# Article I: NAME

**Scuba Divers SDG**

**Article II: PURPOSE**

The objectives of the organization are to: To promote the sport of SCUBA diving to the KAUST community, to encourage wellbeing, safety, and friendship through recreation, training, and exchange of experiences.

# Article III: MEMBERSHIP

## The following are eligible for membership:

### KAUST faculty, staff, and students

1. **Community members and their dependents**

**The categories of members will be:**

* 1. **Regular** – for those of or over the age of 18 years (Gregorian)
  2. **Junior** – for those under the age of 18 years (Gregorian) with the full support of a parent or guardian

**Note:** All PADI age-related restrictions apply for all diving-related activities.

# Article IV: OFFICERS

## SCUBA Divers SDG shall have the following officers:

\*Only Regular members are eligible to be elected as Officers.

**The Board of Officers consists of:**

### President

1. **Vice President**
2. **General Secretary**
3. **Treasurer**
4. **Organizational Secretary**
5. **Events Secretary**
6. **Social Media Secretary**

**The duties of the elected members are as follows:**

1. **President:**
   * Preside at all meetings of the organization
   * Call regular meetings and special meetings of the Board of Officers so that the business of the organization may be undertaken
   * Appoint ad hoc committees not otherwise provided for and for special

projects

* + Provide for the discharge of temporary duties in the absence of other Officers
  + Ensure the charter and the rules of the organization are enforced
  + Liaise with KAUST Management

1. **Vice President:**
   * Assist the President and assume the role of the President in his/her absence
2. **General Secretary:**
   * Maintain all records relating to all proceedings related to Board and organization meetings
   * Issue notices of Board and organization meetings and the necessary agenda
   * Inform KAUST Recreational Services of any changes to the Board of Officers within two (2) weeks of any change taking place
3. **Treasurer:**
   * Manage the financial affairs of the organization
   * Collect all monies due to the organization
   * Pay all bills for the Organization
   * Maintain the Financial Record of the organization, as prescribed in this Charter or KAUST guidelines for Self Directed Groups (SDGs)
4. **Organizational Secretary:**
   * Manage portfolios as determined by the President
   * Manage organization projects
   * Perform other duties as required by the organization or Board of Officers
5. **Events Secretary:**
   * Manage portfolios as determined by the President
   * Manage events
6. **Social Media Secretary:**
   * Manage portfolios as determined by the President
   * Manage social media presence and participation

**The following Portfolios may be allocated by the President to Board Members\*:**

* + Events
  + Communications
  + Social
  + Training
  + Recruitment
  + Education
  + Membership Awards
  + Facilities
  + Liaison with KAUST Recreation

\*this list is not limited to all detailed above and is subject to revision on approval of the Board of Officers

# Article V: MEETINGS

## Meetings shall be held for following reasons:

* + **General Meetings** can be attended by all members of the organization so that the business of the organization may be discussed.
  + The **AGM** will be held within two (2) weeks of the start of the Academic year in September of each year at KAUST. Prospective new members may be invited to attend as observers. The AGM will be primarily held for the election of the Board of Officers. The annual Financial Report will also be ratified and approved (or not) by the Board of Officers at this time. The Board of Officers will take over immediate responsibility after their election
  + A **Special General Meeting (SGM)** may be called in exceptional circumstances, so that matters of concern may be discussed. A SGM may be called if 10% of Regular Members or 50% of Board Members, or at the behest of the President, are in attendance and there is just cause or concern to warrant such a meeting
  + One half of the regular organization membership, or the next highest number, constitutes a Quorum for General Meetings
  + Only paid-up organization members of continued good standing may vote at General Meetings. Decisions at such meetings are taken by simple majority vote. The President has the casting vote
  + **Board Meetings** will be held at least four times a year for the purpose of managing the on-going business of the organization and to make decisions
  + Organization members are entitled to attend and contribute to the discussion, to ask questions and provide information but may not vote at meetings of the Board
  + Two thirds of Board Members, or the next highest number, constitute a quorum at all Board Meetings
  + Decisions are by simple vote and the President has the casting vote

# Article VI: ELECTIONS

## Electing Officers of the organization may be done:

* + By simple majority of the vote of Regular Members present at the AGM. Voting is by closed ballot. Elections will be supervised by an impartial advisor appointed by the Recreational Services Manager.
  + All regular members are eligible to vote
  + All nominations must be duly proposed by and seconded by Regular Members of the organization
  + Rules of the election are set down and prescribed by the guidelines for Self-Directed Groups (SDGs)
  + Officers will serve a one year term of office from one AGM until the next. No Officer may serve on the Board for longer than three (3) consecutive years. Eligibility to be elected to the board will begin again after a break of one (1) full year from the end date of the previous tenure.
  + Vacancies on the Board of Officers during the year shall be filled by appointment and approval of a simple majority vote of the Board of Officers. Such appointees will serve the remainder of the year until the next AGM when all Board of Officer positions will again be open for election.

# Article VII: AMENDMENTS

* + The organization shall be subject to ALL KAUST Policies and Code of Conduct regarding the functioning of the organization, including the guidelines for SDG’s
  + In cases of conflict the rules of KAUST will ALWAYS take precedent of the Charter of the organization
  + Only diving activities provided by a KAUST approved provider are considered SDG activities. All diving activities outside of this are considered personal and are not recognized or approved by KAUST or the SDG
  + Any proposal to change the Charter of the organization must be submitted in writing to the President of the Organization, an circulated to all members by the Secretary two weeks prior to the AGM
  + Changes to the Charter may be voted on at the AGM or the General Board Meeting and approved by two-thirds majority

# Article VIII: DISBURSEMENT OF FUNDS

* + In the event that the organization becomes inactive for two (2) or more years, then funds deposited in its accounts, as well as other assets, will revert to KAUST

**Signed by the Following on Behalf of SCUBA Divers SDG:**

**President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Christine Nelson Date: 20/08/2014**

**Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Abdul Latif Date: 20/08/2014**

**KAUST Recreation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: Glenn Carney Date: 20/08/2014**