

بسم الله الرحمن الرحيم

THE BRUNEI STUDENTS'  
UNION IN U.K & EIRE  
Persatuan Penuntut Penuntut Brunei  
Di U.K. Dan Eire



فيسانفون قونونو سبروقيا  
ديونايتد كيغدم دان ايمز

**THE CONSTITUTION OF THE BRUNEI STUDENTS' UNION**  
**IN THE UNITED KINGDOM AND EIRE**

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## **ARTICLE I – Name**

The union shall be called *The Brunei Students' Union in the United Kingdom and Eire* (hereinafter referred to as *the Union*) and abbreviated accordingly as *BSUnion*. The initials *BSU* are also acceptable. In Malay, the union shall be known as *Persatuan Penuntut-Penuntut Brunei di United Kingdom dan Eire*.

## **ARTICLE II – Aims**

1. To promote, protect and represent the interests of Bruneian students in the United Kingdom and Eire,
2. To foster harmony and unity among Members,
3. To encourage the setting up of Bruneian student Societies in the United Kingdom and Eire,
4. To support existing Bruneian student Societies in the United Kingdom and Eire,
5. To support and encourage national, cultural, intellectual, literary, religious, social and sports activities,
6. To seek and maintain harmony with fellow student bodies and other organisations;  
and
7. To promote and project the image of Brunei Darussalam.

## **ARTICLE III – Membership**

Clause I: Ordinary Membership



1. All Bruneian students currently studying in the United Kingdom and Eire and registered as such with the Brunei Students' Unit / Brunei Darussalam High Commission are automatically accepted as Ordinary Members of the Union.
2. Bruneian members of Bruneian student Societies across the United Kingdom and Eire normally qualify as Ordinary Members of the Union subject to the conditions in Article III Clause I (1).
3. Each Ordinary Member shall have the right to debate in Union meetings.
4. Each Ordinary Member shall pay Union subscription fees as determined by the Council mentioned in Article IV.
5. Ordinary Membership will expire at the end of the course of study.

#### Clause II: Honorary Membership

1. An Ordinary Member who has finished their studies in the United Kingdom or Eire is automatically accepted as an Honorary Member of the Union.
2. Honorary Members shall not have the right to debate in Union meetings.
3. Honorary Members are not liable to pay Union subscription fees.
4. Honorary Members are not eligible to hold any Union office as mentioned in Article IV.
5. Honorary Members may participate in Union functions.

#### Clause III: Government Servants

1. A Brunei Government servant attending a course or undergoing training in the United Kingdom or Eire is eligible for Ordinary Membership of the Union.

#### ARTICLE IV – Management



Clause I: The Council

1. The governing body of the Union shall be called the *Council*. In Malay, the Council shall be known as *Majlis*.
2. Additionally, there shall be supporting the Council a supplementary body called the *Regional Executives*. In Malay, the Regional Executives shall be known as *Eksekutif-Eksekutif Serantau*.
3. The Council shall normally consist of ten (10) office bearers and additionally up to two (2) co-opted members.
4. The Regional Executives shall normally consist of ten (10) office bearers.
5. Council members and Regional Executives (collectively known as Union office bearers) are not liable to pay Union subscription fees.
6. Each Union office bearer should satisfy the qualifications for Ordinary Membership (as in Article III) from the point of nomination through to the end of their term of office.

Clause II: Union Office Bearers

1. The Council consists of:
  - i) The President
  - ii) The Vice-President for Administration and Finance
  - iii) The Vice-President for Regional Coordination
  - iv) The General Secretary
  - v) The Deputy General Secretary
  - vi) The Financial Secretary
  - vii) The Information Secretary
  - viii) The Postgraduate Secretary
  - ix) The A-Level Secretary
  - x) The Religious Secretary



xi) Any Co-opted Members (Advisors)

2. The Regional Executives consist of:

- i) The Regional Executive for Wales
- ii) The Regional Executive for Scotland
- iii) The Regional Executive for Ireland
- iv) The Regional Executive for the North West
- v) The Regional Executive for the North East
- vi) The Regional Executive for the West Midlands
- vii) The Regional Executive for the East Midlands
- viii) The Regional Executive for the South West
- ix) The Regional Executive for the East of England
- x) The Regional Executive for London and the South East

3. The President, Vice-President for Administration and Finance, and Vice-President for Regional Coordination shall not all be of the same gender.

### Clause III: Reporting

1. All Council members and Regional Executives ultimately report to the President.
2. The Vice-President for Administration and Finance, Vice-President for Regional Coordination, Religious Secretary, and Co-opted Members (Advisors) normally report directly to the President.
3. The General Secretary, Deputy General Secretary, Financial Secretary, and Information Secretary normally report to the Vice-President for Administration and Finance.
4. The Postgraduate Secretary, A-Level Secretary, and Regional Executives normally report to the Vice-President for Regional Coordination.



## **ARTICLE V – Responsibilities**

### **Clause I: The President**

1. Shall be the head of the Union.
2. Shall be the spokesperson of the Union.
3. Shall preside at Council and Union meetings.
4. Shall ultimately be responsible for the Union's finances.
5. Shall be the main link for Union interactions with other bodies and organisations.

### **Clause II: The Vice President for Administration and Finance**

1. Shall act jointly with the Vice-President for Regional Coordination on behalf of the President in the latter's absence.
2. Shall assist the President, particularly with regards to day-to-day administration of the Union and financial matters.
3. Shall assist the President as the main link for interactions with other student organisations.

### **Clause III: The Vice-President for Regional Coordination**

1. Shall act jointly with the Vice-President for Administration and Finance on behalf of the President in the latter's absence.
2. Shall assist the President, particularly with regards to matters pertaining to Regions and Societies.
3. Shall assist the President as the main link for interactions with Brunei Government agencies.



Clause IV: The General Secretary

1. Shall be the Union's archivist and record-keeper.
2. Shall convene Union and Council meetings and keep minutes at such meetings.
3. Shall communicate information and details of the Union and Council to those concerned, including major decisions and outcomes of meetings.
4. Shall prepare and read reports of Union activities at Union and Council meetings.
5. Shall in particular be responsible for maintaining friendly relations with fellow ASEAN student unions.

Clause V: The Deputy General Secretary

1. Shall act on behalf of the General Secretary in the latter's absence.
2. Shall co-operate with and assist any and all Council members as required.
3. Shall in particular be responsible for initiatives to secure the financial well-being of the Union.

Clause VI: The Financial Secretary

1. Shall open and maintain a bank account for the Union.
2. Shall keep financial accounts of the Union.
3. Shall carry out the financial transactions of the Union under the supervision of the President and/or Vice-President for Administration and Finance
4. Shall submit financial statements of the Union at Union and Council meetings.
5. Shall receive subscription fees from Members.

Clause VII: The Information Secretary

1. Shall maintain the Union website and other online channels.



2. Shall oversee the preparation of press releases by Union Societies and Members.
3. Shall inform Members regarding major activities organised by the Union and Societies.
4. Shall edit, publish and circulate the Union's newsletters and/or magazines.
5. Shall be responsible for circulating the Union's Constitution.

Clause VIII: The Postgraduate Secretary

1. Shall represent the interests of postgraduate Members to the Council.
2. Shall promote and organise national, cultural, educational and social events and activities for postgraduate Members.

Clause IX: The A-Level Secretary

1. Shall represent the interests of A-Level Members to the Council.
2. Shall promote and organise national, cultural, educational and social events and activities for A-Level Members.

Clause X: The Religious Secretary

1. Shall be responsible for the religious activities of the Union.
2. Shall liaise with the Religious Officer of the Brunei Students' Unit regarding any religious enquiries from Members.
3. Shall advise the Council regarding the religious aspect of Council and Union events and activities.

Clause XI: The Regional Executives





1. Shall assist the President and Vice-President for Regional Coordination regarding matters pertaining to individual Regions.
2. Shall represent the interests of their Region, constituent Societies and Members to the Council.
3. Shall promote national, cultural, educational and social events and activities, particularly within their Region and constituent Societies.

## **ARTICLE VI – Co-option**

### **Clause I: Co-opted Council Members**

1. The outgoing President and General Secretary shall automatically be co-opted into the Council while they remain as Ordinary Members of the Union.
2. The outgoing President and General Secretary may accept or reject the co-option.
3. In the event that the outgoing President and/or General Secretary rejects the co-option, the Council shall have the discretion to co-opt any of the outgoing Council members.
4. There shall be a maximum of two (2) Co-opted Members in the Council.
5. The Co-opted Members are also known as Advisors.

### **Clause II: Responsibilities**

1. Shall attend Council meetings.
2. Shall counsel the Council, being at liberty to express their views within reasonable limits.
3. Shall keep the Council informed regarding details of past activities by virtue of their experience.



## **ARTICLE VII – Elections**

### **Clause I: Elections**

1. Elections to the Council shall be held at Annual General Meetings.
2. Elections shall be by secret ballot on simple majority or some other scheme, for example Alternative Vote (AV) or Single Transferable Vote (STV).
3. An Assessing Committee shall organise the election, normally made up of members of the outgoing Council.
4. The positions normally filled at the Annual General Meeting are seven (7): President, Vice-President for Administration and Finance, Vice-President for Regional Coordination, General Secretary, Deputy General Secretary, Financial Secretary, and Information Secretary.

### **Clause II: Candidates**

1. Any Ordinary Member may run for a Council position.
2. Upon election to the Council, an office bearer may not hold any official post in any other Society. Thereafter, they will be ineligible to be appointed for any official post in any other Society until the end of their term in the Council.
3. Candidates may nominate themselves or be nominated by other Members (as in Article VII Clause III).
4. All candidates shall provide contact details and are obliged to answer any questions Members might have.
5. All candidates may campaign in any way as long as it is done in a civil manner.

### **Clause III: Nominations**



1. Candidates may nominate themselves with one seconder; or
2. Candidates may be nominated by another Member with one seconder.
3. Candidates who are nominated as in Article VII Clause III (2) reserve the right to decline from running for office.
4. The nominations shall be submitted to the Assessing Committee at least two (2) weeks before the Annual General Meeting.
5. Respective manifestos and other details shall be submitted to the Assessing Committee at least one (1) week before the Annual General Meeting.

#### Clause IV: Ex-officio Council Members

1. The head of the Brunei Postgraduate Society (BPS) is automatically invited to take office as the Union's Postgraduate Secretary.
2. The head of the Brunei A-Level Society (BruALS) is automatically invited to take office as the Union's A-Level Secretary.
3. The head of the Brunei Religious Officers' Student Association (BruROSA) is automatically invited to take office as the Union's Religious Secretary.
4. The terms of office as Postgraduate Secretary, A-Level Secretary and Religious Secretary last until the end of their terms as heads of their respective organisations.

#### Clause V: Regional Executives

1. Regional Executives shall be elected from amongst members of the constituent Societies of that particular Region.
2. The elections for Regional Executives shall be conducted at a different occasion other than the Annual General Meeting.
3. The elections for Regional Executives shall normally be conducted by the Vice-President for Regional Coordination.



4. The election for a particular Regional Executive shall normally only be participated in by representatives of the constituent Societies in that Region.

#### Clause VI: Voting

1. Voting for Council positions shall normally be performed by representatives of constituent Societies of the Union, plus other Members of the Union as the Assessing Committee sees fit.
2. Each constituent Society shall have one (1) vote.
3. All votes shall be subject to acceptance by the Assessing Committee.
4. The Assessing Committee's decision is final.

#### Clause VII: Election Results

1. Election results shall be made known at the end of the Annual General Meeting.
2. In the event of there being one or more offices not filled, the newly-elected Council may arrange further elections as they see fit.
3. The outgoing Council shall have a handover meeting with the incoming Council after the elections.

### **ARTICLE VIII – Meetings**

#### Clause I: Union Meetings

1. Shall be held at least once a year on a date fixed by the Council.
2. Notifications of Union meetings shall be made at least four (4) weeks before the date of the meeting.



Clause II: Council Meetings

1. Shall be held at least once per academic term.
2. Council meetings may be held at any time.
3. Notifications of Council meetings shall be made at least two (2) weeks before the date of each meeting.

Clause III: Emergency Union Meetings

1. Shall be called by the General Secretary on approval of the President.
2. Shall take place within ten (10) days of receiving the approval referred to in Article VIII Clause III (1).
3. Notifications of emergency Union meetings shall be made at least one (1) week before the date of such a meeting.

Clause IV: Voting at Union and Council Meetings

1. Voting at Union and Council meetings shall be left to the discretion of the chairperson (normally the President) on simple majority vote. This procedure does not apply to the election of office bearers.

**ARTICLE IX – Quorum**

Clause I: Union Meetings

1. Quorum shall be half of the number of constituent Societies of the Union, not including Council members present.
2. In the event of failure to get the stated quorum, the chairperson shall have the power to proceed with the meeting. Any decision reached at such a meeting shall



be binding on the Union provided that the number of Ordinary (non-Council) Members present exceeds the total number of Council members.

3. In the event where a quorum was present at the commencement of the meeting but ceased to be present when the meeting proceeded to vote, the decision shall remain legally binding.

#### Clause II: Council Meetings

1. Quorum shall be half of the number of Council members.
2. In the event of failure to get the stated quorum, the chairperson shall have the discretion to proceed with the meeting. Any decision reached at such a meeting shall not be binding on the Union without a simple majority vote by the Council (including the absent Council members).
3. In the event where a quorum was present at the commencement of the meeting but ceased to be present when the meeting proceeded to vote, the decision shall remain legally binding.

#### ARTICLE X – Finance

1. The Union shall open a bank account(s).
2. The bank account shall be named as *THE BRUNEI STUDENTS' UNION IN UK*.
3. Payments (of any form) shall be made payable to *THE BRUNEI STUDENTS' UNION IN UK*, which forms the income of the Union.
4. The Financial Secretary shall issue Union receipts whenever receiving any items mentioned in Article X (3).
5. Expenditures of the Union shall be authorised by the President and/or Vice-President for Administration and Finance.
6. The Financial Secretary shall obtain and keep bills/receipts issued by payee(s).



7. The Financial Secretary, on request, shall submit financial statements audited either by the Internal and/or External Auditor(s) at Union and Council meetings.

#### **ARTICLE XI – Auditors**

1. The Internal Auditor shall be appointed from the Council, but must not be the President, the Vice-President for Administration and Finance, or the Financial Secretary.
2. The External Auditor shall be appointed by the Council and can be an Ordinary Member of the Union.
3. The Internal Auditor shall audit and certify financial statements before Council meetings.
4. The External Auditor shall audit and certify financial statements before Annual General Meetings.

#### **ARTICLE XII – Vacant Offices**

1. In the event that the post of President is vacant between Annual General Meetings, the Vice-Presidents shall jointly assume the office of the President.
2. In the event that the post of General Secretary is vacant between Annual General Meetings, the Deputy General Secretary shall assume the office of the General Secretary.
3. In the event that any other Council member's post is vacant between Annual General Meetings, the Council is empowered to appoint any Ordinary Member of the Union to such post(s), normally via by-election.

#### **ARTICLE XIII – Reforms**



1. Reforms can only be proposed by formal written request and must be seconded by two other Members.
2. Proposals referred to in Article XIII (1) must reach the General Secretary not less than four (4) weeks before Union meetings.
3. The proposer and seconders of the proposal referred to in Article XIII (1) must be present at the Union meeting.
4. Amendment(s) or addendum/addenda may be passed by simple majority of attending Members.

#### **ARTICLE XIV – Discipline**

1. Impeachment may be taken against any office bearer who acts or has acted in a manner prejudicial to their office.
2. Discipline may be taken against any Member who acts or has acted in a manner prejudicial to the aims of the Union.
3. The Council shall initiate and institute the Impeachment/Discipline proceedings.
4. The office bearer or Member against whom the Impeachment/Discipline is being taken must be present during the proceedings, and may bring witnesses as they deem appropriate.
5. The verdict shall be determined by a two-thirds majority of attending Council members at the proceedings.
6. The office bearer or Member against whom the Impeachment/Discipline has been taken may appeal to the Union.
7. An emergency Union meeting shall be held as soon as the appeal referred to in Article XIV (6) is made.
8. The appealing office bearer or Member must be present at the emergency Union meeting and may bring witnesses as they deem appropriate.





9. The verdict shall be determined by a two-thirds majority of attending Union Members at the emergency Union meeting, which shall be divided by secret ballot.
10. The Council or Union may order public apology, or compensation, or suspension, or expulsion.

#### **ARTICLE XV – Languages**

1. The official languages of the Union shall be Malay and English.

#### **ARTICLE XVI – Interpretation**

1. The Council shall have the power of interpreting the Constitution in its ordinary, literal and grammatical meaning(s).

#### **ARTICLE XVII – Properties**

1. Properties are those such as furniture and sports equipment, and also include cash, cheque books, receipts, account books, etc.
2. Documents are those such as files, minute books, etc. and are also included in the wider meaning of properties.
3. Outgoing office bearers in possession of the items mentioned in (1) and (2) shall hand them over to the succeeding General Secretary in the handover meeting mentioned in Article VII Clause VII (3).



### **ARTICLE XVIII – Committees**

1. The Council is empowered to form (ad hoc) committees as necessary.
2. A Council member shall be appointed as the chairperson of the committee, with the President normally serving as Advisor.
3. The chairperson shall appoint committee members from the Union only.
4. The chairperson of the committee shall be answerable to the Council.

### **ARTICLE XIX – Standing Orders**

#### **Clause I: Union and Council Meetings**

1. There shall be a quorum in Union and Council meetings.
2. The chairperson shall be the President.

#### **Clause II: Motions**

1. Motion(s) may be introduced in writing or verbally to the General Secretary before or at Union and Council meetings.
2. Motion(s) must be proposed by a Member and be seconded by another Member of the Union.
3. When a motion has been proposed and seconded, debate shall take place followed by a vote.
4. Motion(s) that have been passed during Union and Council meetings shall be taken as a resolution to the Union.
5. Resolution(s) must be implemented by the Council.
6. It is at the discretion of the succeeding Council to implement the resolutions passed during the term of the outgoing Council.



### Clause III: Adjournment

1. Adjournment may be introduced verbally or in writing to the chairperson during the meeting.
2. Adjournment must be proposed by a Member and be seconded by another Member of the Union.
3. When an adjournment has been proposed and seconded, debate shall take place and followed by a vote.

### ARTICLE XX – Disputes

1. Members who are aggrieved by any matter arising out of the conduct of Union affairs may submit their complaint in writing and bearing their signature(s) to the General Secretary.
2. It shall be at discretion of the General Secretary and the President to consider the grievances in the following manner:
  - i. The General Secretary and the President shall deal with the grievance(s) concerned at their own discretion.
  - ii. In the event of the General Secretary and the President considering that the grievance is a matter to be dealt with by the Council, the General Secretary shall call a Council meeting.
3. The General Secretary shall communicate in writing the resolution of the Council to the person(s) aggrieved.

### ARTICLE XXI – Enquiries



1. Members may make an enquiry or seek explanation either verbally or in writing on matters pertaining to the responsibilities of any office bearer.
2. The office bearer shall be obliged to reply to the enquiry either verbally or in writing, according to the mode of the enquiry referred to in Article XXI (1).

*Amended on 02 Rajab 1437H corresponding to 09 April 2016.*