



CONSTITUTION

OF

**INSTITUTION OF ENGINEERING & TECHNOLOGY
BRUNEI DARUSSALAM**

(IET BRUNEI DARUSSALAM)

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ARTICLE 1 NAME

- 1.1 The Institution shall be known as the **Institution of Engineering and Technology Brunei Darussalam** hereafter called the Network.
- 1.2 The Network is affiliated with The Institution of Engineering and Technology United Kingdom (IET UK) and the headquarters is located in London.

ARTICLE 2 PLACE OF BUSINESS

The place of business of the Network shall be:

Office Address: Block B9, Room 1, Anggerek Desa Flat,
Kg Anggerek Desa,
Bandar Seri Begawan BB3713,
Negara Brunei Darussalam.

Postal Address: P. O. Box 122,
Anggerek Desa Post Office
Bandar Seri Begawan BB3780.

Website: www.theiet.org.bn

and shall be changed if deemed necessary, by the Management Committee, subject to the approval of the Registrar of Societies (Brunei Darussalam).

ARTICLE 3 OBJECTIVES

The objectives for which the Network is established are to promote the advancement of all aspects of engineering and technology, and to facilitate the exchange of information and ideas, and for that purpose to do any or all of the following,

- 3.1 To arrange regular meetings for the reading of papers and for discussions on subjects for the benefit of members
- 3.2 To assist members to develop their careers and to play their full part in contributing to society.
- 3.3 To arrange conferences, colloquia, seminars etc
- 3.4 To stimulate interest in the Network among members and prospective members and to act as a focus for the Institution of Engineering and Technology (IET) in Brunei Darussalam
- 3.5 To further the objects of promoting the general advancement of electrical science and engineering and their applications and to facilitate the exchange of information and ideas on these subjects.
- 3.6 To grant premiums and prizes, and by any other means to enlarge the knowledge of electrical engineering.

- 3.7 To co-operate with industry, government departments, educational establishments and professional bodies for the interchange of information on current and future needs of technological education with particular reference to electrical engineering.
- 3.8 To set up a Younger Members Section (YMS) and appropriate Specialized Sections
- 3.9 To invite, if desired, other bodies to co-sponsor events and to accept invitations to cosponsor the events of other bodies

ARTICLE 4 MEMBERSHIP

The membership of the Network shall be members of the IET normally resident in Brunei Darussalam and any areas in the vicinity of Brunei Darussalam deemed appropriate and shall be in the following grades.

- 4.1 Fellows (FIET)
- 4.2 Members (MIET)
- 4.3 Technician Member (TMIET)
- 4.4 Students

ARTICLE 5 APPLICATION PROCEDURES

- 5.1 The Network shall assist candidates on the applications for membership or transfer to the IET (UK), which may be made on prescribed application forms obtainable from the Honorary Secretary of the Network.
- 5.2 The completed and verified application forms may be forwarded to the Honorary Secretary of the Network together with all supporting certificates, diplomas and degrees.
- 5.3 All relevant information shall be given on the application form which must be correctly proposed by a Fellow or Member of the IET.
- 5.4 Provided that the application form has been correctly completed, verified and proposed the Honorary Secretary should acknowledge its receipt and forward it for processing.

ARTICLE 6 MANAGEMENT COMMITTEE AND OFFICE BEARERS

- 6.1 The management of the Network shall be vested in a Management Committee. This Management Committee shall be constituted as follows:
 - 6.1.1 Officers
 - 6.1.1.1 A Chairman
 - 6.1.1.2 A Vice-Chairman

- 6.1.1.3 An Honorary Secretary
 - 6.1.1.4 An Honorary Assistant Secretary
 - 6.1.1.5 An Honorary Treasurer
- 6.1.2 Ex-officio Members of the Management Committee
 - 6.1.2.1 An International Council Representative
 - 6.1.2.2 Any Chairman who had served in the Management Committee
- 6.1.3 Ordinary Members of the Management Committee
 - 6.1.3.1 Ten members
- 6.2 The Chairman of the Management Committee must be a corporate member of the IET. The Vice-Chairman, the Honorary Secretary, the Honorary Assistant secretary, the Honorary Treasurer and the Ordinary Members of the Management Committee shall be members of any class of the IET other than student.
- 6.3 Each member of the Management Committee shall have one vote and the Chairman shall also have a casting vote.
- 6.4 Office bearers and members of the Management committee shall be elected at the Annual General Meeting from among those nominated in accordance with Article 7.
- 6.5 The Management Committee shall retire annually, but each member of the Management Committee shall be eligible for immediate re-election except the Honorary Treasurer who shall not be eligible for immediate re-election to that office. The Chairman must not hold office in that capacity for more than two years in succession.
- 6.6 No member of the Management Committee shall hold more than one office at any one time.
- 6.7 The Management Committee shall not at any time include in its membership in any capacity such a number of persons employed by or otherwise engaged with any one company, supply undertaking, municipality, firm or other organization, as to constitute a majority of the voting members of the Management Committee.
- 6.8 In the event of death, incapacity, resignation, expulsion or absence of a member of the Management Committee, the Management Committee shall be empowered to co-opt a member to fill the vacancy until the next election.

ARTICLE 7 MANAGEMENT COMMITTEE MEETINGS

- 7.1 The Management Committee shall hold not less than four (4) meetings per year. The Honorary Secretary shall give seven (7) day's notice for the purpose of calling a meeting of the Management

Committee. The quorum shall be two-thirds (2/3) of the membership of the committee.

- 7.2 A special meeting may be called by the Chairman or at the request of any four (4) members of the Management Committee. In the event of extreme urgency, the Honorary Secretary may submit business to the Management Committee by circular letter, fax or e-mail addressed to all members of the committee and a postal vote taken thereon. The decision shall be confirmed and recorded in the minutes of the next meeting.

ARTICLE 8 NOMINATION FOR ELECTION TO THE MANAGEMENT COMMITTEE

- 8.1 Nomination for election to the Management Committee duly signed by a proposer and a seconder shall be submitted in writing to the Honorary Secretary seven (7) days before the Annual General Meeting. Proposers and seconders shall be members of the Network.
- 8.2 If, due to the withdrawal of a candidate before an election or any other cause, there is an insufficiency of candidates to fill the number of seats nominations may be taken from the floor at the Annual General Meeting.

ARTICLE 9 VOTING RIGHTS

- 9.1 All grades of IET members who are members of the Network excluding students shall be entitled to vote for any office in the Network.
- 9.2 Voting shall be by secret ballot; or if those present agree, by a show of hands.
- 9.3 Voting by proxy shall not be permitted.

ARTICLE 10 FUNCTIONS AND POWERS OF THE MANAGEMENT COMMITTEE

- 10.1 The Management Committee shall have general control of the business of the Network and shall be responsible for implementing the policies of the Network.
- 10.2 The Management Committee shall have the power to:
- 10.2.1 appoint sub-committees to assist in its work,
 - 10.2.2 invite members to attend its meeting (such members may participate in discussions but shall have no voting rights),
 - 10.2.3 approve expenditure from the funds of the Network,
 - 10.2.4 raise funds for the Network subject to rule 18.2,
 - 10.2.5 publish relevant materials.

10.2.6 appoint patrons and advisers as and when necessary

ARTICLE 11 RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

11.1 The Chairman shall:

- 11.1.1 chair all General and Committee Meetings of the Network,
- 11.1.2 promote the development of the affairs of the Network,
- 11.1.3 represent the best interests of the Network in all matters with external organizations,
- 11.1.4 liaise with the Brunei International Council Representative of the IET on matters pertaining to the development of the Network.

11.2 The Vice-Chairman shall:

- 11.2.1 deputise for the Chairman in his absence,
- 11.2.2 assist the Chairman at all times.

11.3 The Honorary Secretary shall:

- 11.3.1 transact all the business of the Network as directed by the Management Committee, attend to all correspondence on behalf of the Network, and convene and attend all meetings.
- 11.3.2 record the minutes of all meetings and keep all official records and documents,
- 11.3.3 keep a proper Register of all members,
- 11.3.4 prepare the annual report for submission to the Management Committee.

11.4 The Honorary Assistant Secretary shall:

- 11.4.1 deputise for the Honorary Secretary in his absence,
- 11.4.2 assist the Honorary Secretary in the above duties.

11.5 The Honorary Treasurer shall:

- 11.5.1 be in charge of all the finances of the Network,
- 11.5.2 collect all monies on behalf of the Network,
- 11.5.3 disburse all monies on the authority of the Management Committee,

- 11.5.4 keep proper books of accounts,
- 11.5.5 be responsible for all the funds of the Network,
- 11.5.6 deposit all monies in banks,
- 11.5.7 prepare an annual statement of accounts and submit it to the Management Committee and Annual General Meeting,
- 11.5.8 submit an annual statement of accounts to the International Grants Committee where applicable,
- 11.5.9 prepare annual estimates of income and expenditure for the annual business plan.

ARTICLE 12 FINANCE

- 12.1 The Financial Year shall begin on 01 October and shall end on 30 September of the subsequent year.
- 12.2 The Network receives its annual budget from the headquarters of IET UK.
- 12.3 The Network shall submit a business plan to IET UK for the activities it proposes for the forthcoming session. Provided the business plan is approved, IET UK will remit a sum towards the local expenses of the Network including those incurred by the YMS Committee and all Section Committees for the next session. If the Management Committee proposes any activity which cannot be funded within the above allocation, a separate case shall be made for additional funding together with a business plan. At the end of each session, the Management Committee shall submit an audited statement of account.
- 12.4 Members of the Institution subscribe their annual subscription fees directly to IET UK.
- 12.5 The Management Committee shall not, on behalf of the Institution, enter into any financial commitment which has not been included in the approved business plan.
- 12.6 In the event of the Network being dissolved or ceasing to function for whatsoever reason, the accumulated funds, and assets of the Network shall be returned to the Institution provided that the Institution remains registered as a charity in the United Kingdom.
- 12.7 All the income and assets of the Network shall be applied solely towards the promotion of the objects of the Network and no portion therefore shall be paid or transferred directly or indirectly in whatever form to any person who at any time is or has been a member of the Network. Provided that nothing herein shall prevent the payment, in good faith, of out-of-pocket expenses paid by any member of the Management Committee, the YMS Committee or any Section

Committee; or of reasonable and proper remuneration to any officer or member of the Network, not being in his or her capacity as a member of the Management Committee, the YMS Committee or any Section Committee, in return for any services actually rendered to the Network.

- 12.8 All expenses shall be submitted together with claim forms; and payments shall be approved by the Honorary Treasurer and any ONE of the following:-
- Chairman
 - Vice Chairman
 - Honorary Secretary

ARTICLE 13 AUDITORS

- 13.1 Two members shall be elected as Honorary Auditors at the Annual General Meeting and shall not hold office in the Management Committee. Their tenure of office shall be for one year and they shall not be eligible for re-election to the same post in the following year.
- 13.2 The Honorary Auditors shall audit statements of accounts of the Network and submit a report to the management Committee.
- 13.3 The Honorary Treasurer or Honorary Auditors shall contact the finance department of IET UK if they feel that irregularities or problems have occurred or may occur in future.

ARTICLE 14 GENERAL MEETINGS

- 14.1 General meetings of the Network shall be convened by the Honorary Secretary and these shall be the Annual General Meeting and any Extraordinary General Meetings.
- 14.2 The Annual General Meeting of the Network should be held not later than the month of October.
- 14.3 At least 30 days' notice in writing, specifying the agenda, venue, date and time of the Annual General Meeting shall be given.
- 14.4 The annual report of the Management Committee and the audited accounts for the preceding year shall be forwarded to members for receipt at least seven (7) days before the date of the meeting.
- 14.5 The business to be transacted at the Annual General Meeting shall be:
- 14.5.1 to receive and approve the annual report and accounts of the Network for the preceding year,
 - 14.5.2 to elect the office bearers, Management Committee members and auditors for the coming year,

- 14.5.3 to transact any other business: at least 14 days' notice of any other business must be given, in writing, to the Honorary Secretary,
- 14.6 An Extraordinary General Meeting of the Network shall be convened by the Honorary Secretary on the instructions of the Management Committee, or on the written application to the Honorary Secretary of at least 15 members entitled to vote.
- 14.7 Petitioners for an Extraordinary General Meeting must submit a written statement of the purpose and objectives of the meeting.
- 14.8 Extraordinary General Meetings shall be held within 30 days of the receipt of the application.

ARTICLE 15 QUORUM AND VOTING

At least one-quarter of the total voting membership or 15 voting members, whichever is the lesser, present at a General Meeting shall constitute a quorum. If the required quorum is not present a meeting may be adjourned for 30 minutes and should the number present then be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to alter, amend, or make any additions to any of the existing rules or regulations.

ARTICLE 16 AMENDMENT TO THE CONSTITUTION

- 16.1 Proposed amendments to the Constitution shall be submitted in writing by one member and supported by at least 10 other members and transmitted to the Honorary Secretary at least 14 days before a General Meeting.
- 16.2 Amendments to the Constitution shall be made only at an Annual General Meeting or at an Extraordinary General Meeting.
- 16.3 No alteration or addition/deletion to this Constitution shall be made except at a General Meeting and with the consent of two-thirds of the voting members present at the General Meeting and they shall not come into force without the prior sanction of the Registrar of Societies of Brunei Darussalam.

ARTICLE 17 INTERPRETATION OF THE CONSTITUTION

In the event of any question or matter arising out of any point which is not expressly provided for in the Rules, the Management Committee shall have the power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

ARTICLE 18 PROHIBITIONS

- 18.1 The Network shall not attempt to restrict or interfere with trade or make indirectly or directly any recommendation to or any

arrangement with its members which has the purpose of or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or services which adversely affect consumer interests.

- 18.2 The Network shall not raise funds from the public for whatever purposes without the prior approval in writing of the relevant authorities.

ARTICLE 19 DISSOLUTION

- 19.1 The Network shall not be dissolved, except with the consent of at least three fifths (3/5) of the members of the Network for the time being resident in Brunei Darussalam expressed, either in proxy or person, at a General Meeting convened for the purpose.
- 19.2 In the event of the dissolution of the Network all debts and liabilities legally incurred on behalf of the Network shall be fully discharged and the remaining funds disposed of in such manner as the General Meeting of members may determine.

ARTICLE 20 ARBITRATION

- 20.1 In the event of disagreements amongst Management Committee Members and / or between IET Brunei Members with regards to matters involving the Network, mediation may be requested.
- 20.2 With the agreement of the disputants, a one-on-one mediation session shall be conducted by a mediator appointed by the Management Committee.
- 20.3 Where the matter remains unresolved, the mediation will include the members of the Management Committee and shall be conducted by an independent arbitrator with the agreement of the disputants.
- 20.4 The disputants shall present their cases clearly with supported evidence(s). The attendees of the mediation shall listen to the cases presented by the disputants with fairness and should contribute sound resolutions.
- 20.5 The arbitrator will take into account the points made by disputants, all attendees during the mediation session and shall conclude the session with proper justifications in accordance to the local Arbitration Act.

LAST PAGE OF CONSTITUTION