negligence, default or wilful act.

19. CONTROL AND USE OF SEAL

19.1 The Common Seal of the Institute shall be kept in the custody of the Honorary Secretary and shall be fixed to any instrument only by the authority of the Council.

20. ALTERATION OF THE CONSTITUTION

- 20.1 The Constitution shall not be altered, added to or rescinded except by the authority of Members voting at a Special General Meeting or the Annual General Meeting.
- 20.2 The Council or any ten (10) or more voting members may submit in writing a proposed amendment to the Constitution. On the receipt of such a requisition the Council shall within fourteen (14) days give notice of a Special General Meeting to consider the amendment.
- 20.3 If a majority of the voting Members approve any such amendments then such amendments shall become operative adopting the proposed amendment from that time, that is, if a resolution adopting the proposed amendment be passed by 2/3 majority of voting members.

21. DISSOLUTION

- 21.1 The Institute shall continue until a resolution shall be passed by a two -third majority of the voting Members voting at a Special General Meeting duly convened in accordance with the Constitution.

22. ANNEX 1

JAMAICA INSTITUTE OF PLANNERS (JIP)

CODE OF PROFESSIONAL CONDUCT

This Code is designed to provide guidelines for the work and conduct of urban and regional planners. The code applies to both private and public sector planners. Public sector planners are also governed by the codes of their respective institutions. Where a planner is a member of another profession e.g. Land Surveying, he/she should also abide by the rules governing his/her profession.

22.1 All member of the Jamaica Institute of Planners shall abide by the Constitution, regulations and By-laws of the Jamaica Institute of Planners.

22.2 A member shall not engage in or allow his/her name or firm to be associated with any undertaking or activity which will bring the Urban and Regional Planning profession into disrepute.

22.3 A member shall apply all his/her expertise to the promotion of planning by obtaining and exchanging information and experience with other members and with institutions. He/she shall also pass on his/her knowledge to persons in his/her employ.

22.4 A member shall not attempt to obtain employment by unethical practices, such as competitive underbidding, biased criticism of his/her competitors or via falsification of documents. Public sector professionals should not use their privileged position of knowledge of governmental policies and procedures to obtain engagements at the expense of other members.

22.5 A member shall not undertake work, which was started by another planner unless the previous planner agrees after discussion or he or she is absent and the client cannot get the work done. Where there is agreement between both planners it shall be in writing and provide all the relevant matters including fees.

22.6 A member shall not advertise in a public media or through circular unless the Institute agrees. Knowledge of his/her work should be through a listing of names in the Institute.

22.7 A member may advertise only on the following grounds as long as it is not to solicit work

- a. a change in business association with colleagues or firm;
 - b. display his sign at place of work;
 - c. business card;
 - d. allow his name to be placed on a project site;
 - e. telephone directory listing or where the telephone number and/or address has changed, advertise in any public media;
 - f. brochures,
 - g. by letter to firms or organizations when a new business is being established.
- 22.8 Where a planner finds that he/she is not competent to do some of the work in which he/she is engaged, as it is outside his/her professional expertise, he/she shall either recommend to his/her client, suitably qualified professionals, or the planner may engage the services of another member of the Institute, who is suitably qualified to complete the area of work.
- 22.9 A planner shall treat his/her entire client's work as confidential.
- 22.10 A member shall not attempt to engage the services of another member's staff unless the other member agrees, or the initiative from the other member's staff.
- 22.11 A member may consult with a consultant from another profession on the understanding that the rules of the other profession shall govern this consultant.
- 22.12 A member may write articles or broadcast on subjects in which he/she is competent so as to increase public knowledge but not to advertise himself/herself.