



BRUNEI AMATEUR SWIMMING ASSOCIATION

CONSTITUTION
Effective 1st March 2025

I. General Provisions

1. NAME

Brunei Amateur Swimming Association (BASA) is the sole and exclusive Brunei governing body for all Aquatics (aquatic sport disciplines as recognized by the International Olympic Counsel (IOC) and / or WORLD AQUATICS). In Malay, it is styled as "Persatuan Renang Amatur Negara Brunei Darussalam"

2. LEGAL STATUS AND HEADQUARTERS

2.1 BASA is established as an association to govern all Aquatics.

2.2 BASA has its headquarter at the Hassanal Bolkiah National Swimming Complex, Brunei Darussalam.

3. OBJECTIVES

The objectives of BASA are:

- a) to promote, develop and be the governing body for Aquatics in Brunei Darussalam;
- b) to provide fair and clean sport and protect the integrity of Aquatics;
- c) to promote safe Aquatics and the protection of Athletes from all forms of harassment and abuse;
- d) to encourage participation in Aquatics at all levels, regardless of age, gender or race, and support activities aiming at ensuring that Aquatics and swimming skills in general are promoted and are accessible to individuals from all ages, gender, different backgrounds and capacities;
- e) to organise competitions and events in accordance with WORLD AQUATICS's guidelines;
- f) to adopt rules and regulations as approved by WORLD AQUATICS of competitions and events;
- g) to promote the development of facilities for Aquatics;
- h) to develop and encourage activities and programmes promoting the sustainability of Aquatics in all possible forms;
- i) to develop and encourage the education of Athletes, Coaches, Officials and other persons involved in Aquatics; and
- j) to carry out any other activity to promote Aquatics.

II. Membership

4. TYPES of Membership

4.1 Affiliate Member

- a) Affiliate membership of the Association shall consist of properly constituted clubs, associations and other organisations who have been duly accepted by BASA as affiliates. Application for affiliate membership shall be submitted with all information requested by BASA and with a signed undertaking by the applicant to observe and comply with this Constitution.
- b) BASA Executive Committee (as defined below), in its absolute discretion, can decide whether to admit an applicant for Affiliate membership. If membership is not granted by the BASA Executive Committee, the applicant may appeal against such decision within 21 Days from the date of notification of the decision to the President.
- c) Affiliate Member will have 1 (One) voting right during the General Meeting.

4.2 Associate Member

- a) Associate membership shall be individual aged 21 years old and above. Application for Associate membership shall be submitted with all information requested by BASA and with a signed undertaking by the applicant to observe and comply with this Constitution.
- b) BASA Executive Committee, in its absolute discretion, can decide whether to admit an applicant for membership. If membership is not granted by the Executive Committee, the applicant may appeal against such decision within 21 Days from the date of notification of the decision to the President.
- c) Associate Member will have 1 (One) voting rights during the General Meeting.

5. RIGHTS OF MEMBERS

5.1 Members are entitled:

- a) to take part in BASA competitions and events for which they are eligible,
- b) to make proposals to amend this Constitution or the BASA Rules;
- c) to make nominations for the position of President, Vice President, Honorary Secretary, Honorary Treasurer, Executive Committee Member and/or Athlete Representative Member (collectively “the BASA Executive Committee”);
- d) to exercise his or her voting rights in the election of BASA Executive Committee during the General Meeting;
- e) to exercise and receive all rights and benefits of Members as set forth in this Constitution.

- 5.2 Members shall have no liability in regard to debts or World Aquatics' liabilities of BASA.
- 5.3 Any of the above membership rights are subject to applicable limitations or disciplinary decisions as they may apply, from time to time, to a Member.

6. OBLIGATIONS OF MEMBERS

Members are obliged:

- a) to support BASA in its efforts to achieve its objectives;
- b) to fully comply at all times with this Constitution,
- c) to respect the principles of loyalty, integrity, sportsmanship and all the values expressed in this Constitution.
- d) to comply with and implement this Constitution;
- e) to manage their affairs independently and without regard to undue influence by third parties or government(s);
- f) to participate in competitions organised by BASA;
- g) to pay the annual membership fee set pursuant to Article 9 and comply with all other World Aquatic obligations to BASA, if any; and
- h) to ensure that BASA is not brought into disrepute in any way whatsoever.

7. SUSPENSION, TERMINATION OF MEMBERSHIP

7.1 Membership in BASA ends:

- a) if the Member no longer exists or expires;
- b) if the Member withdraws its/his/her membership;
- c) if the Member is expelled from BASA.

7.2 Any Member that wants to withdraw its/his/her membership in BASA shall give notice before end of June of that year in order for such withdrawal to take effect at the end of the same calendar year. The notice shall be given in writing and shall be submitted to the Executive Committee by email at (email address). No refund of fees will be made.

7.3 The Executive Committee shall have the power to suspend or expel a Member if:

- a) the Member does not comply with its/his/her obligations towards BASA;
- b) the Member significantly violates this Constitution;
- c) the Member acts in a manner contrary to any of BASA's objectives; or
- d) in the view of the Executive Committee, there are other important reasons that justify a suspension or an expulsion.

- 7.4 Unless there are reasons of urgency, before taking a decision of suspension or expulsion, the Executive Committee shall hear the Member, in writing or orally. A decision of suspension or expulsion of a Member can be appealed to the President within twenty-one (21) Days from the date of the notification of the decision.
- 7.5 A decision of suspension by the Executive Committee can be imposed against a Member for an indefinite period of time and the lifting of the suspension may be made subject to the fulfilment of certain requirements to be defined from time-to-time by the Executive Committee. A suspension may also be imposed for a fixed period of time, to be determined by the Executive Committee in accordance with the circumstances of the case. The Executive Committee may revoke a suspension at any time.
- 7.6 A suspended Member may not exercise any of its membership rights during the period of suspension, including without limitation the right to attend and participate in an Annual General Meeting.
- 7.7 In place of, or in addition to any suspension of a Member, the Executive Committee has the right to impose, upon having heard the Member orally or in writing, any or more of the following sanctions:
- a) set specific measures, terms or conditions to be met or steps to be undertaken to the satisfaction of the Executive Committee;
 - b) issue a caution or a warning;
 - c) impose a fine;
 - d) withhold grants or subsidies;
 - e) exclude Athletes, from any BASA competitions and events or any BASA activities;
 - f) remove or deny accreditation of, or other benefits to, Athletes, of the suspended Member for any BASA competitions and events; or
 - g) impose any other sanctions the Executive Committee considers appropriate.

8. FEES AND OTHER WORLD AQUATIC OBLIGATIONS

- 8.1 Each Member must pay an annual membership fee decided by the Executive Committee. BASA may set off any such fees with payments due to a Member.
- 8.2 Default in payment of the membership fees or other amounts which may be due by Members to BASA may lead to sanctions, including suspension or, ultimately, expulsion.
- 8.3 The BASA Executive Committee has the right to waive a membership fee, when appropriate.
- 8.4 The annual membership fee structure will be as follow:

Membership	Annual Fee	Active Swimmer fee
Affiliate (clubs; associations)	B\$150	B\$5
Associate	B\$50	NA

III. Organisation and Structure of BASA

9. THE EXECUTIVE COMMITTEE

The management of BASA shall be vested in the Executive Committee. The following positions are established to govern and administer BASA:

- A. President**
- B. Vice President**
- C. Honorary Secretary**
- D. Honorary Treasurer**
- E. 5 Executive Committee Members**
- F. 1 Athlete Representative Member**

9.1 All Executive Committee member shall hold office for two years. They shall be elected at the Biennial General Meeting.

9.2 All Executive Committee member shall be eligible for re-election.

9.3 The Executive Committee may co-opt any person it deems necessary but the latter shall have no voting right.

10. PATRON

The members in General Meetings may invite any distinguished person to be the Patron.

11. DUTIES OF OFFICE BEARERS

11.1 The President shall act as Chairman at all General Meetings and Executive Committee Meetings. If the President is unable to act at any time, the Vice-President shall act as President.

11.2 The Vice-President shall act as Chairman of respective Sub-Committees, Honorary Secretary and Honorary Treasurer are Ex-Officio.

11.3 The Honorary Secretary shall keep the minutes of all General and Executive Committee Meetings and shall keep all records of BASA.

11.4 The Honorary Treasurer shall keep proper books of account of all receipts and disbursements and shall be responsible for their correctness.

12. AUDITOR

- 12.1 BASA funds account shall be audited on an annual basis by an external auditor.
- 12.2 The external auditor shall be required to audit the annual account and present his/her report at the following Annual General Meeting.

13. GENERAL MEETING

A. ANNUAL or BIENNIAL GENERAL MEETING

An Annual or Biennial General Meeting shall be held on or before 31st December of the year. Such Meeting shall consider:

- (i) The previous year accounts and reports of the Executive Committee and the Auditor. (Annual General Meeting and Biennial General Meeting).
- (ii) The election of the Executive Committee for the following term (Biennial General Meeting).

B. EXTRA-ORDINARY GENERAL MEETING

Extra-Ordinary General Meeting may be called at any time by the Committee or by the Honorary Secretary upon receipt of a written requisition by two-thirds of the Affiliate Member or Associate Member.

C. NOTICE OF MEETING

- (i) Fourteen days' notice shall be given of all General Meetings.
- (ii) The business to be discussed is to be specified with the exception of the business mentioned in (A.) above.
- (iii) If they so desire, the Members by unanimous decision may reduce or dispense with the notice period.

D. QUORUM

The Quorum at General Meetings shall be one-third of the total number of Affiliate and Associate Members.

If a Quorum is not present within twenty minutes of the time set for the Meeting, the Meeting shall stand adjourned for a period of 1 hour and to commence after the said period at the same day and at the same place.

E. ADJOURNMENT

The President may, with the consent of the Meeting, adjourn the Meeting from time to time and from place to place but no matter what may be discussed at the Meeting that was adjourned, unless proper notice is given.

F. VOTING

Voting shall be by Members only and shall be by show of hands unless a poll is demanded by any member.

H. CHAIRMAN

The President shall be the Chairman of each General Meeting.

In his absence, the Vice-President shall take the Chair. If neither is present, the Members present may elect their own Chairman.

14. EXECUTIVE COMMITTEE MEETING

- A. The Honorary Secretary shall call Monthly Executive Committee Meeting whenever possible.
- B. The Honorary Secretary shall call a Committee Meeting upon the request of at least one-third of the Executive Committee.
- C. Notice period for the Committee shall not be less than seven days.
- D. The Quorum shall be one-third of the Committee Members.

15. SUB-COMMITTEES

The Executive Committee shall appoint Sub-Committees to deal with World Aquatics, and to further the objectives of the association as defined in Rule 3.

16. WORLD AQUATIC YEAR

- A. The World Aquatic year shall end on 31st December of each year and a statement of account shall be prepared, audited and submitted at the following Annual General Meeting.
- B. All cheques shall be signed or activated online bank transfer by any two of the following:
 - (i) The President
 - (ii) The Vice-President
 - (iii) The Honorary Treasurer
 - (iv) The Honorary Secretary

17. DISQUALIFICATION

Any affiliated club which disqualifies or suspends any of its swimmers shall report the circumstances to the association.

The Executive Committee of the BASA shall, upon receipt of a request from an affiliate, or may at its own discretion, suspend or disqualify any swimmer and such swimmer shall be barred from competing in any event promoted under the "auspices of the association.

Any swimmer so suspended or disqualified may appeal to the Executive Committee of the BASA.

18. CLUB COMPETITIONS

Any club or managing body wishing to hold an Open Meet or Championship shall notify the Honorary Secretary at least fourteen days in advance, stating:

- A. Date, place and time of the Event.
- B. Details of Open Events (promoting clubs shall reserve the right of refusing any entry).
- C. Whether Brunei Darussalam Swimming Association's officials are required.

19. FIRST CLAIM

An affiliate shall be entitled "First Claim" in respect of any swimmer if the swimmer joined that affiliate prior to joining any other affiliate of which he is a member and which is competing in the relevant competition.

However, the Country shall have first priority over the swimmer, followed by Educational Institutions and Clubs.

20. PROHIBITION

- A. The funds of the Association shall not be used to pay the fines of Members who have been convicted in Court.
- B. The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its Office Bearers, Committee or Members.
- C. The Association shall not seek affiliation or be connected with any Society outside the state without the permission in writing of the Registrar of Societies.

21. DISSOLUTION

Any number not less than three-fifths of the Members may determine the dissolution of the Association and the assets shared according to their voting rights.

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