

# Charter of The Community Workshop Group

**Draft as of September 22, 2010**

## **ARTICLE I            Name**

This organization shall be known as the “Community Workshop Group” (referred to as the *Group* in this document).

## **ARTICLE II           Purpose**

The objectives of the Group are to:

- A. Provide a workspace, tools, materials, and information for several types of hands-on Workshop activities:
  - a. - Woodworking
  - b. - Metalworking
  - c. - Electricity / Electronics learning, experimentation, repair
  - d. - Computer Building, upgrade and repair
  - e. - Model Making
- B. Encourage collaboration, and provide workshops and other learning opportunities
- C. Ensure an environment emphasizing safety, responsible actions, and workmanship.
- D. Provide information in the form of Books, Magazines, Plans and Guides.
- E. Share personal expertise and experience
- F. Organize group social activities
- G. Enable cooperative buying of tools and materials from Jeddah area suppliers.

## **ARTICLE III           Membership**

The following are eligible for membership of the Group:

- a. All KAUST residents
- b. KAUST employees living outside the community

The categories of membership of the Group are as follows:

- a. **Regular** membership (employees and their dependents aged 18 (Gregorian) and over, enjoying full benefits of membership);
- b. **Junior membership** (any members under the age of 18 (Gregorian), whose membership must be supported by a parent, with full benefits of membership except voting rights, and paying reduced fees if applicable);
- c. **Special membership** (people who are not eligible for membership, but who may make a special request for membership, with full benefits of membership except voting rights, and paying full fees).

#### **ARTICLE IV           Dues**

A joining fee and an annual subscription are payable by all members. The amount of this fee is to be decided by majority decision of the Officers.

The finances of the Group are to be managed in compliance with accounting standards approved by the Chief Financial Officer of KAUST, as well as those prescribed by the guidelines for self-directed groups. Office bearers are accountable for ensuring compliance with these standards and are also accountable to members. The fiscal and membership year is from 01 July until 30 June.

Annual financial statements must be presented to the Annual General Meeting of the Group by the Treasurer. After approval, a copy of the statements must be submitted to KAUST Community Recreation Services.

#### **ARTICLE V           Officers**

Only regular members of the Group are eligible to be elected as Officers. The Group Board of Officers consists of the following:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. University Student Representative (if no student is nominated, the position remains vacant)
- f. Four additional members (at the Annual General Meeting of the Group, the Group may pass a resolution to elect fewer than four additional members if required by circumstances such as a small membership).

Election to the Board of Officers shall be by simple majority vote of those regular members present at the Annual General Meeting. Voting is by closed ballot. Elections will be supervised by an advisor appointed by KAUST Community Recreation Services. All nominations must be duly proposed and seconded by active regular members. Rules applicable to elections are those prescribed by the guidelines for self-directed groups.

Officers will serve for a one-year term from one Annual General Meeting to the next. No officer may serve on the Board for a period of longer than three consecutive full years. After a break of one year, such person again becomes eligible for election. Vacancies occurring on the Board of Officers during the year shall be filled by appointment and approval by a simple majority of the Board of Officers. Such appointees serve the remainder of the term of the person elected to office who is being replaced.

The duties of the officers are as follows:

### **President**

- Preside at all meetings of the Group;
- Call regular and special meetings of the Board and the Group as required to conduct the business of the Group;
- Appoint ad hoc committees not otherwise provided for;
- Provide for the discharge of necessary duties due to the temporary absence of other officers;
- Ensure that the Charter and regulations of the Group are enforced;
- Liaise with any applicable governing body for an activity.
- Liaise with KAUST Community Recreation management.

### **Vice President**

- Assume the duties of President in the case of the President's absence or resignation.

### **Secretary**

- Maintain records of the proceedings of all Board and Group meetings;
- Issue notices of meetings and agenda; and
- Inform KAUST Community Recreation Services of any changes in Board and Group membership within two weeks.

### **Treasurer**

- Manage the financial affairs of the Group;
- Collect all monies due to the Group;
- Pay all bills of the Group; and
- Maintain the financial records as prescribed in this Charter or the By-Laws of KAUST guidelines for community self-directed groups.

### **Additional members**

- Manage committees as assigned by the President
- Manage Group projects; and
- Perform other responsibilities as required by the Group and the Board.

### **University Student Representative**

- Represent on the Board the interests of University students at KAUST;
- Manage committees as assigned by the President
- Manage Group projects; and
- Perform other responsibilities as required by the Group and the Board.

## **ARTICLE VI           Committees**

The following committees are allocated to the various Board members by the President:

- a. Communications and Community Relations
- b. Events and Competitions
- c. Social Activities
- d. Education and Information, including Group Library and subscriptions
- e. Membership
- f. Facilities, Tools, Equipment and Safety

In addition to the committees they head, Board Officers may also be assigned tasks and projects by the President, the Board or the Group.

Ad hoc committees may be constituted by the President or the Board for special projects. Such committees are chaired by Board Officers and may consist of other Board Officers and Group members. The Board Officer designated to chair each committee is responsible for calling meetings of such committees.

Committees are required to maintain complete records of their activities and finances, and deliver reports at every Board meeting.

## **ARTICLE VII           Meetings**

**General Group meetings** are for all regular members of the Group, convened for the purpose of discussing Group business and making decisions. Junior and Special members may attend as observers.

- a. The **Annual General Meeting (AGM)** shall be held within four weeks of the commencement of the KAUST Fall semester once the Group is fully established.

Prospective members may be invited to attend as observers, with the purposes of providing a recruitment opportunity. The AGM shall primarily be for the election of Board Officers, ratification of the Annual Financial Report and approval of the President's Annual Report. The Board of Officers thus elected will take office immediately after their election.

- b. A **Special General Meeting (SGM)** may be convened, in exceptional circumstances, to discuss urgent matters, on written request of at least 10% of regular Group members, or 50% of Board Officers, or decision of the President.
- c. One half of the regular membership of the Group (or next higher number) constitutes a quorum for General Group Meetings.
- d. Only paid-up regular Group members of good standing may vote at General Group meetings. Decisions at General Group meetings are taken by simple majority vote. The President has a casting vote.

**Board meetings** are held for the purpose of managing the ongoing business of the Group and to make decisions.

- a. At least (Number???) meetings must be held per year on dates announced by the President.
- b. Group members are entitled to attend Board Meetings to ask questions, provide information, but will not be entitled to vote at meetings of the Board.
- c. Two-thirds of officers of the Board (or next highest number) shall constitute a quorum at all Board meetings.
- d. Decisions at Board meetings are taken by simple majority vote. The President has a casting vote.

## **ARTICLE VIII**

### **Elections/Selection Process for Leadership**

Election to the officers shall be by simple majority vote of those **regular members** present at the Annual General Meeting. Voting is by closed ballot. Elections will be supervised by an advisor appointed by Recreation Services. All nominations must be duly proposed and seconded by active regular members. Rules applicable to elections are those prescribed by the guidelines for self-directed groups.

## **ARTICLE IX           By-Laws**

The Group will be subject to all KAUST rules and regulations regarding the functioning of the Group, including the guidelines for self-directed groups. In cases of conflict, the rules of KAUST Community Recreation Services will always take precedence over the Charter of the Group.

## **ARTICLE X           Amendments**

This Charter must be ratified and approved by

- a. A two-thirds (2/3) majority of those regular members present and voting at a General Group meeting; and
- b. Written approval of KAUST Recreation Services.

Notice of a proposal to change to this charter must be submitted to the President and distributed to all members by the Secretary at least two weeks before the AGM. Changes in the Charter must be voted on at a General Group meeting and be approved by a two-thirds majority.

By-laws may be created and amended by a simple majority vote of the Board of Officers.