

## Charter of PRECIOUS PLASTIC KAUST Community Club

This organization shall be known as the “Precious Plastic KAUST” which shall be referred to as “PPK” in this document.

The purpose of this club is to promote the awareness of plastic pollution. The club aims to provide a safe and welcoming environment for individuals to come together, learn, and practice plastic recycling. Additionally, the club will serve as a community for individuals interested in reducing plastic waste.

### Article I: Purpose

The objectives of PPK are to:

1. Empower people to drive for sustainable change and to provide them with the necessary tools to do so;
2. Raise awareness about the problems related to plastic use and the need for efficient and accurate recycling;
3. Organize workshops about plastic recycling;
4. Engage with other KAUST departments to promote responsible consumption;
5. Make products out of recycled materials;

### Article II: Membership

1. The following are eligible for membership:
  - a. KAUST Staff
  - b. KAUST Students
  - c. KAUST community members
  - d. Service Providers or Consultants
  - e. Resident dependents of the above categories
  - f. TKS students and teachers
2. The categories of membership are:
  - a. Volunteer
  - b. Trainer
  - c. Participant
3. Responsibilities of the members
  - a. **Volunteer:**
    - i. Help run the space by sorting plastic and organizing the space
    - ii. Learn how to operate the machines
    - iii. Make precious plastic products
    - iv. Support the workshops preparation and execution
  - b. **Trainer:**
    - i. Learn how to operate the machines
    - ii. Teach other people how to operate the machines

- iii. Offer ongoing support to individuals or groups interested in starting their own recycling projects
    - iv. Develop training materials and resources to support hands-on learning
4. Benefits of the members
  - a. Networking opportunities with waste management and sustainability decision-makers
  - b. Access to the workspace for personal and community projects

### **Article III: Dues**

1. The finances of PPK 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 Community Clubs through KAUST Community Life.
2. The fiscal year is from July 1 until June 30.
3. Annual financial statements must be presented to the annual general meeting by the Treasurer.

### **Article VI: Officers**

1. Only regular members of PPK are eligible to be elected as Officers.
2. The PPK Board of Officers consists of the following:
  - a. President
  - b. Vice president
  - c. Treasurer
  - d. Secretary
  - e. Membership coordinator
  - f. Outreach officers (3)
3. Officers will serve for a one-year term from one Annual General Meeting (AGM) to the next.
4. 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
5. The duties of the Officers are as follows:

#### **President**

1. Provide leadership and direction to the group.
2. Chair meetings and ensure that they run smoothly and efficiently.
3. Represent the group in external communications and engagements.
4. Coordinate and oversee the activities of other members.
5. Serve as the primary point of contact for external organizations and stakeholders.

#### **Vice President**

1. Assist the president in their duties and responsibilities.
2. Assume the duties of the president in their absence.

3. Support the president in decision-making and strategic planning.
4. Undertake special projects or initiatives as assigned by the president.

### **Treasurer**

1. Manage the finances of the group, including budgeting, accounting, and financial reporting.
2. Ensure that financial records are accurate and up-to-date.
3. Provide guidance on financial matters and assist in fundraising efforts.

### **Secretary**

1. Maintain records of meetings, including agendas, minutes, and attendance.
2. Distribute meeting agendas and minutes to members in a timely manner
3. Assist in the organization of events and activities.

### **Membership Coordinator**

1. Manage correspondence and communications on behalf of the group.
2. Maintain an up-to-date roster of group members.

### **Outreach Officers**

1. Develop and implement outreach strategies to promote the group's goals and activities.
2. Create and distribute educational materials about plastic recycling and the work of the group.
3. Foster partnerships and collaborations with other organizations working on similar issues.

### **Article VI: Meetings**

1. General meetings can be attended by all PPK members for the purpose of discussing business and making decisions.
2. The Annual General Meeting (AGM) shall be held within two weeks of the start of the academic year at KAUST. Prospective members may be invited to attend as observers. The AGM will be primarily held for the election of Board of Officers and the ratification of the annual financial report. The Board of Officers will take over immediate responsibility after the election.
3. A Special General Meeting (SGM) may be convened, in exceptional circumstances, to discuss urgent matters that may arise. A SGM may be called by 10% of Regular Members 50% of Board Officers, or by the decision of the President.
4. One-half of the regular PPK members constitute a quorum for general PPK Meetings.
5. Decisions at general PPL Meetings are taken by a simple majority vote. The president has a casting vote.
6. Board meetings are held for the purpose of managing the ongoing business of PPK and to make decisions.
  - a. At least two meetings will be held per year on dates announced by the president
  - b. Members are entitled to attend and contribute to the discussion, to ask questions, and provide information, but will not be entitled to vote at meetings of the Board.
  - c. Two-thirds of the board members, or the next highest number, shall constitute a quorum at all board meetings.

- d. Decisions are by simple vote, and the president has a casting vote.

**Article VII: Elections of Leadership**

1. Election to the Board of Officers shall be by simple majority vote of those regular members present at the Annual General Meeting. All nominations must be duly proposed and seconded by active regular members.

**Article VIII: Disbursement of Funds**

1. If PPK becomes inactive for two or more years, funds deposited in its accounts, as well as other assets, revert to KAUST.

*Pim Arora*

27-May-2024 | 11:06 ABST

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Pim Arora  
President

*Craig Combe*

27-May-2024 | 11:12 ABST

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Craig Combe  
Vice president

*Hannah OCallaghan*

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Hannah OCallaghan  
Community Life Representative