

THE CONSTITUTION OF.....

Clause 1 – Name

The name of the society is or in Malay.....and its acronym / abbreviation is.....

- Please translate the name of the society into Malay Language.
- If the society has an acronym / abbreviation, please ensure that the acronym is not similar/ identical with any existing registered societies.
- The suggested name of a society should be mentioned in full.
- The proposed name of the society must NOT include:
 - ❖ Any name, title or description in respect of any order, decoration, award or honour bestowed by His Majesty the Sultan and Yang Di-Pertuan;
 - ❖ The words “Royal”, “Di-Raja”, or in the opinion of the Registrar, any words which suggest or are calculated to suggest the patronage of His majesty the Sultan and Yang Di-Pertuan or any connection with the Government or any department thereof; or
 - ❖ The words or abbreviations “BD”, “Brunei”, “Brunei Darussalam” or “Negara Brunei Darussalam”
- The proposed name of the society must NOT:
 - ❖ Appear to be misleading or likely to mislead the public as to the true character or purpose of the society or resembles the name of such other society as is likely to deceive the public or members of either society;
 - ❖ Identical to the name of any other existing society;
 - ❖ Is in the opinion of the Registrar is undesirable
- Refer Section 11(1)(d) and 11(2)(e) of the Societies Order, 2005

Clause 2 – Registered Address or Place of Business

The registered address or the place of business of this society is
.....

- A registered society must have a mailing address or place of business in Brunei Darussalam.
- The registered address or the place of business should not be changed without having previously notified the Registrar in writing.
- Refer to Section 6(2)(ii) and section 16(1)of the Societies Order, 2005.

Clause 3 - Logo

The logo of the society is as follow:-

- Please include the accurate description of the design and colours of the logo.
- If the society is yet to have logo, please type “NA” – Not applicable.
- Refer Section 49 of the Societies Order, 2005

Clause 4 - Objectives

The objectives of this society are:

.....

Clause 5 - Membership

The types of memberships of this society are:

.....

- Please state the type of membership in the society with the definition for every type of membership. (Example: Ordinary Member, Executive Committee Member, Associate member etc.)
- Please also state the rights or privileges of each type of members
- (Example: right to vote, right to be nominated and elected as office bearer, etc)

Clause 6 – General Requirements for Membership

The membership of this society is open to

.....

- Please state the qualifications for membership including any particulars of any restriction or limitations that may be imposed (Example: age limits, gender, religion, race, nationality, dwelling place, academic background etc.)
- Please also state how to become a member of the society

Clause 7 – Cessations and Dismissal of Members

1. Any member who wishes to withdraw from the society must produce a written noticebefore his withdrawal to the Secretary and to settle all his/her debts.
 - Please state the period for a member to produce the notice of withdrawal.
2. Any member who fails to obey the constitution of the society or acted to the detriment of the good name of the society may be dismissed from the society or their membership may be suspended for a period that in the opinion of the committee members is reasonable.
3. Before the Executive Committee would dismiss or suspend the membership of a member, the Executive Committee shall inform the member in writing the reason for his/her dismissal/suspension. The member shall also be given an opportunity to be heard and to defend himself/herself. The dismissal or the suspension shall take effect immediately unless

the annual general meeting postponed or revoked the decision on the appeal of the said member.

Clause 8 – Subscription and Membership Fees

1. The subscription fee for a member is BND.....
 - If the society has more than one type of membership, please state the amount of the entrance fee imposed for each of the membership type.
 - If no entrance fee is imposed, please type “NA” – not applicable.
2. The annual fee for a member is BND.....
 - If the society has more than one type of membership, please state the amount of the annual fee imposed for each of the membership type.
 - If no annual fee is imposed, please type “NA” – not applicable.
3. The monthly fee for a member is BND.....
 - If the society has more than one type of membership, please state the amount of the monthly fee imposed for each of the membership type.
 - If no fee is imposed, please type “NA” – not applicable.
4. The monthly fees must be paid to the treasurer.....days from the first day of each month.
 - This provision is only applicable if the society is imposing monthly fee to the members
5. Any member who failed to pay their fees for more thanwill be issued with a warning notice and will not entitle to any privilege until all dues is cleared.
 - Please specify the period (weeks / months / years) for payment notification to the members and the period for their privileges to expire.
6. Any member whose outstanding is more than the amount of fees will automatically ceased to be a member of the society and the Executive committee members may take action against the said member provided that the Executive Committees are satisfied that the said member has received the notification on his/her outstanding to the society.
 - Please state the period which the fees are not paid causing the membership to be ceased.
7. The Committee Members shall have the authority to determine the amount of subscription fees for members whom have been ceased because of outstanding dues.

Clause 9 – Annual General Meeting

1. The Annual General Meeting of this society will be held once in every year and not later from the month of.....
 - Please state the period of the annual general meeting will be conducted (eg. Annually, every 2 years).
 - The Annual General Meeting must be held once every not more than 3 years.

2. A total of..... of the members must present to form the quorum for the meeting.
 - Please state the number of members / executive members to form the quorum in the annual general meeting.
 - The number of quorum to validate the Annual General Meeting must not be less than 1/3 from the number of the members.
3. In the event of there being no quorum in the Annual General Meeting, the meeting must be adjourned to a date (of not more than thirty (30) days) which will be determined by the Executive Committee members.
4. If the quorum is still insufficient after the adjournment, the members present may hold the meeting but will not have any authority to make amendments to the constitution and to make decision affecting the whole members of the society.
5. The agendas / matters to be discussed in the Annual General Meeting includes:-
 - ❖ To verify the minutes of the previous annual general meeting;
 - ❖ To verify the previous financial reports;
 - ❖ To dissolve the current committee members and elect new committee members;
 - ❖ To appoint new auditors for the next session (if needed); and
 - ❖ Any other business.
6. The Secretary shall make an announcement on the date, time and place and the matters to be discussed in the meeting including the motion to make amendments to the constitution of the society to the members not later thandays before the date of the meeting.

Clause 10 – Executive Committee Members

1. The management of the society are handle by the committee members whom are elected during the Annual General Meeting are as follows:-
 - a) President / Chairman (Delete whichever is not applicable)
 - b) Vice President / Vice Chairman / (Delete whichever is not applicable)
 - c) Secretary
 - d) Treasurer
 - e)
 - Please state other position in the committee members other than mentioned above (if any)
2. The committee members shall hold office for the period of.....years.
3. The names of the member to hold office must be nominated and supported. The election must be conducted by vote from the members in the Annual General Meeting (All the committee members may be re-elected)
 - The re-election of the committee members as stated in the bracket is optional
4. The voting shall be done by raising hands or, subject to the consent of majority of the members, by secret ballot. In the event of equality in the number of voting, the chairperson shall have the casting vote.

Clause 11 – Duties and Responsibilities of Committee Members

The duties and responsibilities of the Committee Members are as follows:

- a) President / Chairperson
.....
- b) Vice President / Deputy Chairperson
.....
- c) Secretary
.....
- d) Treasurer
.....

- Please state the duties and responsibilities of other committee members (if any) as been stated in Clause 10 above.

Clause 12 – Extraordinary General Meeting

1. The Extraordinary General Meeting can be held if in the opinion of the committee members is required, or, with a written request from at least of members who possess voting right stating the reasons to hold the meeting.
2. If the Extraordinary General Meeting is requested by the members, the members must write to the Secretary of the society stating the reasons to hold the meeting.
3. The Extraordinary General Meeting which is requested by the members must be convened within from the date of the request received.
4. Notice and agendas on the Extraordinary General Meeting must be sent by the Secretary at least.....days before the date of Extraordinary General Meeting to be held.
5. At least..... from the total members who requested the Extraordinary General Meeting must be present to complete the quorum for the meeting.
6. If the quorum is inadequate after half an hour from the time fixed for the meeting, the meeting must be postponed to a date (not more than 30 days) to be determined by the committee members; and if the quorum is still not complete after half an hour of the time fixed for the postponed meeting, the members whom are present during the meeting shall have the right to convene the meeting but have no rights to make decision affecting the whole members of the society.

Clause 13 - Finance

1. Subject to the following clause in this constitution, the fund of the society may be used for the benefit of the society to pursue its objective, including financing the society administration, payment of salaries, sponsorship and expenses for paid officers, staff and auditors. However the fund should not be used to pay fines of any member convicted in the courts of law.
2. The treasurer is only allowed to keep in hand a sum of BND..... in a period of time. Money in excess of this must be deposited into a bank account approved by the Committee members. The account shall be under the name of the society.

3. All cheques and statement of withdrawal from the account of the society must be signed together by and In the absence of.....and, the committee members can elect anyone of them to act upon to sign the cheques or statement of withdrawal.
 - Please state the office bearers who are given the authority to sign cheques or statement of withdrawal.
4. Any expenditure exceeds more than BND..... at a time must be approved by the committee members.
5. Any expenditure exceed more than BND.....at a time could must be approved by a general meeting
6. Any expenditure of less than at a time may be approved by....., and.....
7. The financial year of this society shall begin fromand ends on every year.
8. The source of incomes of this society is from.....
 - Please state the source of incomes obtained by the society.

Clause 14 – Auditors

1. member(s) whom are not a committee member may be appointed at the Annual General Meeting as the auditor(s). These member(s) can hold the position for.....years and can be re-elected.
 - The re-election of the auditor(s) is optional
2. The auditors will be required to inspect the accounts of the society annually and to produce reports or verification for the annual general meeting. They are also required during their period of holding office to produce financial reports at any time as requested by the committee members.

Clause 15 - Restriction

1. The members of the society are prohibited to use the name of the society for their self-interest.
 - The restriction is not limited only to the above mentioned. A society may add additional restriction(s) under this provision (if any).

Clause 16 – Amendment of Constitution

1. The constitution of this society can only be amended in an Annual General Meeting with the presence of..... [number of quorum] from..... [members / committee members] to validate the amendments.
 - The number of quorum to validate the amendment of the constitution of the society must not be less than 1/3 from the number of the members.
2. The motion to change or to amend the constitution must be made to the Registrar of Societies within 60 days from the date of the change or amendments been approved in the Annual

General Meeting and can only be enforced from the date of the changes or amendments been approved by the Registrar of Societies.

- Refer to section 16 (2) of the Societies Order, 2005

Clause 17 – Cancellation of registration

1. The registration of this society can be voluntarily cancelled with the consent of not less than of the members present in a general meeting called for this purpose.
 - The number of quorum to validate the cancellation of the registration of the society must not be less than 1/3 from the number of the members
2. In the event of the society being dissolved as provided above, all debts and liabilities incurred by this society shall be settled according to as agreed in the general meeting mention above and all the balance of the assets of the society shall be divided equally among the members.
3. The cancellation of the registration must be notified to the Registrar within 14 days from the date of cancellation.
4. The Registrar of Societies shall have the power to cancel the registration of this society.

Clause 18 - Affiliation

The society may affiliate with any societies/ bodies/ agencies outside Brunei Darussalam that have the same mission and objectives with the approval in writing from the Registrar of Societies.

- This clause is to be included only if the society plans to affiliate with societies outside Brunei Darussalam.
- Refer to Section 19 of the Societies Order, 2005

Clause 19 - Branches

The society has its branch(es) in (state the district) in Negara Brunei Darussalam.

- This clause is to be included only if the society plans to establish branch.
- Refer to Section 27 Societies Order 2005

Clause 20 – Dispute

In the event of any dispute arising amongst members, they shall attempt to resolve the matter at a General Meeting or Extraordinary Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.