

**THE CONSTITUTION OF PERTUBUHAN  
BELIA KEBANGSAAN BERSATU SARAWAK (SABERKAS)**

(REVISED 1976)  
(REVISED 1979)  
(REVISED 1981)  
(REVISED 1984)  
(REVISED 1988)  
(REVISED 2003)  
(REVISED 2006)

**PREAMBLE**

WHEREAS on the 22<sup>nd</sup> day of July, 1972 the representatives of the various youth organisation in the State of Sarawak, Malaysia that is to say, the Gabongan Kelab-Kelab Belia Melayu Sarawak, The Sarawak Youth Council and the Bidayuh Club, conscious of their responsibility to dedicate themselves to the service of the nation and to that end desirous of organising themselves in one single youth organisation in the State of Sarawak, assembled at the Pusat Pelbagai Guna Negeri Sarawak, Jalan Datuk Ong Kee Hui, Kuching, Sarawak.

AND WHEREAS on the said day, it was resolved and agreed to form a single youth organisation to be known as the Pertubuhan Belia Kebangsaan Bersatu, Sarawak (SABERKAS).

NOW, THEREFORE, be it declared by the resolution of the said assembly, and by authority or the same as follows:-

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## **PART I - PRELIMINARIES**

### **RULE 1- NAME**

This organisation shall be known as Pertubuhan Belia Kebangsaan Bersatu, Sarawak or SABERKAS for short.

### **RULE 2 -HEADQUARTERS / REGISTERED / POSTAL ADDRESS**

SABERKAS's Headquarters and registered / postal address shall be 20<sup>th</sup> Floor, Wisma SABERKAS, Jalan Tun Abang Haji Openg, 93000 Kuching, Sarawak and may be changed from time to time by the State Committee with prior approval of the Registrar of Societies.

### **RULE 3 - OBJECTIVES AND POWERS**

The aim and objectives of SABERKAS shall be:

- (1) To instil into members a sense of devotion and undivided loyalty to Malaysia.
- (2) To promote the spiritual, mental, physical and social well-being of members of SABERKAS and the community as a whole.
- (3) To promote friendship and understanding among members and the community as a whole.
- (4) To encourage the youth of this country to take their full measures of responsibility in civic affair and to participate actively in nation building.
- (5) To establish and maintain relations with the Malaysian Youth Council and any other organisations in Malaysia, as may be approved and recognised by the Ministry concerned.
- (6) To work in close co-operation with the Ministry responsible for the welfare of youths.
- (7) To uphold the Universal Declaration of Human Rights.
- (8) To carry out such objectives, SABERKAS, shall have for the purpose of this constitution the following powers:-
  - (a) To raise funds for such objectives.

- (b) To accept grants, donations, subscription fees and legacies from Associations or those persons who would like to advance such objectives or any of it.
- (c) To contribute or incur money for carrying out such objectives in such manner approved by the general assembly.
- (d) To own, invest and utilize the funds of SABERKAS which are not immediately needed, according to the manner and requirements to be decided from time to time by the general assembly.
- (e) To purchase, receive, inherit or by any other means to hold land and building whether such be acquired by way of donation or alienation or lease to SABERKAS, or otherwise, in the furtherance of such objectives.
- (f) To take over all or part of any activities, land, asset or liabilities of any government department as organisations which all or part of its objectives are similar to those of SABERKAS, or to inherit any appropriate asset for SABERKAS's objectives.
- (g) To acquire loan (whether by mortgage, charge under SABERKAS's assets or property or otherwise) with the approval of the general assembly or its extra-ordinary general assembly as appropriately considered according to the conditions approved by SABERKAS and the said money lender.
- (h) To set up a limited company or firm or co-operative society for the purpose of managing SABERKAS's property or asset and matters connected with such objectives.
- (i) To make use of the capital and income of SABERKAS's fund as asset or part thereof and subject to such trust (if any) for the said objectives.
- (j) To provide, maintain and administer or run offices, centres and place of holding meetings or functions or games as required and to equip, provide staff and provisions for it.
- (k) General assembly may generally or under special case, delegate any of the above powers to the State Committee and when delegating these powers, it shall give direction or impose condition for exercising such powers: Provided that such delegating of powers may be cancelled or withdrawn at any time by the general assembly under its direction.

## **RULE 4 – INTERPRETATION**

- (1) In this constitution:-
  - (a) The singular shall include the plural, the masculine the feminine and vice-versa.
  - (b) The State Assembly means the State Youth Assembly of the State Committee Members and District Representatives of SABERKAS.
  - (c) The State Committee means the State Youth Executive Committee.
  - (d) The District Assembly means the members of SABERKAS District Committee and Unit representatives.
  - (e) The District Committee means the executive body in a particular district.
  - (f) A SABERKAS District is determined on the basis of an administrative district of SARAWAK.
  - (g) A SABERKAS Unit means that body of members in any particular area where formed.
  - (h) The Unit Committee means the executive body in an area where there is a unit.
  - (i) Block Voting means voting by two or more District Committee / Units.
- (2) In the event of any dispute arising out of the interpretation of this Constitution, the majority decision of the State Committee or in the case of the general meeting, the decision of general assembly, by a simple majority shall be final.
- (3) In the event of any dispute arising out of the interpretation of this constitution, the English text shall prevail.

## **RULE 5 – POWER TO MAKE REGULATIONS**

The State Committee shall have power to make regulations necessary in the interest of SABERKAS. Where such regulations are made, they shall be deemed to be part and parcel of this constitution.

Provided that no such regulations are made in conflict with this constitution.

## **PART II – STATE ORGANISATION.**

### **RULE 6 – MEMBERSHIP**

#### **(1) Types of Membership**

##### **(a) Cadet Membership**

Cadet Membership shall be open to all Malaysians, domiciled in Sarawak, who have attained the age of 9 years but below 16 years. Cadet members shall not be entitled to vote or hold office.

##### **(b) Ordinary Membership**

Ordinary Membership shall be open to all Malaysians. He shall have the right to vote and hold office in SABERKAS.

##### **(c) Life Membership**

Any member of SABERKAS shall upon payment of subscription of RM 50.00 become Life Member. He shall have the same rights and privileges of an Ordinary Member.

##### **(d) Honorary Membership**

Honorary Membership shall be conferred by State Committee on any person who has rendered distinguished service to youth or to any Malaysian Citizen whom the State Committee considers worthy of such award. He shall not vote or hold office in SABERKAS.

#### **(2) Application for Membership**

(a) Any applicant for Cadet and Ordinary Membership of SABERKAS shall be made on a form specified by the State Committee from time to time. For this purpose, the application form shall be as at Schedule I.

(b) Every applicant shall be proposed and seconded by two ordinary or cadet members provided the applicant below 16 years of age have obtained permission from his / her parent or guardian.

(c) An application shall be forwarded to the District Secretary of SABERKAS for approval by the District Committee.

(d) Any such application decided by the District Committee shall be forwarded to the State Secretary-General who shall refer it to the State Committee.

- (e) The State Committee may vary the decision of the District Committee.
- (f) The State Committee may reject any application for membership without assigning any reason therefore and its decision shall be final.

**(3) (a) Admission Fee**

Admission Fee payable shall be as follows:-

- (i) Cadet Member (Ordinary member Aged 9-14 years) - RM 1.00
- (ii) Ordinary Member - RM 1.00
- (iii) Life Membership – RM 50.00 (RM 25.00 – paid to State SABERKAS and another RM 25.00 to respective District SABERKAS )

**(b) Subscription.**

Subscription payable shall be as follows:-

- (i) Cadet Member (Ordinary member Aged 9-14 years) - RM 1.00 p.a.
- (ii) Ordinary Member - RM 1.00 p.a.
- (iii) Life Member - RM 50.00
- (iv) Cadet Members (Ordinary members aged 9-14 years) of SABERKAS may be exempted from payment of subscription at the discretion of the District Committee.
- (v) For the purpose of subscription the one year period is from January to December of each year.
- (vi) All subscriptions shall become payable in January with a grace period of 30 days thereafter.

**(4) Cessation Membership**

Membership of SABERKAS shall cease in any of the following ways:-

**(a) By Resignation**

- (i) Any member wishing to resign shall send a written notice to the District Secretary through the Unit Secretary of SABERKAS.
- (ii) Resignation shall take effect from the date of its acceptance by the District Secretary.

**(b) By Falling Into Arrears**

Where a member falls into arrears of more than one year in respect of his subscription fee and after being duly served with a notice by the Secretary -General.



**(c) By Expulsion**

- (i) Where a member fails to observe the Constitution, rules or policy of SABERKAS; or
- (ii) Where he conducts himself in such a manner as to bring discredit or be detrimental to the aims and objectives of SABERKAS.

Provided that due inquiry must have been made by the State Committee.

**(d) Deletion from Register**

The name of those who cease to be members shall be deleted from the membership register.

**RULE 7 – THE STATE ASSEMBLY**

- (1) The highest authority of SABERKAS shall be the State Assembly. The State Assembly is composed of:-
  - (a) Member of State Committee.
  - (b) SABERKAS Representatives from the District.
- (2) For this purpose, each District may send 2 representatives for the first 10 units and an additional representative for every additional 10 units subjects to a maximum of 5 representatives per District.
- (3) All members of the Current State Committee and every representative from each District shall have the right to vote and to hold office.

**RULE 8 – MEETINGS**

The meetings of SABERKAS shall be of the following categories:-

**1. The Triennial General Meeting**

- (a) The State Assembly shall meet once every three years.
- (b) The Triennial General Meeting shall be held not later than a month of June in the year meeting falls due: Provided that a delay occasioned by special circumstances shall not in any event exceed six months.

- (c) The following shall constitute the Agenda of the Triennial General Meeting:-
  - (i) To confirm minutes of the last Triennial General Meeting.
  - (ii) Matters arising out of the minutes.
  - (iii) To receive and adopt the State Committee of Report.
  - (iv) To received and adopt the audited Statement of Account.
  - (v) To elect officers for the purpose of Section 9(b) of Societies Act. 1966.
  - (vi) To elect Auditors.
  - (vii) To elect a State Committee.
  - (viii) Any other business which has been brought to the notice of the Secretary General not later than 14 days before the meeting. For this purpose, the State Committee shall have power to include or otherwise, any such matters as may constitute other business.
- (d) Preliminary Notice.
  - (i) The Secretary General shall send to all District Secretaries a preliminary notice of the Triennial General Meeting.
  - (ii) The notice shall be sent not later than 40 clear days before the date fixed for the meeting.
  - (iii) The notice shall also be displayed at any registered office of SABERKAS.
  - (iv) The notice, inter-alia, shall contain such matters as decided by the State Committee.
- (e) The District Secretaries shall send, not later than 20 days after receipt of the preliminary notice to the Secretary - General the names of representatives, nominations for election of officers and motions for discussion at the meeting.
- (f) The Secretary – General shall send to the District Secretaries at least 14 days before the meeting the following inter-alia:-
  - (i) An Agenda of the Meeting.

- (ii) Copies of Minutes and Reports.
- (iii) Motions and Nominations for election of officers.
- (iv) Audited accounts of SABERKAS for the previous year.

Copies of the above shall be furnished to each of the District Representatives. They shall be made available at all SABERKAS offices for the perusal of members.

## **2. Extraordinary General Meeting**

- (a) An extraordinary General Meeting shall be called by the Secretary – General in any of the following directions.

When convened such a meeting shall only conduct business for which it is called:-

- (i) Upon the direction of the President and in accordance with such a direction.
  - (ii) Upon the requisition of and signed by at least 5 District Committee of SABERKAS.
- (b) Such a meeting shall be held within 3 weeks of date of receipts by the Secretary -General of the requisition.
  - (c) Notice of an extraordinary general meeting and the Agenda shall be given to members at least 2 weeks prior to the date of the meeting.

## **3. State Committee Meeting**

- (a) The State Committee shall meet at least once in three months.
- (b) Meetings shall be convened by the Secretary- General who shall give at least 2 weeks notice in writing of such meetings.
- (c) Emergency meetings, however, may be held at shorter notice.
- (d) Any member of the State Committee who, without cause, fails to attend 3 consecutive State Committee meetings shall be deemed to have resigned from the State Committee.

## **4. Quorum**

- (a) The Triennial General Meeting shall proceed to business if there is a quorum of a simple majority of paid-up members.

- (b) In the absence of (a) above, the meeting shall be postponed to a later date to be fixed by the State Committee.
- (c) Where there is no quorum at the subsequent date decided in accordance with (b) above, the meeting shall proceed to business.
- (d) The meeting as in (c) above, however, shall not proceed to discuss matters affecting the whole membership of SABERKAS nor later any rules as herein contained.
- (e) The Extraordinary General Meeting shall proceed to business if 1/3 or more of those entitled to attend are present.
- (f) In the absence of (e) above, the meeting shall be postponed to later date to be fixed by the State Committee.
- (g) Where there is no quorum at the subsequent date decided in accordance with (f) above, if the meeting is expressly requisitioned as in Rule 8 (2) (a) (ii) of the Constitution, there shall be no writing.
- (h) Further, there shall be no requisition in accordance with Rule 8 (2) (a) (ii), until after a lapse of 6 months from the date thereof.
- (i) The State Committee meeting shall proceed to business where there is a simple majority of officers present.

## **RULE 9 – THE STATE COMMITTEE**

### **(1) General**

- (a) The State Committee shall be formed at the Triennial General Meeting by the election of office-bearers thereto.
- (b) All posts in the State Committee shall be honorary.
- (c) Only the post of President and Deputy President of SABERKAS may be filled by senior members by election thereto

### **(2) Composition**

- (a) The State Committee shall consist of the following officers:-
  - (i) A President.

- (ii) A Deputy President.
  - (iii) 5 Vice Presidents, 3 of whom shall be elected at the Triennial General Meeting and not more than 2 to be appointed by the State Committee to represent such interest as may be determined.
  - (iv) A Secretary – General.
  - (v) A Deputy Secretary – General.
  - (vi) A State Organising – Secretary.
  - (vii) 2 Assistant Secretary – Generals.
  - (viii) A Treasurer.
  - (ix) An Assistant Treasurer.
  - (x) 21 other State Committee members, five of whom shall be appointed by the President in consultation with the State Committee.
- (b) The following posts shall also be appointed by the President in consultation with the State Committee.
- (i) A Secretary – General.
  - (ii) A Deputy Secretary – General.
  - (iii) A State Organising Secretary.
  - (iv) 2 Assistant Secretary – Generals.
  - (v) A Treasurer.
  - (vi) An Assistant Treasurer.
- (3) Other Functions and Powers**
- (a) The State Committee shall be responsible for the General Administration of the organisation in accordance with the directions laid down by the State Assembly.
  - (b) The State Committee shall have the power to appoint Sub-Committees when it deems fit or may delegate any of its duties to a member of the State Committee save for the exercise of power under Rule 5 of this Constitution.

- (c) The State Committee shall have power to co-opt persons for any purpose deemed necessary by the State Committee.
- (d) The State Committee shall have power to appoint 7 Trustees from among the Panel of Trustees appointed at Triennial General Meeting to hold interest in any Company on behalf of SABERKAS.
- (e) The State Committee shall have the power to fill any vacancy in the State Committee.
- (f) The State Committee shall have power to direct the District Committee or Unit to hold a special meeting if it deems so fit.
- (g) The State Committee shall have power to suspend any member for an indefinite period of time. Provided that the power to suspend is not exercise without reasonable cause.
- (h) The State Committee may, whenever necessary, seek financial assistance from lawful source in order to carry out any project beneficial to SABERKAS.

## **RULE 10 – THE DUTIES OF OFFICE – BEARERS**

### **(1) The President**

- (a) The President shall preside at all meeting of the State Committee.
- (b) He shall also preside at other meetings at State level of SABERKAS.
- (c) He shall have a casting vote and sign the minutes of every meeting at the time they are approved.

### **(2) The Deputy President**

- (a) The Deputy President shall deputise for and on behalf of the President in and during the latter's absence.
- (b) He shall take over the President, should the President resign until a new President is elected at the Triennial General Meeting.

### **(3) The Vice – Presidents**

- (a) The Vice – Presidents shall assist the President and the Deputy President in the performance of their duties.

- (b) One of the 5 Vice-President shall be appointed to deputise for and on behalf of the President and the Deputy President in the absence of both.

**(4) (i) The Secretary – General**

- (a) The Secretary –General shall conduct all correspondence and keep minutes of all meetings of the State Committee.
- (b) He shall also take charge of the records of the organisation and carry out such other duties generally appertaining to his office.

**(4) (ii) The Deputy Secretary – General**

The Deputy Secretary – General shall assist the Secretary – General in carrying out his duties and shall act for him during his absence.

**(5) The Assistance Secretary - Generals**

The Assistant Secretary-Generals shall assist the Secretary-General and Deputy Secretary- General in carrying out their duties and one of them shall be appointed to act for the Secretary – General in the absence of both the Secretary – General and Deputy Secretary – General.

**(6) Duties of the State Organising Secretary**

To develop and expand the various activities / projects in SABERKAS such as Economic Development, Community Development, Agriculture Development, Education and Training, Culture and Sports, Civic affairs and also responsible for organising courses, seminars and other activities from time to time which is beneficial to SABERKAS.

**(7) (i) The Treasurer**

- (a) The treasurer shall collect all subscriptions, keep proper book of accounts, and draw up an Annual Statement of Receipts, Payments and the Balance Sheet as at 31<sup>st</sup> December of each year.
- (b) He may keep a sum of not exceed RM 100.00 in his/her possession as petty cash.
- (c) He shall keep all other money of SABERKAS in a Bank appointed by the State Committee.
- (d) He shall be responsible for the receipt and payment of all money.
- (e) He shall, together with President or Deputy President or Secretary-General, sign cheques for and on behalf of SABERKAS.

- (i) Provided that no expenditure exceeding RM 5,000.00 at any one time shall be incurred without the prior sanction of the State Committee.
- (ii) Provided that at any one time the maximum expenditure shall not exceed RM 25,000.00.

**(7) (ii) The Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer in carrying out his duties and shall act for him during his absence.

**(8) Duties of State Liaison Officers**

To co-ordinate SABERKAS activities in every District / Divisions in Sarawak

**RULE 11- VOTING**

- (1) The right to vote shall only be exercisable by ordinary paid up members of SABERKAS.
- (2) The same principle shall apply in all cases of meetings at:-
  - (i) State.
  - (ii) District or
  - (iii) Unit levels.

Provided that where there is block voting the District Committee / Unit shall not be in arrears of Annual Subscription.

- (3) Voting may either be by ballot or show of hands.
- (4) In the case of equality of votes, the Presiding Chairman shall have a casting vote.
- (5) All ballot papers shall be collected and scrutinised by Scrutinisers elected at the meeting from amongst Associate members / observers.



## **RULE 12 –FINANCIAL PROVISIONS**

- (1) SABERKAS funds shall be derived from the following:-
  - (a) Admission fees liable under Rule 6 (3)(a).
  - (b) Subscription fees liable under Rule 6(3)(a).
  - (c) Earnings under Rule (3)(f) and other earnings as may be determined by the State Committee.
- (2)
  - (a) Each Unit shall be liable to keep its own funds.
  - (b) Such funds shall, however, be the common asset of SABERKAS.
- (3)
  - (a) Each Unit shall pay a sum of RM 5.00 per year to the District Committee.
  - (b) Each District shall pay a sum of RM 10.00 per year to the State Committee.
- (4) All annual subscriptions and other dues shall be paid / payable to the Treasurer of the Unit, District or State Committee as the case may be.
- (5) The Unit and District Assemblies shall forward to the Secretary-General their annual reports and Statements of Accounts duly audited and adopted.
- (6) All monies and profits accruing to SABERKAS from participation in any business or investment shall be applied solely towards the furtherance, promotion and execution of the objects of SABERKAS and no portion thereof shall be paid by way of dividend, bonus or profit to any member of SABERKAS provided that nothing herein expressed or contained shall prevent the payment in good faith of remuneration or expenses or both to any officer or servant of SABERKAS or to any member of SABERKAS or other person or persons for services actually rendered by him or them to the SABERKAS.
- (7) SABERKAS financial year shall end on December 31 of each year.
- (8) Copies of consolidated Statement of Accounts, duly audited by the Auditor(s) appointed under Rule 13 shall be made available at SABERKAS Headquarters and at each Unit Office for the perusal of members.

## **RULE 13 – AUDITORS**

### **(1) Internal Auditors**

- (a) They shall be elected by the State Assembly at least one auditor to audit the accounts of SABERKAS.
- (b) When elected, such an Officer shall serve for a period of three years.
- (c) Such an appointment may be at State, District / Unit level of SABERKAS, as the case may be.
  - Provided that the President may direct the account of any Unit / District of SABERKAS to be audited at any given time.

### **(2) External Auditors**

- (a) Where it is deemed necessary the State Committee may appoint external auditors to audit SABERKAS Accounts.

## **RULE 14 – OFFICERS APPOINTED FOR PURPOSE OF SECTION 9(b) OF SOCIETIES ACT, 1966**

### **(1) Appointment**

- (a) They shall be elected by the State Assembly 3 officers who shall be office-bearers of SABERKAS for the purpose of section 9 (b) of the Societies Act 1966.
- (b) Any subsequent vacancy shall only be filled by a new appointment by the State Assembly.

### **(2) Duties**

- (a) They shall deal with all immovable properties of SABERKAS as the State Assembly may direct.
- (b) All immovable properties shall be registered in the name of SABERKAS.

### **(3) Resignation**

- (a) Any officer so appointed may resign.

- (c) The resignation shall be made in writing to the Secretary General.
- (4) Removal**
  - (a) If an Officer dies or become insane or is convicted of Criminal Breach of Trust or is absent from Sarawak for a period of one year, he shall be deemed to have vacated his post.
  - (b) If an Officer is guilty of such a misconduct as to render it undesirable for him to remain as Officer, he shall be removed from office.
  - (c) The State Assembly may remove any Officer by a majority decision without assigning any reason thereof.

#### **RULE 15 - AMENDMENTS**

- (1) This constitution may be amended at any general meeting of SABERKAS.
- (2) All amendments shall require the vote of a simple majority of the State Assembly, and actually voting at the meeting
- (3) Any such amendments shall be communicated to the Registrar of Societies and the Director-General of inland Revenue within 14 days thereof.
- (4) No such amendments shall have any force without the approval of the Registrar of Societies and the Director-General of Inland Revenue.

#### **RULE 16 – SUSPENSION**

- (1) Apart from Rule 9(3)(c), the State Committee shall have power to suspend any Unit or District of SABERKAS where the conduct of such Unit or District is contrary to the policies and objectives of SABERKAS.
- (2) The suspension shall operate to put in abeyance the rights and privileges of the Unit / District for the period it is suspended.
- (3) The State Committee shall cause a committee of inquiry to look into the matters relating to the suspension.

## **RULE 17 – DISSOLUTION**

### **(1) Of the Whole Organisation**

- (a) SABERKAS may only be dissolved, or special circumstances render it unfunctionable.
- (b) It may only be dissolved upon the votes of at least  $\frac{2}{3}$  of the State Assembly at its Triennial General Meeting.
- (c) Notice of dissolution shall be submitted to the Registrar of Societies and the Director-General of Inland Revenue within 14 days of dissolution.
- (d) In the event of dissolution, the surplus monies after settlement of all liabilities shall be donated to the Government (Federal or State) or to an institution or institution of similar character which have been approved for the purpose of income Tax by the Director General of Inland Revenue of Malaysia.

### **(2) Of Unit**

- (a) Where circumstances so require, and if there are reasonable and just cause, the State Assembly may dissolve an Unit of SABERKAS.
- (b) In the event of the Unit so dissolved, the State Committee shall transfer its asset to the nearest Unit in the District.
- (c) The Chairman, Secretary and Treasurer shall deliver to the Secretary – General their respective documents and other relevant particulars brought up to date.

## **PART III – DISTRICT ORGANISATION**

### **RULE 18 –DISTRICT ASSEMBLY**

#### **(1) Establishment**

- (a) They shall establish a District Assembly for the management of the affairs of SABERKAS within the District.

#### **(2)(a) The Triennial General Meeting**

This shall be held in the month of March to deal with the following business:-

- (i) To confirm the minutes of the last Triennial General Meeting.
- (ii) Matters arising out of the minutes.
- (iii) To receive the District Committee's report on the working of the District Assembly during the previous year.
- (iv) To receive the Treasurer's report and the audited accounts for the previous year.
- (v) To elect a District Committee and District Representatives triennially.
- (vi) To deal with such other matters as may be put before it.

Notice and Agenda for a Triennial General Meeting shall be forwarded to all members of the Districts, Committee and Secretaries of Units in the District by the Secretary at least 21 days before the date fixed for the meeting.

**(2)(b) Special Meeting**

- (j) This may be directed by the State Committee in accordance with Rule 9 (3)(f) or
- (ii) When the District Committee deems it fit under special circumstances or
- (iii) At the requisition in writing of  $\frac{1}{3}$  or more of the total number of Units in the District. In such a case the objects and reasons for such a meeting shall be stated.
- (iv) At least two weeks notice of any such meeting shall be given to all members of District and Unit Representatives entitled to attend.

**(2)(c) District Committee Meeting**

- (i) The District Committee shall meet at least once every 3 months.
- (ii) They shall be given to members in advance 14 days notice before such a meeting is convened.
- (iii) The Chairman of the District Committee may convene such meeting at any one time.
- (iv)  $\frac{1}{3}$  or more of the Units in a District may requisition for such a meeting to be held.

**(3) Quorum**

- (a) In the case of Rule 18(2)(a), there shall be a simple majority of paid-up members to constitute a quorum.
- (b) In the absence of a quorum, the meeting shall be postponed to a later date to be fixed by the Secretary of the District.
- (c) (i) In the case of Rule 18(2)(b), there shall be a simple majority of units in the District present to constitute a quorum.  
(ii) For this purpose each Unit may send 2 representatives.
- (d) In the case of Rule 18 (2) (c), the quorum is a simple majority of District Committee members present.

**RULE 19 – DISTRICT COMMITTEE**

**(1) Composition**

- (a) The District Committee shall consist of the following office-bearers:-
  - (i) A Chairman
  - (ii) Two Vice - Chairmen
  - (iii) A Secretary
  - (iv) Two Assistant Secretaries
  - (v) A Treasurer
  - (vi) 6 Committee Members
- (b) All the above office-bearers except a Secretary, 2 Assistant Secretaries and Treasurer shall be filled by election at the Triennial General Meeting of the District Assembly.
- (c) The following office-bearers shall be appointed by Chairman in consultation with the District Committee
  - (i) A Secretary
  - (ii) 2 Assistant Secretaries
  - (iii) A Treasurer

**(2) Power of District Committee**

- (a) The District Committee shall have power to consider any application for membership. This however, shall only be confirmed in accordance with Rule 6 (2) (c).
- (b) The District Committee shall have the power to recommend the establishment or the Dissolution of a Unit within its district to the State Committee.
- (c) The District Committee shall have power to recommend to the State Committee that a member be dealt with in accordance with Rule 6 (4) (c).
- (d) The District Committee may appoint a new member to the District Committee in the event of the resignation of any of its members. For this purpose, a member who fails to attend the District Committee meeting on 3 consecutive occasions shall be deemed to have resigned.
- (e) The District Committee shall have the power where circumstances so required and if there are reasonable and just cause to convene an Extraordinary Meeting of any unit which fails to comply with Rule 22(2)(a)(i)

**RULE 20 – DUTIES OF OFFICE – BEARERS OF DISTRICT COMMITTEE**

**(1) The Chairman**

- (a) He shall preside at all meetings at District level.
- (b) He shall have a casting vote and sign the minute of every meeting at the time they are approved.

**(2) The Vice - Chairmen**

- (a) They shall assist the Chairman and one of them shall be appointed to deputise for and on behalf of the Chairman in the absence of the latter.

**(3) The Secretary**

- (a) He shall conduct business of the District in accordance with the rules and regulations of SABERKAS.
- (b) He shall be responsible for the administrative machinery within the District.

- (c) He shall forward to the Secretary – General a copy of the minutes not later than 3 days after the meeting.
- (d) In the case of An Annual General Meeting, he shall issue notice of time, date and place of such meeting to all Unit within his district. He shall also issue copies of the Agenda and Statements of Accounts to the Units not less than 30 days before the Annual General Meeting in the District.

**(4) The Assistant Secretaries**

- (a) They shall assist the Secretary in the performance of his duties and one of them shall be appointed to act for the Secretary in the latter's absence.

**(5) The Treasurer**

- (a) He shall be responsible for all the finances and financial transaction within his District.
- (b) He may hold a petty cash of not more than RM 100.00 at any one time.
- (c) He shall deposit any other money of the District Assembly in a bank appointed by the State Committee.
- (d) He shall not sanction any expenditure exceeding RM 500.00 at any one time without the prior approval of the District Committee.
- (f) He shall, together with the Chairman and Secretary or Assistant Secretary of the District Committee sign all cheques for and on behalf of District Committee.

**RULE 21 – APPOINTMENT OF DISTRICT REPRESENTATIVES**

- (1) The District Assembly shall triennially send the required number of representatives pursuant to Rule 7 (b) at its Annual General Meeting immediately preceding the Triennial State Assembly to attend the Triennial General Meeting of the State Assembly.

Provided that 2 of such representatives shall be members of the District Committee.



## **PART IV – UNIT ORGANISATION**

### **RULE 22 – UNITS**

#### **(1) Establishment**

- (a) A SABERKAS Unit may be formed in any area approved by the State Committee.
- (b) A unit may ordinarily have 30 members.  
- Provided that the State Committee may in certain circumstances approve the establishment of a unit with fewer members.

#### **(2) Meetings**

The Meeting of a Unit shall be 3 types:-

##### **(a) The Annual General Meeting**

- (i) This shall be held in the month of February.  
  
- Provided that this meeting may be held not later than 15 days after receipt of notice of the Annual General Meeting of the District Assembly.
- (ii) Notice and Agenda shall be forwarded to all members by the Unit Secretary at least 7 days before the meeting.
- (iii) The business of the Annual General Meeting shall inter-alia include such a matter listed in Schedule II.

##### **(b) The Extraordinary General Meeting**

- (i) This shall be held at the requisition of  $\frac{1}{3}$  of the members in writing, stating reasons and object of the meeting.  
  
- Provided that this requisition is made, the meeting shall be held not later than 15 days after receipt of the requisition, or
- (ii) This shall be held where the State Committee so directs in accordance with Rule 9(3)(f) or
- (iii) This shall be held where the Unit Committee deems it fit (Schedule II).

##### **(c) Unit Committee Meeting**

- (i) The Unit Committee shall meet at least once in every 2 months.

- (ii) It shall be held when the Chairman so convened or
- (iii) It shall also be held at the written requisition of at least 3 Unit Committee members.

**(3) Quorum**

- (a) The quorum for the Unit Annual General Meeting shall be simple majority of paid-up members.
- (b) Where there is no quorum the meeting shall be postponed to a later date to be fixed by the Unit Secretary.
- (c) For an Extraordinary General Meeting of a Unit,  $\frac{1}{3}$  or more of the members present shall constitute a quorum.
- (d) The Unit Committee shall proceed to business where there is a simple majority of members present.

**(4) The Unit Committee**

- (a) A Unit Committee shall consist of the following office-bearers:
  - (i) A Chairman
  - (ii) A Vice - Chairman
  - (iii) A Secretary
  - (iv) An Assistant Secretary
  - (v) A Treasurer
  - (vi) 6 Committee members.
- (b) The Unit Committee shall be the body responsible for the administration of affairs of the Unit.
- (c) It shall have power to exercise any necessary function for and on behalf of the unit where circumstance so deem.
- (d) Any member of the Unit Committee who fails to attend 3 consecutive Unit meetings shall be deemed to have resigned. In such a case, the Unit Committee may appoint a new member to fill the vacancy.

- (e) All the above office-bearers except a Secretary, an Assistant Secretary and a Treasurer shall be filled by election at the Triennial General Meeting of the Unit Assembly.
- (f) The following office-bearers shall be appointed by the Chairman in accordance with the Unit Committee
  - (i) A Secretary
  - (ii) An Assistant Secretary
  - (iii) A treasurer

**(5) Duties of Unit Office – Bearers**

**(a) The Chairman**

- (i) The Chairman shall preside at all meetings of the Units and shall be responsible for the proper conduct of all such meetings.
- (ii) He shall have a casting vote and shall sign all minutes at the time they are approved.

**(b) The Vice – Chairman**

- (i) The Vice – Chairman shall deputise for and on behalf of the Chairman in the absence of the later.

**(c) The Secretary**

- (i) He shall conduct the business of the unit in accordance with the policies, rules and regulations of SABERKAS.
- (ii) He shall be responsible for all administrative machinery of the SABERKAS.

**(d) The Assistant Secretary**

- (i) He shall assist the Secretary in the performance of his duties.

**(e) The Treasurer**

- (i) The Treasurer shall be responsible for all the finance and financial transactions of the Unit.
- (ii) He shall keep all accounts thereto.
- (iii) He may held a petty cash of not more than RM 50.00 at any one time.

- (iv) He shall deposit any other money of the Unit with a bank appointed by the State Committee.
- (v) He shall not sanction any expenditure exceeding RM 150.00 at any one time without the prior approval of the Unit Committee.
- (vi) He shall together with the Chairman and Secretary or Assistant Secretary of the Unit Committee, sign all cheques for and on behalf of the Unit.

## **PART V – GENERAL**

### **RULE 23 – TRANSITIONAL PROVISION APPLICABLE**

#### **To District Assembly and Unit**

Where no special provision have been made in these rules for any matter relating to the management of the District Assemblies and Units of SABERKAS, the relevant rule relating to the management of the headquarters organisation shall be followed in so far as is applicable.

### **RULE 24 – ANNUAL RETURNS**

- (1) The Units and District Assembly shall forward to the Secretary-General immediately after their respective Annual General Meetings, the annual return in the prescribed form as in Schedule III provided by the State Committee together with the following:-
  - (a) 5 copies of a list of the newly elected office-bearers (see Schedule IV for particulars).
  - (b) 4 copies of a duly audited Statement of Accounts for the previous year (format as in Schedule V); and
  - (c) Such other information as the State Committee may require.

### **RULE 25 – MEMBERSHIP REGISTER**

- (1) There shall be kept by the Secretary-General, the District Secretary and Unit Secretary, a separate register of members.

- (2) The register shall contain such particulars as directed by the State Committee.

## **RULE 26 - PATRONS**

The State Assembly may invite a suitable personality to become its patron.

## **RULE 27 – MOTTO**

The motto of SABERKAS shall be “BERBAKTI”.

## **RULE 28 – LOGO**

- (1) The logo of SABERKAS shall be round with two golden padi stalks resting on a white ribbon having two red ends, bearing the word “SABERKAS” in black letters and embracing a man in yellow at the centre having red, blue and white shadows on the left and red, black and yellow shadows on the right. The padi stalks are superimposed by nine hands holding each other in a V-shape with the slogan “BERBAKTI” in black letters on white background crossing the V-shape.
- (2) The meaning of the Logo shall be as follows:-
  - (a) The padi stalks symbolize agricultural development.
  - (b) The hands holding each other signify goodwill and friendship.
  - (c) The shadow of men symbolize the unity of the youth of various races.
  - (d) The different colours shall have their meaning as follows:-
    - (i) Yellow – Sovereignty
    - (ii) Blue – Prosperity and Progress
    - (iii) White – Cleanliness
    - (iv) Red – Bravery
    - (v) Black – Challenge
- (3) The Facsimile of the Logo shall be as per Schedule VI.

## **RULE 29 – FLAG AND BADGE**

- (1) The Flag shall be rectangular in shape having the Logo at the centre with yellow background. The yellow colour signifies sovereignty. The facsimile of the flag shall be as per Schedule VII.
- (2) The badge shall be round in shape bearing the Logo with yellow background. The facsimile of the badge shall be as per Schedule VIII.

## **RULE 30 – SPECIAL PROVISIONS**

- (1) SABERKAS shall not affiliate itself to any political party or any organisation which has a political complexion.
- (2) All members of the State, District and Units Committee and every officer performing executive function in SABERKAS shall be Malaysian Citizens.
- (3) Any student of university or university college shall not be admitted as a member of SABERKAS unless he has obtained prior written permission from the Vice-Chancellor of the university concerned.
- (4) Any person shall not hold office in SABERKAS or become an advisor or employer of SABERKAS if he is disqualified under Section 9A of the Societies Act 1966

(For ordinary members only)

**SCHEDULE 1**  
**SABERKAS**  
**MEMBERSHIP APPLICATION FORM**  
**Rule 6 (2) (a)**

(To be completed in duplicate)

1. Name:.....(in Chinese character).....
2. Identity Card No:..... 3. Date ..... 4. Issued at:.....
5. Date and Place of Birth :..... 6. Sex:.....
7. Race / Religious :..... 8. Nationally:.....
9. Qualification: .....
10. Occupation : ..... 11. Postal Address:.....
12. Residential Address : .....

13. I am a member of the following Societies / Associations:-

<u>Name</u>	<u>Address</u>
.....	.....
.....	.....
.....	.....

**DECLARATION**

I, the undersigned applicant hereby declare that the above particulars given by me are true and correct and that I shall abide by and uphold the Constitution and Rules of SABERKAS.

.....  
Signature of applicant

**Particular of Proposer and Seconder**

Name : .....	Name : .....
Address : .....	Address: .....
Signature of Proposer : .....	Signature of Seconder : .....
Date :	Date:

**For Official Use only**

Presented to and approval / not approved by the District Committee at its meeting held on.....

Date : .....

.....  
Signature of District Secretary

**SCHEDULE II**  
**SABERKAS**  
**Rule 22 (2) (a) (iii)**

- i. To confirm minutes of the last Annual General Meeting.
- ii. Matters arising out of the minutes.
- iii. To receive and adopt the Committee's report.
- iv. To receive the Treasurer/s report and the audited accounts of the unit for the previous year.
- v. To elect representatives to attend the meeting of the District Assembly Triennially.
- vi. To appoint an Auditor for the ensuing year.
- vii. To elect a Committee Triennially.
- viii. To deal with such other matters as may put before it



**SCHEDULE III**

**SABERKAS**

**Rule 24 (1)**

(Pertubuhan 9 – Pin. 2/86)

**MALAYSIA**

**AKTA PERTUBUHAN 1966**

**BORANG 9**

**(PERATURAN 10)**

**MAKLUMAT YANG KENA DIBERI PADA TIAP-TIAP TAHUN OLEH PERTUBUHAN DAN CAWANGAN-CAWANGAN PERTUBUHAN BERDAFTAR DALAM MASA 28 HARI SELEPAS MENGADAKAN MESYUARAT AGUNG TAHUNANNYA ATAU SEKIRANYA TIADA SESUATU MESYUARAT AGUNG DIADAKAN, SEKALI PADA TIAP-TIAP TAHUN KALENDAR MENGIKUT SEKSYEN 14 (1)**

Ruj. Kami:

Kepada:

Penolong Pendaftar Pertubuhan,

.....

.....

Tarikh:.....

Adalah maklumat-maklumat yang dinyatakan di bawah ini diberikan mengikut Seksyen 14 bagi Akta Pertubuhan, 1966:-

(1) Nama pertubuhan berdaftar atau cawangan

.....  
.....

(2) Alamat berdaftar / tempat urusan

.....  
.....

(3) Jumlah anggota-anggota pada akhir tahun kewangan .....

(4) Empat (4) salinan yang benar dan lengkap bagi tiap-tiap pindaan kepada aturan-aturan pertubuhan itu yang dibuat semenjak tarikh penyata yang akhir (Tulis “Tiada” jika tidak ada pindaan aturan telah dibuat).

(5) Tiga (3) salinan senarai yang benar dan lengkap menunjukkan jawatan, nama (bagi orang Cina, nama di dalam huruf Cina hendaklah juga dituliskan), nombor kad pengenalan, tarikh lahir, tempat lahir, keturunan, pekerjaan, nama dan alamat majikan dan alamat tempat tinggal bagi semua pemegang-pemegang jawatan dan penasihat pertubuhan ini bagi tahun .....(Huraian 2)

- (6) Dua (2) salinan yang benar minit mesyuarat agung tahunan yang diadakan oleh pertubuhan itu di dalam tahun .....
- (7) Dua (2) salinan penyata Penerimaan dan Pembayaran serta kunci kira-kira bagi tahun tutup kira-kira pada .....
- (8) Dua (2) salinan keterangan yang menunjukkan butir-butir berkenaan geran atau surat-surat milik bagi segala harta yang dipunyai oleh Pertubuhan pada akhir tahun kewangan. (Tuliskan “tiada” jika tiada memiliki harta).
- (9) Dua (2) salinan senarai nama dan alamat mana-mana pertubuhan, persatuan kesatuan sekerja atau mana-mana kumpulan orang lain, yang diperbadankan atau tak dipadankan, di luar Persekutuan yang bergabung dengan pertubuhan itu pada tarikh ..... (Tuliskan “Tiada” jika pertubuhan itu tiada mempunyai pergabungan di luar persekutuan).
- (10) Dua (2) salinan senarai perihal apa-apa wang atau harta, apa-apa faedah atau keuntungan pekuniari yang diterima oleh pertubuhan itu daripada mana-mana orang yang lazimnya bermastautin di luar Malaysia atau suatu organisasi, pihak berkuasa, kerajaan, atau agensi mana-mana kerajaan, di luar Malaysia bagi tahun tutup kira-kira pada ..... (Tuliskan “Tiada” jika pertubuhan itu tiada menerima apa-apa wang atau harta di luar Malaysia).

Tandatangan: .....

Nama:.....

Jawatan:.....

Tandatangan:.....

Nama:.....

Jawatan:.....

Tandatangan:.....

Nama:.....

Jawatan:.....

## **SCHEDULE IV**

### **Rule 24 (1)(a)**

The 5 copies of the list of newly elected office bearers shall state:

- i. The names of the office bearers (this include Chinese equivalent of Chinese names);
- ii. Their designations;
- iii. Identity Card Numbers;
- iv. Date and Place of Birth;
- v. Occupations and Office Addresses;
- vi. Home addresses and
- vii. Citizenship.

**SCHEDULE V**  
**STATEMENT "A"**

i. STATEMENT OF RECEIPTS AND PAYMENT FOR THE YEAR .....  
TO .....

RECEIPTS

\$ ct.

- a. Balance at beginning of year  
subscription from members  
donation.....

PAYMENTS

\$ ct.

- a. Rent, rates and taxes.....
- b. Salaries.....
- c. Stationary, printing and postage  
.....
- d. Other expenses (to be specified)  
.....
- e. Balance at the end of the year  
.....

TOTAL: \_\_\_\_\_  
=====

TOTAL: \_\_\_\_\_  
=====

ii. BALANCE SHEET AS AT .....

LIABILITIES

\$ ct.

- a. Amount of general fund  
.....
- b. Loans from .....
- c. Debts due to .....
- d. Other liabilities (to be  
specified).....

ASSETS

\$ ct.

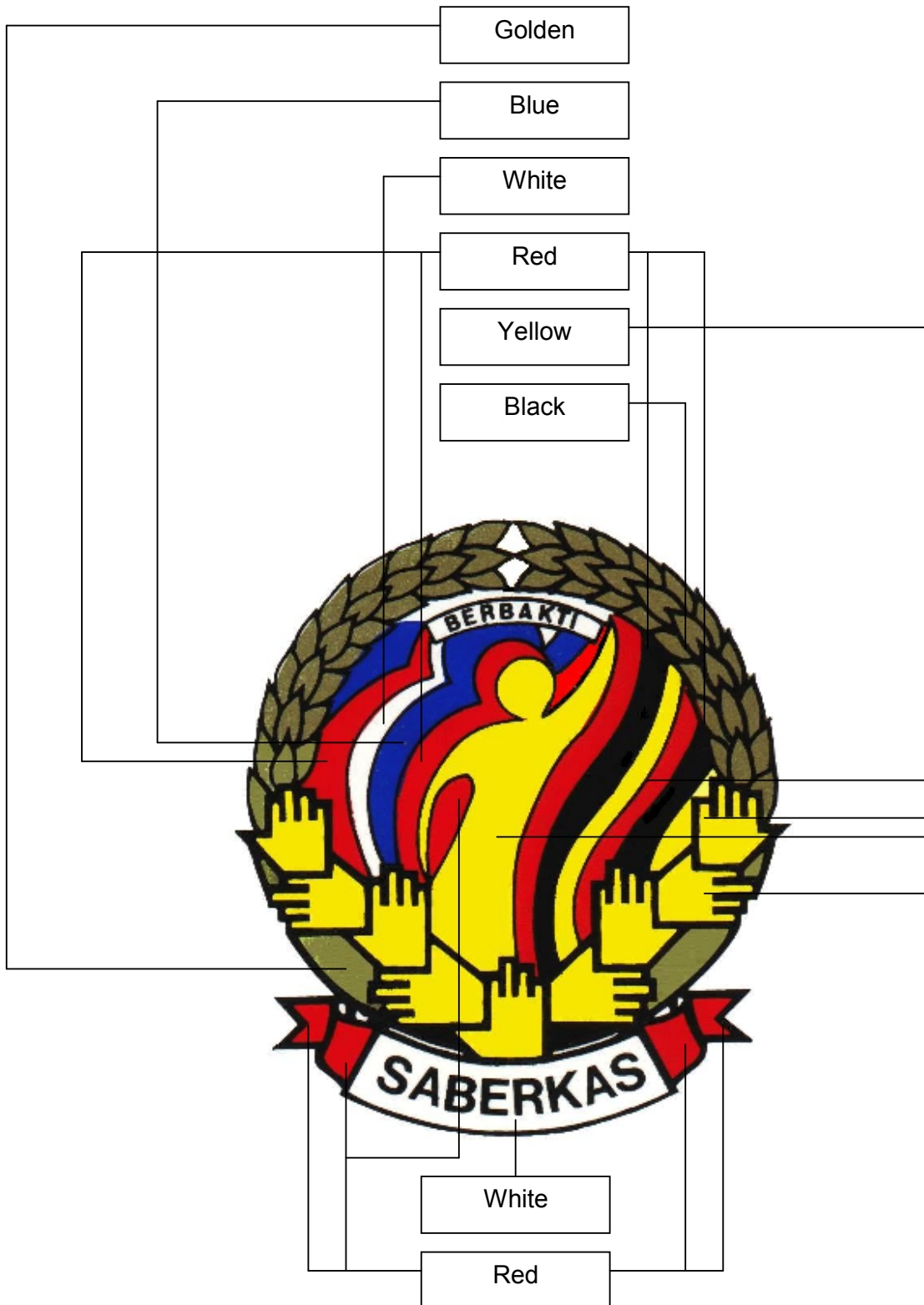
- a. Cash – In the hands of  
(1) Treasurer.....  
(2) In Bank .....
- b. Securities .....
- c. Immovable property .....
- d. Goods and Furniture .....
- e. Sundry debtors.....
- f. Other assets (to be  
specified).....

TOTAL: \_\_\_\_\_  
=====

TOTAL: \_\_\_\_\_  
=====

**SCHEDULE VI**  
**SABERKAS LOGO**

**COLOURS:**



SCHEDULE VII

SABERKAS FLAG



SABERKAS BADGE

SCHEDULE VIII



Dated and signed by the following its 31<sup>st</sup> Day of March, 1973 at the Official  
 Launching Ceremony of SABERKAS at the Pusat Pelbagai Guna,  
 Jalan Datuk Ong Kee Hui, Kuching, Sarawak, Malaysia.

<u>NO.</u>	<u>NAMES</u>	<u>REPRESENTATIVE FROM SARAWAK YOUTH COUNCIL (SYC)</u>
1.	Encik Ahmad Shafiee Haji Yaman	- President S.Y.C.
2.	Encik Abdul Rahman Fadzail	- S.Y.C. Kuching
3.	Encik Kiprawi Kolek	- S.Y.C. Kuching
4.	Encik Desmond Aseng	- S.Y.C. Kuching
5.	Encik Salleh Haji Razak	- S.Y.C. Kuching
6.	Encik Ariff Sedi	- S.Y.C. Kuching
7.	Encik William Juah	- S.Y.C. Kuching
8.	Encik Sim Kwang Meng	- S.Y.C. Kuching
9.	Encik Radin Haji Suip	- S.Y.C. Kuching
10.	Encik Benjamin Timban	- S.Y.C. Simanggang
11.	Encik Mustapha Salleh	- S.Y.C. Simanggang
12.	Encik Rosli Johnny	- S.Y.C. Sibu
13.	Encik Onn Haji Ariffin	- S.Y.C. Kuching
14.	Encik Paul Teo Choo Tee	- S.Y.C. Sibu
15.	Encik Awang Ali Basah	- S.Y.C. Sibu
16.	Encik Sim Teck Sing	- S.Y.C. Miri
17.	Encik Matthew Julin	- S.Y.C. Sibu
18.	Encik Morshidi Haji Husly	- S.Y.C. Miri
19.	Encik Ariffin Haji Ibrahim	- S.Y.C. Limbang
20.	Encik Salleh Abdul Rahman	- S.Y.C. Limbang
21.	Encik Jaafar Othman	- S.Y.C. Limbang

<u>NO.</u>	<u>NAMES</u>	<u>REPRESENTATIVE FROM THE GABONGAN KELAB-KELAB BELIA MELAYU SARAWAK</u>
1.	Encik Samat Taba	- President Gabongan Kuching
2.	Encik Kassim Daud	- Gabongan Kuching
3.	Cik Maliah Sebli	- Gabongan Kuching
4.	Encik Hussaini Haji Hamdan	- Gabongan Kuching
5.	Encik Johnny Haji Umar	- Gabongan Kuching
6.	Encik Abdul Wahab Satim	- Gabongan Kuching
7.	Encik Drahman Pa'ee	- Gabongan Kuching
8.	Encik Wan Hamid	- Gabongan Serian
9.	Cik Johrah Haji Obeng	- Gabongan Kuching
10.	Encik Mohd. Yusuf Haji Amir	- Gabongan Saratok
11.	Encik Wan Akil Mahmud	- President Gabongan Sebuyau
12.	Encik Abu Bakar Hamid	- Gabongan Sibu
13.	Encik Masleh Haji Wan	- Gabongan Bintulu

<u>NO.</u>	<u>NAMES</u>	<u>REPRESENTATIVE FROM THE BIDAYUH YOUTH CLUB</u>
1.	Encik Eklim Jaboh	- Bidayuh Youth Club, Kuching
2.	Encik Henry G. Langgie	- Bidayuh Youth Club, Kuching
3.	Encik Sylvester Derby Kureng	- Bidayuh Youth Club, Kuching
4.	Encik Lawrence Sinos Sabe	- Bidayuh Youth Club, Kuching

<u>NO.</u>	<u>NAMES</u>	
1.	Encik Abu Bakar Haji Bohari	- Observer
2.	Encik Ibrahim Hamid	- Observer
3.	Encik George Hugh	- Observer
4.	Encik Daniel Teho	- Observer
5.	Encik Jimit Dimbu	- Observer
6.	Encik Daniel Ragam	- Observer
7.	Encik Sylvester Juan	- Observer

Ministry of Culture, Youth and Sports, Sarawak

1. Encik Safri Awang Zaidell
2. Encik Said Haji Bolhassan
3. Encik Francis Rigos Ribon

Department of Culture Youth and Sports, Sarawak

1. Encik Hasbie bin Sulaiman