

Guidelines for Community Clubs

1. Purpose

- 1.1 These guidelines outline how community members can form Community Clubs and for general advice for all Community Clubs.

2. The definition and process of how to form Community Clubs

- 2.1 **Definition of Community Clubs:** Community Clubs (formerly known as Self-Directed Groups) are a group of people living in KAUST who come together to share their passion, interest or hobby with the willingness to expand it to the community. They are always initiated and driven by the community and there is a need for it.
- 2.2 To form a Community Club the following is needed:
- **People:** three is the minimum number needed to form a Club, who are willing to take responsibility for it. These members are the president, treasurer and one other officer.
 - **Charter:** any requirements specific to the Club should be documented in a Community Club Charter, which should be circulated to all members in the Club (see Appendix 2). This needs to be signed by the relevant officers and a Community Life representative.
 - **Self-funding:** the Club needs to be self-sufficient and self-funding.
 - **Annual General Meeting:** the Club must hold an official 'Annual General Meeting' once per year in which officers are elected and financials shared with the Club. Minutes should be taken and kept on file by the Club and should be shared with the Community Club's Co-ordinator.

3. How Community Life can support Community Clubs

- 3.1 **Marketing:** the Club will be supported with marketing in establishing the Club, annual or one off events and any other events that are not part of the day to day operations of the Club.
- 3.2 **Space:** the Club will be provided with a space to perform their activities. It may be outdoors, indoors or in a Recreation facility. If appropriate and agreed, Recreation can block (up to three months in advance) a place for the Club so that it is always used by the same Club. Please note that if the Club is not yet an official club, but they still want to use a Community Life space until the Community Club is formed, they can do so for a maximum of 1 month only.
- 3.3 **Events:** if the Club is putting on an event for the whole community, they will be supported by Community Life.
- 3.4 **Insurance:** once a Club becomes official, it is insured.

4. General Guidance

- 4.1 Community Clubs are run by volunteers for the benefit of the community. Respect and courtesy is always expected by participants and the KAUST Code of Conduct applies (Appendix 1). The Club's president can ask any member to leave for breaching the rules at any time.
- 4.2 The Club should keep a list of all members in the Club with their personal details.

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- 4.3 Details relating to the damage of the Community Club's property (and how it will be dealt with) must be clearly documented in the Club's Charter.
- 4.4 If an accident or incident occurs during the operation of the club and the Community Club is in a community location, please report this to reception. For outdoor events please call 959 or 8080911.
- 4.5 The Community Club's Co-ordinator will support the Club in finding a place to operate their activities.

5. Membership

- 5.1 The following are eligible for membership of Community Clubs:
 - a. KAUST Staff
 - b. KAUST Students
 - c. KAUST community members
 - d. Service Providers or Consultants
 - e. Resident dependents of the above categories
- 5.2 For anyone not belonging to any of the above categories, admission is at the discretion of each Club.

6. Financial information

- 6.1 The Club must be self-funding and have plans for generating income to start-up, operate and deliver ongoing activities.
- 6.2 The Club must be run on a non-profit basis (all monies collected from members or activities of the Club must be used to deliver Club activities).
- 6.3 The Club may seek sponsorship, but any contributions must be recorded by the club treasurer.
- 6.4 The treasurer must keep a complete income and expense record and an up-to-date list of equipment purchased and held by the Club and presented in the AGM minutes.
- 6.5 If the Club is receiving a significant turnover of money and is seeking a significant procurement of items, they may use KAUST as their 'banker' (Non-profit organizations are not permitted to open a bank account in Saudi Arabia). Clubs can deposit their funds in a KAUST pocket ID, make use of the shopping cart system through Procurement to purchase items, and withdraw cash from their 'account'.
- 6.6 The process of a pocket ID:
 - a. Please contact the Community Club's Co-ordinator at whose discretion it is to approve a pocket ID;
 - b. The Community Club's Co-ordinator will alert finance;
 - c. The Club will then be required to complete an online form;
 - d. Once this is active the Club can visit building 16 (finance) to withdraw and deposit money.
- 6.7 KAUST acts as the financial auditor for Club and may require to inspect the financial records of the Club at any time. The records include details of income and expenditure and a list of assets owned by the Club.

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APPENDIX 1

KAUST Code of Conduct

A. INTRODUCTION

The University is a global and multi-cultural research institution which embodies international standards of merit-based equity. Social interaction among faculty, staff, students and others through work and personal conduct within the Thuwal campus must be done in a manner consistent with the University vision as a world-class educational and research institution and the local laws and customs.

The conduct of faculty, staff and students, while working or living on campus, or when on University premises, should meet acceptable standards of the community and show respect for the country's laws, as well as the rights and sensitivities of others. At the University, every member of the community is respected for what he or she brings to the University; equally important, every member of the University community should make an effort to understand and respect the customs, norms and laws of the Kingdom.

The University seeks to achieve a balance between creating an environment where people express their culture and identity, while also taking care to avoid behaviors which might cause offense to others. All members of the community need to be aware of, sensitive to, and tolerant of the cultural and social norms of others. Such sensitivity and tolerance will contribute toward achieving the core goals and philosophies which underpin the University vision.

Given that the University community is drawn from over 100 nationalities/cultures, we need to be proactively sensitive to a wide range of local and multinational customs and norms. While we should be able to celebrate many of our differences by making new friends and learning about new cultures, we also need to be mindful of the fact that inevitably there will be areas of difference which may result in a neighbor being hurt or offended by innocently-intended behavior.

B. UNIVERSITY VALUES

Much like an individual, the University has values that guide our actions, decisions, and behavior. These values are our core beliefs, and we must live by them if we are to build the world-class University we have set our sights upon. As members of the University community, we are committed to the values of achievement, passion, inspiration, diversity, openness, integrity and citizenship. At all times we need to behave in ways that uphold these values, both as individuals and as representatives of the University.

ACHIEVEMENT: We are determined to advance science and engineering for the welfare of all mankind.

PASSION: We pursue our mission with enthusiasm and confidence and seek individuals who share that passion

INSPIRATION: We are committed to stimulate inspiration and celebrate those with the ability to inspire others.

DIVERSITY: We embrace diversity and encourage collaboration among scientists, researchers, and students from different disciplines, nationalities, and cultural backgrounds.

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OPENNESS: We provide an open and progressive environment so our people can think clearly, study freely, and examine complex problems through the clear light of reason.

INTEGRITY: We are a merit-based institution committed to upholding the highest standards of moral, ethical, and professional conduct.

CITIZENSHIP: We are committed to being a good neighbor and will strive to make a positive impact on its surroundings.

C. PURPOSE AND APPLICABILITY

The purpose of the code is to make members of the University community aware of certain behaviors that are intended to promote a safe, productive, healthy and pleasant work and social environment. Importantly, members of the University community should conform to standards of behavior that foster and promote respect of colleagues and residents in a multicultural campus. This Code of Conduct applies to faculty, staff and students and all members of the University community who are responsible for reading and adhering to the guidelines outlined below. Partners, contractors, and visitors are to observe the Code of Conduct in their dealings with the University.

D. ESTABLISHED GUIDELINES

1. **COMPLIANCE WITH APPLICABLE LAWS** - Members of the University community must comply with all applicable laws and regulations of the Kingdom of Saudi Arabia and policies and procedures of the University. When questions arise pertaining to interpretation or applicability of policy, residents are expected to contact the individual responsible for oversight of the policy.
2. **DRESS**
 - a. **Dress at Work** (Horseshoe Facilities and other Work places)

The academic and administrative buildings are public areas as well as a setting for teaching and study, research and work. In addition, different cultures have different norms. In view of these considerations, attire while on the academic campus should reflect a professional or “smart casual” appearance that respects the customs and values of the diverse groups among the University community. For men, appropriate attire generally means slacks and collared shirts. For women, appropriate attire generally means tops with sleeves, slacks, and skirts of modest length. Short, transparent or revealing garments are not appropriate in public areas.
 - b. **Dress While Using Community and Recreational Facilities**

Modest and non-revealing attire is encouraged when using our community and recreational facilities. Please avoid revealing or transparent sports or swimwear.
 - c. **Swimming Pools/Beaches/Boating Areas**

Conservative, non-revealing, swimsuits are considered appropriate at communal swimming pools, beaches and boating areas. Uncovered swim-wear should not be worn outside the swimming areas.

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3. **BEHAVIOR** - Residents should refrain from engaging in public displays of affection which might contravene the laws of the Kingdom or be offensive to other cultures.
4. **PUNCTUALITY** - Efficiency and effectiveness rely on the dependability of faculty, staff, and students being at work/class on time and prepared to perform their duties. Thus, they are expected to be punctual when they are performing their studies and duties.
5. **RAMADAN** - Ramadan is the holy month of fasting for Muslims. Eating, drinking and smoking are restricted in public places during the daylight hours of fasting before the evening (IFTAR) breaking of the fast. It is both a matter of courtesy and law that non-fasters do not eat, drink or smoke in the presence of those fasting.
6. **USE OF UNIVERSITY PROPERTY, ASSETS AND RESOURCES** - Residents are responsible for the protection and the appropriate use of University assets, property and resources.
7. **OFFENSIVE MATERIALS** - The dissemination of materials of a defamatory, pornographic or an abusive nature or which depict sexual, racial or disability discrimination or any other form of potential harassment is prohibited.
8. **COMMUNITY SAFETY** - The University is committed to providing a safe and healthy community free of any acts of violence or threats of violence. The University has a zero tolerance policy against violence and does not tolerate behavior that is violent, threatens violence, or has the effect of harassing or intimidating others. The possession of weapons of any kind on the University premises is prohibited.
9. **SMOKING** - In recognition of the severe health and safety risks associated with smoking and secondary smoke, and in the interests of promoting a healthy and smoke free living and educational environment for its residents and visitors, the University prohibits smoking in all University premises, except for private residences and designated locations.
10. **MISREPRESENTATION** - Residents shall not knowingly falsify or make any misrepresentations on or about any employment or other application, any document establishing identity or work status, medical history record, insurance form, invoice, paperwork, time sheet, time card, or any other document.
11. **RESPECT** - Residents are expected to be respectful of the individual rights of others within the University Community. Residents are expected to exhibit an outward sensitivity to the diversity inherent within the community.
12. **PROHIBITION OF DISCRIMINATION** - The University believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the University seeks to reach out as widely as possible in order to attract and retain the best faculty, staff and students. For these reasons, decisions concerning admission of students, as well as employment of personnel in all University departments and offices, are made on the basis of an individual's qualifications to contribute to meeting the University's educational objectives and its institutional goals. Therefore, discrimination on the basis of race, color, religion or gender is prohibited and will not be tolerated. For more information, refer to the University's policy on Equal Opportunity in Education and Employment.

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13. **CONFLICT OF INTEREST AND COMMITMENT** - The University requires that all of its residents exhibit the highest level of ethical conduct in conducting their day-to-day business. They are expected not to engage in any activities, transactions, or relationships that are incompatible with the objective, and effective performance of their duties. For more information, refer to the University policy on Conflict of Interest and Commitment.
14. **STUDENT RESIDENCE** - The University provides gender-segregated housing for students living on-campus, except for married couples and families. Co-habitation is not permitted between male and female students who are not married to each other. Male students are not permitted in women students' residences and vice versa.
15. **AUDIO/VIDEO RECORDING** - Except in the case of video monitoring for security purposes, the University prohibits all audio or video (audio/video) recording of conversations without the consent of all persons participating in the conversation. Pre-approval of recording of conference events, classes and meetings is required. All records must be protected from inappropriate and unlawful use and access.

E. VIOLATIONS

Adherence to the Code of Conduct encourages residents to bring suspected violations of applicable standards, policies, laws or regulations to the attention of the Security Office or other appropriate responsible office.

1. Raising such concerns is a service to the University and will not jeopardize one's position or employment unless they are found to have acted maliciously.
2. Any violations to the above guidelines should be dealt with according to the University disciplinary processes for review and necessary action.
3. Confirmed violations of the Code of Conduct may result in appropriate disciplinary action up to and including termination from employment, registration or residence in accordance with policies and procedures set forth in the appropriate Faculty, Human Resources, or Student Handbooks.

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APPENDIX 2

Example of Club Charter

Charter of the KAUST Basketball Club

Article I: Name

1. This organization shall be known as the “KAUST Basketball Club” which shall be referred to as the “Club” in this document.

Article II: Purpose

1. The objectives of the Club are to:
 - a. Promote the sport of basketball in the KAUST community;
 - b. Encourage the wellbeing of the community;
 - c. Organize basketball in KAUST for health promotion, social, recreational and competitive purposes;
 - d. Organize tournaments and competitions from within KAUST and, where possible, to outside clubs and participants;
 - e. Liaise with KAUST management and Community Life for the safe and efficient public use of the basketball course;
 - f. Liaise with Community Life for the maintenance and upkeep of fixed equipment as well as the procurement of new and replacement equipment;
 - g. Provide the members and the greater KAUST community education and information regarding all facets of the sport of basketball, health benefits, techniques, strategies, and news;
 - h. 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

Article IV: Dues

1. A joining fee and annual subscription is payable by all members. These fees are determined by resolution of all members at the Annual General Meeting (AGM) 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.

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4. Annual financial statements must be presented to the AGM 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 consists of the following:
 - a. President
 - b. Treasurer
 - c. Secretary
 - d. Student Representative (if no student is nominated, the position remains vacant)
3. Officers will serve for a one-year term from one 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

- Preside at all Club meetings
- Call regular and special meetings of the Board and Club to conduct the business of the Club
- Appoint ad hoc committees not otherwise provided for
- Provide for the discharge of necessary duties due to the temporary absence of other Officers
- Ensure the Charter and the rules of the organization are enforced
- Liaise with KAUST management and Community Life

Treasurer

- Manage the financial affairs of the Club
- Collect all monies due to the Club
- Pay all bills for the Club
- Maintain the financial records as prescribed in this Charter or KAUST guidelines for Community Clubs

Secretary

- Maintain records of the proceedings of all Board and Club meetings
- Issue notices of meetings and agenda
- Inform Community Life of any changes in Board and Club membership within two weeks of the event

Student Representative

- Represent the interests of students to the Club
- Support and promote basketball within the younger community and The KAUST Schools

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 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

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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.
4. One half of the Regular of the Club constitutes a quorum for General Club Meetings.
5. Only current paid-up members of 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.
6. **Board Meetings** are held for the purpose of managing the ongoing business of the Club and to make decisions.
 - a. At least two 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. 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 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.

Signed by the following:

_____ Name: _____ Date: _____

President

_____ Name: _____ Date: _____

Treasurer

_____ Name: _____ Date: _____

Community Life Representative