

KAUST TENNIS CLUB - CHARTER

Article I: Name

- 1) This organization shall be known as the “KAUST tennis Club” or which shall be referred to as the “Club” in this document.

Article II: Purpose

- 1) The objectives of the club are:
 - a) Promote tennis in the KAUST community;
 - b) Encourage the wellbeing of the community;
 - c) Organize tennis events in KAUST for health promotion, social, recreational and competitive purposes;
 - d) Organize tournaments and competitions from within KAUST and, if possible, to outside clubs and participants;
 - e) Provide the members and the greater KAUST community education and information regarding all facets of tennis, like health benefits, techniques, strategies, and news;
 - f) Organize club social activities.

Article III: 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.
- 2) The categories of membership are:
 - a) **Regular** – for those over the age of 18;
 - b) **Junior** – for those under the age of 18.

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Article IV: Dues

- 1) A joining fee might be payable by all members. These fees are determined by resolution of the all members at the Annual General Meeting of the Club.
- 2) The finances of the Club 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.
- 3) The fiscal and membership year is from July 1 until June 30.
- 4) Annual financial statements must be presented to the Annual General meeting of the Club by the Treasurer.

Article V: Officers

- 1) Only regular members of the Club are eligible to be elected as Officers.
- 2) The Club Board of Officers will consist of a minimum of five officers and a maximum of twelve officers.
- 3) The following Officers positions must be fulfilled:
 - a) President;
 - b) Vice-president;
 - c) Treasurer;
 - d) Secretary;
- 4) Other Officers positions that can be vacant:
 - a) Student Representative;
 - b) School Representative;
 - c) Communications Officer and Webmaster;
- 5) Other Officers may be members of the Board of Officers without a specific position or role.

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- 6) Officers will serve for a one-year term from one Annual General Meeting to the next.
- 7) 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.
- 8) The duties of the Officers are as follows:
 - a) President**
 - i) Preside at all meetings of the Club
 - ii) Call regular and special meetings of the Board and Club as required to conduct the business of the Club
 - iii) Appoint *ad hoc* committees not otherwise provided for
 - iv) Provide for the discharge of necessary duties due to the temporary absence of other Officers
 - v) Ensure the Charter and the rules of the organization are enforced
 - vi) Liaise with KAUST management and Community Life
 - b) Vice-President**
 - i) Preside and perform the duties of the President in his/her absence or at the request of the President.
 - ii) Assist other officers in their duties.
 - c) Treasurer**
 - i) Manage the financial affairs of the Club
 - ii) Collect all monies of the Club
 - iii) Pay all bills for the Club
 - iv) Maintain the financial records as prescribed in this Charter or KAUST guidelines for Community Clubs
 - d) Secretary**
 - i) Maintain records of the proceedings of all Board and Club meetings

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- ii) Issue notices of meetings and agenda
- iii) Inform KAUST Community Life of any changes in Board and Club membership within two (2) weeks of the event

e) Student Representative

- i) Represent the interests of MS or PhD students to the Club.

f) School Representative

- i) Represent the interests of workers from KAUST Schools.
- ii) Support and promote tennis within the younger community and The KAUST Schools

g) Communication Officer and Webmaster

- i) Assist the communications activities of an organisation, under the suggestions and requests from the Board of Officers
- ii) Create content for social media platforms

Article VI: Meetings

- 1) **General Club Meetings** can be attended by all Club members for the purpose of discussing Club business and making decisions. Junior members may attend as observers
- 2) The **Annual General Meeting (AGM)** shall be held within two (2) 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 if 10% of Regular Members or 50% of Board Officers, or decision of the President.

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- a) One quarter of the Regular of the Club constitutes a quorum for General Club Meetings.
 - b) Only current members who do not owe any fee to the Club may vote at General Club Meetings. Decisions at General Club Meetings are taken by simple majority vote. The President has a casting vote.
- 4) **Board Meetings** are held for the purpose of managing the ongoing business of the Club and to make decisions.
- a) At least 2 meetings will be held per year on dates announced by the President.
 - b) Club 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) Half 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 VI: 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 VII: Disbursement of Funds

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

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Signed by the following:

_____ Name: _____ Date: _____
President

_____ Name: _____ Date: _____
Treasurer

_____ Name: _____ Date: _____
Community Life Representative