

**CONSTITUTION OF PERSATUAN WARGANEGARA MALAYSIA,  
NEGARA BRUNEI DARUSSALAM**

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**Article 1  
NAME**

This Association shall be known as **PERSATUAN WARGANEGARA MALAYSIA** (hereinafter referred to as “the Persatuan”) **NEGARA BRUNEI DARUSSALAM**.

**Article 2  
ADDRESS**

The address of the Persatuan shall be at:

- (i) The Suruhanjaya Tinggi Malaysia, Negara Brunei Darussalam, No.61, Simpang 336, Jalan Kebangsaan, Bandar Seri Begawan, BC4115; or
- (ii) at any other address as may be decided by the Persatuan from time to time.

**Article 3  
EMBLEM AND COLOURS**

The Emblem of the Persatuan consists of:-

- (i) The crescent and the star together symbolizes Islam as the official religion of Malaysia.
- (ii) The yellow of the crescent and the star is the royal colour of their Royal Highnesses the Rulers.
- (iii) The 14 pointed star representing the 13 states within the Federation of Malaysia together with the Federal Government.
- (iv) The colours chosen for the Persatuan’s emblem is the same as Jalur Gemilang, and the 3 pillars represent the Persatuan’s objectives:-

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- a) cooperation;
  - b) understanding; and
  - c) harmony.
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(v) The association's name "Persatuan Warganegara Malaysia" is inscribed below the emblem denoting its location in Negara Brunei Darussalam

#### Article 4 OBJECTIVES

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The objectives of the Persatuan are as follows:

##### Part I

- (i) To encourage closer cooperation, understanding and harmony amongst its members, other Malaysian(s) and the other communities in Negara Brunei Darussalam;
- (ii) To provide opportunities for recreational, social, educational and cultural intercourses in promoting its objectives;
- (iii) To operate and manage a club house, school and other properties as and when such properties may be acquired in the future;
- (iv) To assist whenever possible, in the fostering of good relations between Malaysian(s) and other residents of Negara Brunei Darussalam;
- (v) To disseminate information to all members on matters of primary and / or general interest to the Malaysian Community in Negara Brunei Darussalam and to serve as a means of discussion of such matters; and
- (vi) To introduce any other activities as maybe considered necessary or beneficial by the Executive Committee towards achieving the above objectives.

##### Part II

The Persatuan shall not participate directly or indirectly in any form of partisan politics, sectarian religion or any other matter which the Executive Committee deem to be unsuitable or inappropriate and such matters shall not be debated upon or form part of any activities conducted or promoted by the Persatuan.

**Article 5  
PATRON**

The Patron and Advisor of the Persatuan shall be the High Commissioner of Malaysia to Negara Brunei Darussalam personally.

**Article 6  
AFFILIATION WITH OTHER BODIES**

The Executive Committee shall have the authority to affiliate the Persatuan only to approved Associations in Malaysia or approved Malaysian Associations overseas; PROVIDED ALWAYS that such affiliation shall not contravene any of the objectives of the Persatuan.

Such affiliation shall come into force only with the written approval of the Registrar of Societies in Negara Brunei Darussalam.

**Article 7  
MEMBERSHIP**

A. Membership in the Persatuan shall be as follows:-

i. Ordinary Member

Any Malaysian Citizen who is 16 years or above and residing in Negara Brunei Darussalam is eligible to be an Ordinary Member of the Persatuan upon receipt and approval of his / her application by the Executive Committee.

ii. Life Member

Any Malaysian Citizen who is 16 years or above and residing in Negara Brunei Darussalam is eligible to be a life member of the

Persatuan upon receipt of his life membership fees and upon approval of his application by the Executive Committee. A Life Member has the same privileges and rights of an Ordinary Member.

**iii. Corporate Member**

Any company in Negara Brunei Darussalam with sufficiently significant interest owned or held by a Malaysian may apply for Corporate Membership.

The Corporate Membership shall be under the name of the company but shall only be represented by nominees who are Malaysians—residing in Negara Brunei Darussalam and such nominees shall be restricted to five (5) per corporate member and each carries a single vote.

**iv. Associate Member**

Any other persons 16 years and above residing in Negara Brunei Darussalam is eligible to be an Associate Member of the Persatuan upon receipt and approval of his / her application by the Executive Committee.

**v. Board of Advisors**

The President, with the consent of the Patron may appoint any person/s to be a member/s of the Board of Advisors as recommended by the Executive Committee if in his / her opinion such person/s is/are so deserving and shall serve a term coterminous to that of the appointing Executive Committee.

**B. Rights of Members:-**

- i. An Ordinary Member / Life Member has the right to speak and vote on one person one vote basis in the Annual General Meeting and Extra Ordinary General Meeting as may be provided in the Articles herein by—An Ordinary Member has the right to be nominated and elected as a member of the Executive Committee of the Persatuan.**
- ii. The nominees of a Corporate Member shall have the right to speak and vote on all matters in the Annual General Meeting and**

the Extraordinary General Meeting and have the right to be elected as a member of the Executive Committee of the Persatuan.

A member of the Board of Advisors or Associate Member may speak but does not have the right to vote in the Annual General Meeting and the Extraordinary General Meeting and shall not be eligible to be a member of the Executive Committee in the Persatuan.

#### **Article 8 FEES**

(i). All members of the Persatuan, except members of the Board of Advisors, shall be subjected to an entrance, annual fee and insurance fee as follows:-

- a. **Corporate Member**
  - Entrance Fee : BND500.00
  - Annual Fee : BND100.00  
(+ BND25.00 for Personal Accident Group Insurance cover subject to availability)
  
- b. **Ordinary Member**
  - Entrance Fee : BND10.00
  - Annual Fee : BND10.00  
(+ BND5.00 for Personal Accident Group Insurance cover subject to availability)
  
- c. **Life Member**
  - Entrance Fee : BND10.00
  - Membership Fee : BND100.00  
(+ BND50.00 for Personal Accident Group Insurance cover subject to availability)
  
- d. **Associate Member**
  - Entrance Fee : BND20.00
  - Annual Fee : BND20.00  
(+BND5.00 for Personal Accident Group Insurance cover subject to availability)

- (ii) All Entrance and Annual fees paid shall not be refunded upon the resignation or termination of any Corporate, Ordinary, Life or Associate Members.
- (iii). Member of the Board of Advisers shall be exempted from the payment of any fees.
- (iv). No member shall be entitled to speak or vote unless he or she has paid all his/her membership dues.
- (v). All members shall produce evidence of receipts of his or her payments of the membership fees as and when required by the Executive Committee for verification.

**Article 9  
APPROVAL AND FORFEITURE OF MEMBERSHIP**

- (i). The Executive Committee shall consider all membership applications received and may, without citing any reason or reasons, reject any applicant. In the event of any rejection of application, any fees received with the application shall be returned forthwith.
- (ii). The Executive Committee shall have the authority to terminate the membership of any member who fails to settle his or her outstanding fees, provided a notice in writing requiring the defaulting member to make good all outstanding payments within thirty (30) days from the date of the notice.
- (iii). The Executive Committee shall have the authority to terminate the membership of any member who is adjudicated a bankrupt or who makes a composition with his or her creditors under the provisions of any statute or is convicted of any penal offence within Negara Brunei Darussalam, Malaysia or any other country.
- (iv). The Executive Committee may expel from the Persatuan any member whose conduct is such as would, in their opinion, be injurious to the reputation, character and/or interest of the Persatuan or its members. Before a member is expelled, disciplinary procedure herein provided in the Articles shall be followed.

**Article 10  
DISCIPLINARY PROCEDURE**

- (i). All complaints against any members shall be addressed to the President giving full details of such complaints, listing all allegations where dates, events and place of such complaints are applicable.
- (ii). All necessary details of all complainants must be provided i.e. name, address, membership number, telephone contacts. Anonymous complaint will not be entertained.
- (iii). The President, upon receipt of any such complaint and within a period of thirty (30) days, shall call a meeting of the Executive Committee where there should be a quorum of a least five (5), including the President. [referred to as the 1<sup>st</sup> meeting].
- (iv). At the 1<sup>st</sup> meeting, the President shall appoint three (3) of the Executive Committee Members as the Committee of Inquiry (CoI) to investigate into all allegation(s) / or complaint(s).
- (v). The Committee of Inquiry shall, within a period of fourteen (14) days, report and advice the President whether there are is any basis in such complaint(s) or allegation(s). Such reports and allegations shall be kept by the Honorary Secretary.
- (vi). If in the event there is no basis in the complaint or allegation, the matter shall be considered closed and no further action will be taken except for the record to be endorsed on the complain letter or document.
- (vii). a. In the event that the Committee of Inquiry recommends disciplinary action upon concluding that there may be a basis for the complaint(s) or allegation(s), the President shall appoint a panel of five (5) members as the Disciplinary Committee.  
b. The Disciplinary Committee shall consists of:-
  - i. two (2) Executive Committee Members; one (1) should act as the Chairperson of the Disciplinary Committee, the other as Secretary of the Disciplinary Committee.
  - ii. three (3) Ordinary Members (with no nexus to the complaint(s), allegation(s) and the complainant or with the alleged defaulter) shall decide on the verdict at the hearing of the disciplinary action.
- (viii). A notice of the complaint(s) or allegation(s) in point form shall be posted by the Secretary of the Disciplinary Committee to the alleged

member requiring him or her to attend before a disciplinary hearing in answer to the complaint(s) / allegation(s). The notice must reach the alleged member at least two (2) weeks before the disciplinary hearing.

- (ix). The alleged defaulter shall be allowed any representative whom he or she may engage to represent him or her, or may personally defend the allegation(s) either by producing documentary evidence(s) or witness(es) against such allegation(s).
- (x). The Secretary to the Disciplinary Committee shall take full notes of the proceedings and report to the President the verdict of the three (3) Ordinary members, and such verdict shall be by simple majority of secret vote and will be final.
- (ix). The President, upon receipt of the report and recommendation/(s) of the Disciplinary Committee shall call a meeting of the Executive Committee of at least twelve (12) members and shall decide on whether to call upon the member to resign, if he / she is called upon to resign and does not do so, the Disciplinary committee shall terminate his or her membership.
- (x). All records of proceedings and recommendations must be kept in the Disciplinary file by the Honorary Secretary of the Persatuan.

#### **Article 11 RESIGNATION**

- (i). Any member may resign from the Persatuan by giving notice in writing to the Executive Committee of his or her intention to do so.
- (ii). Any member who has resigned, may, at any time after his or her resignation, make a fresh application for Membership.
- (iii). A Corporate Member shall not resign within 12 months of being registered as such.

#### **Article 12 FINANCE**

- (i). The Persatuan's finance shall be controlled by the Executive Committee and all expenditures shall need the confirmation of the said Committee, by which authority may be delegated to any member of the Executive Committee.

- (ii). The Persatuan's income shall comprise of fees, gifts contributions and any other source and manner of funding as may be regarded appropriate by the Executive Committee.
- (iii).
  - a. The Executive Committee shall decide on the rules and regulations regarding expenditures made on behalf of the Persatuan in respect of the general administrative operations.
  - b. Approval for expenses in purchase and disposal of properties, investments or extraordinary expenses shall be decided at the Annual General Meeting.
- (iv). The Financial Year for the Persatuan is from 1<sup>st</sup> April of the current year to 31<sup>st</sup> March of the following year.

**Article 13**  
**ANNUAL GENERAL MEETING**  
(hereinafter referred to as the "AGM")

- (i). The AGM shall be held within ninety (90) days after the end of the financial year.
- (ii). AGMs are open to all members where the official business of the Persatuan shall be discussed.
- (iii). The quorum for AGMs shall be 25% of the Registered Members who have paid their dues.
- (iv). If the quorum is not present after an hour of the scheduled time for the meeting and if ten percent (10%) of the registered and approved members are present, the meeting shall proceed but shall not have the authority to amend the Constitution of the Persatuan.
- (v). In the event that after an hour, the quorum does not satisfy ten percent (10%) of the registered and approved members, the AGM shall be adjourned to a date not later than twenty-eight (28) days from the originally scheduled date.
- (vi). Any matter which cannot be unanimously agreed to by the members shall be determined by majority vote of members present in accordance with votes held and if the vote is even, the Chairman of the meeting shall have the casting vote.

- (vii). The Honorary Secretary, or, in his or her absence, his or her Assistant, shall record all minutes of the proceedings of meetings and distribute it to all members within a reasonable time period. Distribution of the minutes of meetings shall also mean making the same available for collection by members at the current secretariat or sent by email, thirty (30) days after the date of the meeting, regardless whether the same were, in fact collected.
- (viii). AGMs for the election of Executive Committee members shall be held once every two (2) years.
- (ix). AGMs are held for the following purposes:-
  - a. to adopt the Agenda of the AGM;
  - b. to adopt the minutes of the AGM of the previous year;
  - c. to elect new members of the Executive Committee;
  - d. to receive the report of the Honorary Secretary;
  - e. to receive and approve the Financial Statement by the Honorary Treasurer;
  - f. to consider any other matters in the agenda which have been submitted to the Honorary Secretary in writing at least fourteen (14) days before the meeting except otherwise provided herein in the articles.
- (x). Nominations of office bearers have to be submitted to the Honorary Secretary not later than fourteen (14) days before the meeting.
- (xi). Attendance and voting may be done by proxy.

**Article 14**  
**EXTRAORDINARY GENERAL MEETING**  
(hereinafter referred to as the “EGM”)

- (i). EGMs may be held for the following reasons:-
  - a. at the written request of not less than fifty (50%) of the registered members who have paid their dues, stating their reasons for convening such a meeting. The Executive

Committee shall convene the EGM at a date not later than thirty (30) days after receiving the written request; or

- b. at the wish of the Executive Committee when there are important matters which require immediate action;
- c. the quorum of an EGM shall be twenty-five percent (25%) of the registered and approved members.
- d. Attendance and voting may be done by proxy.

#### Article 15 ATTENDANCE AND VOTING BY PROXY

Attendance and voting may be done by proxy subject to the following regulations:-

- (i). Attendance by proxy shall be taken into account for the purpose of ascertaining any quorum.
- (ii). A member who cannot attend a General Meeting may be represented by another member who will attend and vote for him at the General Meeting. A member wishing to be represented at the General Meeting must submit to the Honorary Secretary a written representation notice which must reach the Honorary Secretary seven (7) days before the General Meeting. The said representation notice must state the followings:-
  - a. The name of the member being represented; and
  - b. The name of the member representing; and whether
  - c. The representative may vote on any matter in the meeting as he wishes, OR to state the manner in which the representative shall vote on any specified matter on behalf of the member represented.
- (iii). Where the representation notice is silent as to the manner in which the representative shall vote, it will be deemed that the representative has absolute discretion to vote in any manner on behalf of the member represented.
- (iv). Representation by proxy shall be limited only to one (1) representation for each member attending the AGM or EGM.

**[Organizational Chart To Be Inserted Here]**

**Article 16  
THE EXECUTIVE COMMITTEE**

- (i). The Executive Committee shall consist of the followings:-
- a. President
  - b. Deputy President
  - c. Honorary Secretary
  - d. Honorary Assistant Secretary
  - e. Honorary Treasurer
  - f. Honorary Assistant Treasurer
  - g. Vice President - General Affairs
  - h. Deputy Vice President - General Affairs (By Appointment)
  - i. Vice President - Education
  - j. Deputy Vice President - Education (By Appointment)
  - k. Vice President - Social Welfare
  - l. Four (4) Deputy Vice President - Social Welfare (By Appointment)
  - m. Vice President - Membership
  - n. Four (4) Deputy Vice President - Membership (By Appointment)
  - o. Vice President - Sports and Recreation
  - p. Deputy Vice President - Sports And Recreation (By Appointment)
  - q. Vice President - Publicity & Public Relation
  - r. Deputy Vice President - Publicity & Public Relation (By Appointment)
  - s. Vice President - Women Affairs
  - t. Deputy Vice President - Women Affairs (By Appointment)

**Appointed Officers**

- u. One (1) Executive Committee Member representing Malaysian High Commission (MHC) (By Appointment)
  - v. Two (2) Honorary Legal Advisors (By Appointment)
- (ii) One of the Committee Member post shall be appointed by the Executive Committee who shall represent the office of the Malaysian High Commission.
- (iii) Decisions of the Executive Committee shall be reached by a simple majority with the President having a casting vote.

- (iv) **All Members of the Executive Committee shall be elected by votes cast by members who have settled their fees except those who are appointed by Vice President and approved by the Executive Committee**
- (v) **Office bearers of the Executive Committee shall be appointed at AGMs and will serve, without remuneration, a term ~~for~~ of TWO (2) years. They may be re-elected for the same or other office at the termination of their term.**
- (vi) **The Executive Committee shall have the authority to appoint a new committee member where a post has been vacated. The new member shall be appointed from the members who have secured the next highest votes in the previous AGM or any other member that the Executive Committee deems fit to appoint and shall hold the post until the next AGM.**
- (vii) **Only the President, Deputy President and the Honorary Secretary shall have the authority to convene an Executive Committee meeting.**
- (viii) **The Executive Committee shall meet not less than four (4) times a year with at least seven (7) days notification before the meeting.**
- (ix) **The Executive Committee has the authority to formulate rules and regulations which shall not be contradictory to the Constitution of the Persatuan, for the proper functioning of the Persatuan and proper maintenance and management of the clubhouse, school and other properties of the Persatuan.**
- (x) **The post of the Deputy Vice Presidents shall be recommended by the Vice President elect and approved by the Executive Committee.**
- (xi) **Advisors shall be appointed by the Executive Committee**
- (xii) **Legal Advisors shall be appointed by the Executive Committee and shall serve a term coterminous to that of the Appointing Committees.**

#### **Article 17**

#### **RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS**

- i. **The President**
  - a. **shall be the Chief Executive Officer of the Persatuan and shall be the Chairperson for AGMs, EGMs and Executive Committee meetings;**

- b. shall oversee the welfare and the smooth operation of the Persatuan;
  - c. shall endorse minutes of all meetings after they have been approved;
  - d. shall with the Honorary Treasurer, or in the absence of Honorary Treasurer with Honorary Assistant Treasurer, sign all cheques of the Persatuan.
- ii. The Deputy President
  - a. shall act as the Chairperson during the absence of the President;
  - b. shall carry out any duties as approved by the Executive Committee;
  - c. in the absence of the President, the Deputy President shall co-sign all cheques of the Persatuan with the Honorary Treasurer or in the absence of the Honorary Treasurer with the Honorary Assistant Treasurer.
- iii. The Honorary Secretary
  - a. shall maintain a register of all members with details of date of membership, addresses and category of membership;
  - b. shall maintain and preserve all records of the Persatuan except for financial records;
  - c. shall be responsible for and maintain all minutes of AGMs, EGMs, Executive Committee Meetings and all correspondence of the Persatuan;
  - d. shall prepare and present the Annual Report of the Persatuan at AGMs;
  - e. shall carry out any duties as approved by the Executive Committee.

- iv. The Honorary Assistant Secretary**
  - a. shall assist the Honorary Secretary in his or her duties;**
  - b. shall carry out any duties as approved by the Executive Committee.**
  - c. shall be appointed by the Honorary Secretary from the available elected Committee member.**
  
- v. The Honorary Treasurer**
  - a. shall be responsible for all financial matters of the Persatuan including co-signing of cheques with the President, or in his absence, the Deputy President or when both the President and Deputy President are absent, the Vice President of General Affairs.**
  - b. shall be responsible for the issuance of financial statements of the Persatuan which have been approved by the Executive Committee and endorsed by the President;**
  - c. shall maintain the financial account of the Persatuan;**
  - d. shall prepare and present the financial statement of the Persatuan at AGMs;**
  - e. shall carry out any duties as approved by the Executive Committee.**
  
- vi. The Honorary Assistant Treasurer**
  - a. shall act and assume the duties of Honorary Treasurer in his or her absence;**
  - b. shall assist the Honorary Treasurer in his duties;**
  - c. shall carry out any duties as approved by the Executive Committee;**
  
- vii. The Honorary Legal Advisors**

- a. shall be appointed by the Executive Committee;
  - b. shall from time to time when called upon by the Executive Committee or subcommittee, give legal advice where appropriate on matters concerning the Persatuan.
- viii. **The Vice President - General Affairs**
  - a. shall assist or cause to assist the Executive Committee on any general matters which may from time to time require such assistance;
  - b. shall carry out any duties approved and instructed by the Executive Committee;
  - c. shall sign cheques in the absence of the President or Deputy President;
  - d. shall act as the chairman in the absence of the President or Deputy President
- ix **The Deputy Vice President - General Affairs**
  - a. shall be appointed by the recommendation of the Vice President and approved by the Executive Committee;
  - b. shall act as the Vice President - General Affairs in the absence of the Vice President - General Affairs with the exception of (c) and (d) of the duties of the Vice President –General Affairs abovementioned in Article 17 viii;
  - c. shall carry out and assist the Vice President - General Affairs in carrying out any duties approved and instructed by the Vice President - General Affairs;
  - d. shall carry out duties instructed by the Executive Committee.
- x. **The Vice President - Education**
  - a. shall assist or cause to assist the Executive Committee on any matters concerning education amongst Malaysian and other communities if and when approved by the Executive Committee;

- b. shall promote and encourage the Malaysian Community in pursuing education in line with the policies of the Malaysian Government;
  - c. shall endeavor to create suitable projects and encouragement for the continuous education of Malaysians residing in Brunei Darussalam;
  - d. shall carry out duties instructed by the Executive Committee.
- xi. **The Deputy Vice President - Education**
  - a. The post of the Deputy Vice President shall be recommended by the Vice President elect and approved by the Executive Committee;
  - b. Shall act as the Vice President - Education in the absence of the Vice President - Education;
  - c. Shall assist the Vice President - Education in the conduct of his duties stated in (x) above;
  - d. shall carry out duties instructed by the Executive Committee.
- xii. **The Vice President - Social Welfare**
  - a. shall assist or cause to assist the Executive Committee on matters concerning social welfare amongst Malaysian residing in Brunei Darussalam;
  - b. shall promote and encourage Malaysian in assisting fellow Malaysian residing in Brunei Darussalam;
  - c. shall carry out any duties approved and instructed by Executive Committee.
- xiii. **The Deputy Vice President - Social Welfare**
  - a. There shall be four (4) appointed Deputy Vice Presidents - Social Welfare; one (1) from the Malay Community, one (1) from the Chinese Community, one (1) from the Indian Community and one (1) from the Indigenous Community recommended by the

Vice President- Social Welfare, elect and approved by the Executive Committee;

- b. In the absence of the Vice President - Social Welfare, one of the four Deputy Vice President - Social Welfare shall act as the Vice President - Social Welfare and such appointment shall be decided by simple majority amongst the existing four (4) Deputy Vice President - Social Welfare;
  - c. shall carry out and assist the Vice President - Social Welfare in carrying out any duties instructed by the Vice President - Social Welfare or Executive Committee;
  - d. shall carry out any duties approved and instructed by the Executive Committee
- xiv. **The Vice President - Membership**
- a. shall assist and cause to assist the Executive Committees on matters concerning promoting membership of the Persatuan in Brunei Darussalam;
  - b. shall promote and cause to promote increase in membership of the Persatuan;
  - c. shall encourage fellow members to promote membership of the Persatuan;
  - d. shall carry out any duties approved and instructed by the Executive Committee.
- xv. **The Deputy Vice President - Membership**
- a. the post of the Deputy Vice President shall be recommended by the Vice President elect and approved by the Executive Committee.
  - b. there shall be four (4) appointed Deputy Vice President – Membership; one (1) from the Malay community, one (1) from the Chinese community, one (1) from the Indian community and one (1) from the Indigenous community recommended by the Vice President elect and approved by the Executive Committee;
  - c. in the absence of the Vice President - Membership, one of the four Deputy Vice President - Membership shall act as the Vice

**President - Membership and such appointment shall be decided by simple majority amongst the existing four Deputy Vice President - Membership;**

- d. shall assist the Vice President - Membership in carrying out duties as instructed by the Vice President - Membership and Executive Committee;**
- e. shall carry out any duties approved and instructed by the Executive Committee.**

**xvi. The Vice President - Sports and Recreation**

- a. shall assist and cause to assist the Executive Committees on matters concerning sports and recreation amongst the Malaysian Community residing in Brunei Darussalam;**
- b. to promote close rapport amongst the members residing in Brunei Darussalam through sports and recreation;**
- c. to assist the Executive Committee in arranging social functions and events in promoting understanding amongst Malaysian and local communities;**
- d. shall carry out any duties approved and instructed by the Executive Committee.**

**xvii. The Deputy Vice President - Sports and Recreation**

- a. The post of the Deputy Vice President shall be recommended by the Vice President elect and approved by the Executive Committee;**
- b. shall act as the Vice President - Sports and Recreation in the absence of the Vice President - Sports and Recreation;**
- c. shall assist the Vice President - Sport and Recreation in his/her duties as instructed by the Vice President - Sports and Recreation and Executive Committee;**
- d. shall carry out any duties approved and instructed by the Executive Committee.**

**xviii. The Vice President - Publicity and Public Relation**

- a. shall assist and cause to assist the Executive Committee on matters concerning publicity and public relation of the Persatuan;
- b. shall work in close liason with the Executive Committee of the Malaysian High Commission in respect of matters concerning protocol;
- c. media exposure, compiling and dispensing information to all members concerned, newsletter, website, coordinate and update information;
- d. shall carry out any duties approved and instructed by the Executive Committee.

**xix. The Deputy Vice President - Publicity and Public Relation**

- a. The post of the Deputy Vice President shall be recommended by the Vice President elect and approved by the Executive Committee.
- b. shall act as Vice President - Publicity and Public Relation in the absence of the Vice President - Publicity and Public Relation;
- c. shall assist and cause to assist the Vice President - Publicity and Public Relation in carrying out his/her duties and on his/her instructions or by Executive Committee.
- d. shall carry out any duties approved and instructed by the Executive Committee.

**xx. The Vice President - Women Affairs**

- a. shall promote cooperation, well being and welfare of the Malaysian women community residing in Negara Brunei Darussalam;
- b. shall promote activities to achieve the objectives of the Persatuan;
- c. shall carry out any duties approved and instructed by the Executive Committee;

- d. shall develop activities and integration concerning Malaysian and other women communities in Negara Brunei Darussalam;
  - e. shall promote the development of a “women’s wing” within the Persatuan;
  - f. shall carry out any duties approved and instructed by the Executive Committee.
- xxi. **The Deputy Vice President - Women Affairs**
- a. The post of the Deputy Vice President shall be recommended by the Vice President elect and approved by the Executive Committee.
  - b. a- shall act and assist the duties of the Vice President - Women Affairs;
  - c. b. shall carry out any duties approved and instructed by the Executive Committee.

#### **Article 18 AUDITOR**

- (i). The AGM may appoint and pay remuneration to an External Auditor who need not be a member of the Persatuan or the Executive Committee for services rendered in inspecting the account of the Persatuan. The External Auditor appointed under this Article may hold office until the next AGM unless his appointment is terminated by an EGM.
- (ii). The External Auditor shall examine the accounts of the Persatuan for the financial year and shall submit reports or confirmation to the AGM. The External Auditor may be directed by the Executive Committee to examine accounts of the Persatuan for any period and shall submit reports thereon to the Executive Committee.
- (iii). The Executive Committee shall appoint One (1) Internal Auditor to examine the account of the Persatuan before submission to the locally registered External Auditor.

- (iv). The Persatuan shall nominate /appoint an Internal Auditor from amongst the Persatuan members and shall be independent of the Executive Committee.

**Article 19  
AMENDMENTS TO THE CONSTITUTION**

- (i). Amendments to the Constitution shall only be made at AGMs or EGMs after which the Honorary Secretary or his assistants will inform the Registrar of Societies of the matter.
- (ii). All amendments shall come into force from the date of notification to the Registrar of Societies.
- (iii). Members desiring to amend the Constitution shall inform the Honorary Secretary in writing at least thirty (30) days before the AGM or EGM after which it should be circulated to all members at least fourteen (14) days before the meeting.
- (iv). Amendments to the Constitution shall have the approval of seventy-five percent (75%) of the votes cast.

**Article 20  
DISSOLUTION**

- (i). The Persatuan may be dissolved voluntarily by agreement of Ordinary, Life and Corporate Member holding not less than 2/3 of the total number of registered and approved members votes of the Persatuan.
- (ii). Any motion for the dissolution of the Persatuan must be taken at an EGM. The dissolution shall come into effect two (2) months after the date of the decision to dissolve the Persatuan.
- (iii). Should the Persatuan be dissolved according to Article 19 (i) or dissolved by the Registrar of Societies, all legitimate debts and liabilities of the Persatuan should be settled and any remaining monies or property shall be accounted and entrusted to the office of the Malaysian High Commission to be held on trust for the benefit of the Malaysian Community in Brunei Darussalam.
- (iv). The Registrar of Societies shall be informed of the dissolution within fourteen (14) days of the dissolution with the notification bearing signatures of one (1) major office bearer and seven (7) members with voting rights.

**Article 21**  
**ARBITRATION OF CONFLICTS (DISPUTES)**

Any conflicts or disputes in the Persatuan which may obstruct the operation of the Persatuan shall be resolved in the following ways:-

- (i). The Executive Committee shall appoint amongst its members, two (2) members in their opinion who are capable of acting as Mediator to resolve such conflicts.
- (ii). The Mediator shall report to the Executive Committee as to the result of the mediation.
- (iii). The Executive Committee has the authority to set up an Arbitration Committee, the membership of which should not include any person involved in the matter of conflicts.
- (iv). In the event the mediation fails, the Executive Committee may set up an Arbitration Committee of three (3) members from any members provided such members in the Arbitration Committee shall not be interested parties directly or indirectly in the dispute.
- (iv). The Executive Committee has the authority to set up an Arbitration Committee, the membership of which should not include any person involved in the matter of conflicts.
- (v). The decision of the Arbitration Committee shall be final and shall not be appealed against in any court of Law except for gross misconduct of the Arbitration Committee.

**Article 22**  
**TRUSTEES**

- (i). The immovable property of the Persatuan shall be placed under the custody of two (2) trustees appointed by the AGM provided always that the Persatuan shall in the meantime whilst the properties are held on trust to apply to the Sultan – in - Council for registration of the properties in the name of the Persatuan. The trustees will be entrusted with all fixed assets of the Persatuan by a Deed of Trust.

- (ii). The trustees cannot sell, mortgage, pawn, withdraw or convert any property of the Persatuan without prior approval by members at AGM / EGM.
- (iii). A trustee can be dismissed and removed from his/her capacity as a trustee by the AGM or EGM of the Persatuan on grounds of incompetence, illness, absence from the country or other reasons that may incapacitate his/her ability to discharge his/her duties as a trustee or on grounds of unsatisfactory performance. In the events of death, the resignation or dismissal of a trustee, the vacancy may be filled by a new trustee appointed by the AGM or EGM of the Persatuan.

### **Article 23 NOTICES**

Any notice required to be served on any member of the Persatuan shall be in writing and shall be served by the Honorary Secretary on any member either personally, or by fax, or by e-mail or by sending it through the post addressed to such member at his/her last known address in Negara Brunei Darussalam, and any letter so sent shall be deemed to have been received within ten (10) days of posting.