

ORGANIZATIONAL CHARTER

NAME – KAUST Boardgaming SD Group

PREAMBLE

KAUST Boardgaming SD Group (henceforth referred to as SDGroup) is an organization dedicated to promoting boardgaming as a recreation and education activity in KAUST.

Article I: PURPOSE

The objectives of the Group are to recruit members and to help them improve and develop talents. SDGroup provides high-quality, structured after-school or after-work recreation programs in the form of social activities. Playing boardgames has a long tradition everywhere in the world. Starting a boardgaming SDGroup is a powerful way not only to share a hobby that we love but also to develop social skills, and to positively affect KAUST community. SDGroup actively promotes boardgaming through regular meetings.

Other goals:

- Host regular sessions on a weekly basis;
- Organize gameplay presentations or displays, making the community events more colorful;
- Help community members actively spend their leisure time;
- Organize boardgame competitions;
- Offer expertise and advice for new players.

Article II: MEMBERSHIP

1. Membership: Anyone is eligible for membership who signs and obeys the group rules as governed by the Membership Agreement and the Etiquette, and regularly pays the annual membership fee.

The SDGroup is open to membership by anyone except a previously expelled member, who pays their dues to the organization.

The SDGroup does not discriminate on the grounds of race, color, sex, marital status, national origin, age or handicap.

2. Membership Categories

a) Regular membership – staff and students 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 if applicable.

3. Voting membership requires a yearly membership (from July 1 or when dues are fully paid to June 31) and a minimum attendance record at regular meetings of the Group. This minimum will be as set by the Board of Directors

and is published in the bylaws. Members signing up after the beginning of the Membership Term are NOT eligible for pro-rata deductions of their membership fee.

4. Quorum of Membership. A quorum for votes of the members shall be 30% of the membership roll. Unless otherwise specifically required, issues shall be decided by a majority of voting members present. No quorum shall be required to conduct recreational activities at which no votes are taken.

5. Dues and Fees.

a) Dues and Fees will be set and determined each year by the Board of Directors for SDGroup to meet the operating expenses of the Group and directly associated activities.

b) Dues and Fees collected are used solely for direct support of the activities of the organization.

6. Resignation: A member may resign by giving written notice to a member of the SDGroup Board of Directors.

Article III: BOARD OF DIRECTORS

The organization's normal operations will be directed by the executive committee known as the SDGroup Board of Directors (also known as the Board).

1. Members of the Board of Directors will be the Officers of the organization elected once a year under the rules described in Article VI.

2. Members are elected for 'Board Member' on the Board of Directors, then the Board when it first convenes after the election will determine the position on the Board filled by each specific individual.

3. Officer Positions within the Board of Directors may change by agreement of the Board of Directors at any time the Board agrees special circumstances call for it.

4. The Board of Directors will be composed of 7 officers. Officers on the Board of Directors will be:

President

Vice President

Secretary

Public Relations Manager

Treasurer

Librarian

Convention Director

5. The Board of Directors will perform the duties of conducting the regular business of SDGroup.

6. The Board of Directors will bring any issue the Board determines requires a general vote outside of normal operating activities to the Membership at the soonest regular meeting.

7. The Board of Directors will hold regular Board meetings as defined under Article VI.

8. The Board of Directors will determine the dues and fees for the Group and will determine how funds belonging to the Group should be retained or dispersed accordingly.

9. The Board of Directors will establish the regular Group meeting schedule and any special Group meetings or activities to be run by the organization.

10. A quorum of the Board of Directors will consist of a simple majority of the Board of Directors Members. Unless otherwise specifically required, issues shall be decided by a majority of Board members present.

11. Those officers present will communicate the business of any meeting of the Board of Directors to those officers absent as soon as possible.

12. Eligibility: A member must be a voting member for the current and previous fiscal year to be eligible for election to the Board of Directors.

Article IV: OFFICERS

The Board of Directors will be made up of the following officers of the organization; officer positions are appointed within the Board by vote within the Board:

1. President duties:

- Preside over official business meetings
- Set the time, date, and place of Board of Directors meetings
- Maintain the operations functions in the absence of the Board of Directors
- Signatory for any and all contracts for the group
- Call any special meetings of the Board of Directors as required to conduct normal operations
- Appoint a member, subject to approval by the remaining members of the Board of Directors, to serve out any incomplete terms of an officer who resigns or is removed for disciplinary purposes or to fill a vacancy on the Board
- In the event the President is unable to fulfill his duties, only an elected Board member may assume his role until such a time as the President is able to resume his duties or he is replaced. The line of succession is Vice President – Secretary – Librarian – Public Relations Manager – Convention Director – Treasurer
- Appoint any committee heads as necessary subject to approval by the Board of Directors
- Serve as ex-officio member of any committee except for the Nominating Committee for Elections or Election Committee
- Recruit members in good standing to assist in completion of duties

2. Vice President duties:

- Safe transport of the SDGroup game library to and from conventions
- Transport of SDGroup property
- Maintain SDGroup property not under the express jurisdiction of other Board members
- Recruit members in good standing to assist in completion of duties

3. Secretary duties:

- Maintain Membership and corporation records
- Keep record of attendance and minutes at Board meetings
- Maintain membership cards for members paid and in good standing
- Respond to official correspondence addressed to SDGroup in a manner meeting the approval of the Board of Directors
- Recruit members in good standing to assist in completion of duties

4. Public Relations Manager duties:

- Distribute the SDGroup newsletter electronically at least bi-monthly
- Contact and work with game companies or other organizations to promote SDGroup outside the organization
- Maintain the Group website
- Send any required notices to members
- Recruit members in good standing to assist in completion of duties

5. Treasurer duties:

- Hold and secure any SDGroup funds and financial information
- Maintain accounting of the Group funds
- Disburse Group funds where necessary as directed by the Board
- Collect fees and dues as required by the Board
- Provide reports on the Group's financial status at the direction of the Board of Directors, including any governmental filings related to the Group's finances
- Serve as ex-officio member of any committee except for the Nominating Committee for Elections or Election Committee
- Recruit members in good standing to assist in completion of duties

6. Librarian duties:

- Hold and secure the SDGroup Game Library
- Keep account of the use of Games from the Game Library
- Record and track the donation of Games to the Game Library for recognition of donors
- Maintain the gamelibrary in a neat and accessible order
- Recruit members in good standing to assist in completion of duties

7. Convention Director duties:

- Oversee and coordinate all activities related to SDGroup supported conventions
- Negotiate contract between SDGroup and convention location
- Promotion of SDGroup supported conventions
- Recruitment of volunteers and game masters
- Set the schedule of coordinators: both that of regular meeting coordinators and that of subgroup coordinators
- Recruit members in good standing to assist in completion of duties

8. Duties of All Officers:

- Maintain order and social courtesy at any event SDGroup members participate in
- Obtain and retain a copy of the SDGroup Charter
- Uphold the purposes of SDGroup
- Make a conscientious effort to attend all Board of Directors meetings
- Submit any and all privately received SDGroup correspondence to the Board of Directors
- Uphold contractual obligations and relations with any parties connected with SDGroup in a professional and courteous manner
- Provide a positive Leadership image for SDGroup to promote the Group and its activities

Article V: MEETINGS

Meetings shall be held for following reasons:

1. Regular Meetings for Members – The Group will meet at least twice monthly at times and places set by the Board of Directors. This schedule will be set and published at least one month in advance where possible. Coordinators are responsible for the regular meetings. Coordinators' duties are described in the bylaws.

The Board may set special meetings for boardgaming at any time or place appropriate in their discretion. These meetings will be open to the public subject to conditions imposed by the Board of Directors. In their discretion, the Board may raise an issue for vote of the membership at any regular meeting, but have no duty to present any issue to the members except as specifically set forth in this charter.

2. Annual General Meeting – As required by our status as a non-profit organization, an annual meeting to inform the membership of the state of SDGroup will be held during the month of May as designated in the bylaws.

3. Regular Board of Director Meetings – These will be conducted at least once per quarter, to conduct the regular business of operations for the group. The schedule of Board meetings will be set by the President.

4. Special Meetings – Special Board of Directors meetings may be called by the President or by the Board of Directors as needed to conduct any SDGroup business requiring immediate attention.

5. Election Meeting – This will be held once per year under the rules described in Article VI on elections.

6. Meeting Procedure – Meetings will be chaired by the President or, in his absence, another officer of the Board according to the line of succession in part IV.1. Board meetings are conducted in free format.

7. Notices – All notices of meetings and all other notices that may be required by this charter, the bylaws or by law shall be given by email at the most recently known email address of the member and by any other means in the absolute discretion of the Board of Directors calculated to provide reasonable notice. It shall be the duty of members to keep the Public Relations Board Member informed of their current email address. If a member does not have an email address, it shall be the member's duty to keep the Public Relations Board Member informed of appropriate means of contacting the member.

Article VI: ELECTIONS

Electing Officers of the Group shall be done as follows:

1. Nomination of Candidates

a) All individuals holding office must be registered Boardgame SDGroup Members and be elected by a majority vote of the registered Members of the organization voting at the elections meeting.

b) Current Board members are automatically nominated for the next election unless they decline the nomination.

c) Nominations from the floor may be made by any voting member. Nominations must be seconded by a second voting member to be included for voting.

2. Elections

a) An Election Committee of 3 voting members may be appointed by the Board of Directors on the spot during the election to conduct any contested election.

Otherwise the election will be performed by hand count by the Board of Directors, with the President responsible for the count if no Election Committee is required.

b) Voting members may cast up to seven votes limited to one vote for any individual. The seven member candidates with the greatest number of votes will become Board members.

c) Contested elections will be resolved by a secret ballot.

d) Any voting member, as determined by attendance requirements being met, may vote in the election of officers for SDGroup.

e) The election for SDGroup Board of Director Member will be held at the first general meeting after February 24th in which a quorum is present. If an election has not been held by the first general meeting in February, the voting members present at that meeting will constitute a quorum for the purposes of electing officers as an emergency election.

f) Absentee ballots will be accepted if mailed prior to the election meeting. All multiple absentee ballots received from the same member will be discarded.

g) The Board may call a special election to fill vacant Board positions. This special election will follow all rules for a normal election other than part VI.2.e. A quorum of membership must be present or the election is not considered valid.

3. Terms of Office. Officers of SDGroup shall be elected for a one year term to serve from the beginning of the Group's fiscal year until the beginning of the next fiscal year.

a) In the case of a resignation of an officer from office, a special elections meeting may be held to fill the office until the next May elections meeting.

b) All officers hold their position until the May elections meeting.

4. Transition in Administration. A regular or special meeting of the Board of Directors will be held at the beginning of the fiscal year which should be attended by all outgoing and incoming officers. Any files, financial information, and other trappings of office are to be turned over to the newly installed officers at that time.

Article VII: AMENDMENTS

1. Amendments Submitted by the Board of Directors - proposal to amend the Charter of SDGRoup may be sent by the Board of Directors to the membership for ratification provided the proposal in written form is made available to the membership at a regular monthly meeting at least one month prior to the ratification vote.

2. Amendments Submitted by Members - A proposal to amend the Charter may be sent to the Board of Directors by written petition signed by 15% of the SDGroup membership.

3. Amendments will require to amend $\frac{3}{4}$ ths of a quorum voters present.

4. Ratification of Amendment - Amendments will be considered ratified with an affirmative vote of a quorum of the Membership.

BYLAWS

February 19, 2015

Quorum. *A quorum is the minimum number of members required to be present to constitute an official meeting of members.*

1. Minimum attendance (II.3.)

Voting membership requires a yearly membership for the current fiscal year (from July 1 or when dues are fully paid to June 31) and a minimum **3** attendance record at regular meetings of the Group during the current fiscal year.

2. The Annual General Meeting (V.2.)

The Annual General Meeting will be held on the fourth Tuesday in the month of May.

3. The present membership structure of the group (II.2.)

a) Regular membership (staff and students and their dependents aged 18 (Gregorian) and over, enjoying full benefits of membership) – 100 SAR per annum/50 SAR students;

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) – 50 SAR;

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 if applicable);

d) Voting Member – A member who has an annual membership for the current fiscal year and has attended a minimum of 3 meetings during the current fiscal year.

4. Coordinator's Duties (V.1.)

- Prepares the room for the meetings;
- Makes sure that participating members are signed up at each meeting;
- Collects the entrance fee from visitors;
- Registers new members if any, then makes sure they sign the Membership Agreement and pay the actual membership fees;
- Makes sure everyone helps to clean up, and the games are returned to the cabinets at the end of the meeting;
- Locks the cabinets at the end of the meeting;
- Locks the meeting room and returns the room key to the reception;
- Transfers the collected fees to the Treasurer;
- Recruits members in good standing to assist in completion of duties;
- Upholds the purposes of SDGroup.