

Charter of the Red Sea Cyclists (RSC)

ARTICLE I Name and Acronym

1. This organization shall be known as the “Red Sea Cyclists” or RSC (referred to as the Club in this document).

ARTICLE II Purpose

2. The objectives of the Club are to
 - a. Promote all forms of cycling within the KAUST community, including BMX, Road Cycling and Mountain Biking;
 - b. Organize cycling events for health-promotion, social, recreational and competitive purposes;
 - c. Ensure an environment emphasizing safety, responsible actions, good sportsmanship and self-discipline;
 - d. Liaise with KAUST management and the KAUST Manager: Recreation Services with regard to provision of facilities and other resources;
 - e. Provide education and disseminate information on matters related to cycling, including health, safety, cycling for beginners, training and nutrition, bicycle care maintenance, cycling technique, cycling strategy and worldwide cycling news;
 - f. Support members in any matters related to cycling, including the acquisition of equipment; and
 - g. Organize club social activities.

ARTICLE III Membership

3. The following are eligible for membership of the Club:
 - a. KAUST students;
 - b. KAUST personnel;
 - c. KAUST community members (approved residents);
 - d. Resident dependents of any of the above categories.
4. The categories of membership of the Club are as follows:
 - a. **Regular** membership (personnel, students, community members 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);
 - c. **Special** membership (people who are not eligible for membership as defined in 3. above, but who may make a special request for membership, with full benefits of membership except voting rights, paying full fees).

ARTICLE IV Dues

5. A joining fee and annual subscription are payable by all members. These fees are determined by resolution of all members at the Annual General Meeting of the Club.
6. The finances 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 self-directed groups. Office bearers are accountable for ensuring compliance with these standards and are also accountable to members. The fiscal and membership year is from 01 July until 30 June.
7. Annual financial statements must be presented to the Annual General Meeting of the Club by the Treasurer. After approval, a copy of the statements must be submitted to Recreation Services.

ARTICLE V Officers

8. Only regular members of the Club are eligible to be elected as Officers.
9. The Club Board of Officers consists of the following:
 - a. Director
 - b. Assistant Director
 - c. Secretary
 - d. Treasurer
 - e. Student representative (if no student is nominated, the position remains vacant)
 - f. Four additional members (at the annual general meeting of the club, the club may pass a resolution to elect fewer than four additional members if required by circumstances such as a small membership).
10. Officers will serve for a one-year term from one Annual General Meeting to the next. No officer may serve on the Board for a period of longer than three consecutive full years. After a break of one year, such person again becomes eligible for election.
11. 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. Such appointees serve the remainder of the term of the person elected to office who is being replaced.
12. The duties of the officers are as follows:

Director

- Preside at all meetings of The Club;
- Call regular and special meetings of the Board and Club as required 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 that the charter and regulations of The Club are enforced;
- Liaise with the National Cycling Federation of Saudi Arabia; and
- Liaise with KAUST management.

Assistant Director

- Assume the duties of Director in the case of the Director's absence or resignation;

Secretary

- Maintain records of the proceedings of all Board and Club meetings;
- Issue notices of meetings and agenda; and
- Inform KAUST Recreation Services of any changes in Board and Club membership within two weeks of the event; and

Treasurer

- Manage the financial affairs of the Club;
- Collect all monies due to the Club;
- Pay all bills of The Club; and
- Maintain the financial records as prescribed in this Charter or the By-Laws or KAUST guidelines for self-directed groups.

Additional members

- Manage portfolios as assigned by the Director;
- Manage Club projects;
- Perform other responsibilities as required by the Club and the Board.

Student representative

- Represent on the Board the interests of students;
- Manage portfolios as assigned by the Director;

- Manage Club projects; and
 - Perform other responsibilities as required by the Club and the Board.
13. The following portfolios are allocated to the various Board members by the Director:
- a. Communications
 - b. Events
 - c. Social
 - d. Education and information
 - e. Membership
 - f. Awards
 - g. Facilities
 - h. Liaison with KAUST Recreation
14. In addition to the portfolios they hold, Board Officers may also be assigned tasks and projects by the Director, the Board or the Club.

ARTICLE VI Executive and Other Committees

15. The Executive Committee consists of the President, the Assistant Director, the Secretary and the Treasurer. The Executive Committee is convened only for urgent discussions and decisions that cannot wait for a scheduled board meeting.
16. Ad hoc committees may be constituted by the Director or the Board for special projects. Such committees are chaired by Board Officers and may consist of other Board Officers and Club members. The Board Officer designated to chair each committee is responsible for calling meetings of such committees.
17. Committees are required to maintain complete records of their activities and finances, and deliver reports at every Board meeting.

ARTICLE VII Meetings

18. **General club meetings** are for all regular members of the Club, convened for the purpose of discussing Club business and making decisions. Junior and Special member may attend as observers.
- a. The **Annual General Meeting (AGM)** shall be held within two weeks of the commencement of the KAUST fall semester. Prospective members may be invited to attend as observers, with the purposes of providing a recruitment opportunity. The AGM shall primarily be for the election of Board Officers, ratification of the annual financial report and approval of the Director's Annual report. The Board of Officers thus elected will take office immediately after their election.
 - b. A **Special General Meeting (SGM)** maybe convened, in exceptional circumstances, to discuss urgent matters, on written request of at least 10% of regular Club members, or 50% of Board Officers, or decision of the Director.
 - c. One half of the regular membership of the Club (or next higher number) constitutes a quorum for General Club Meetings.
 - d. Only paid-up regular Club members of good standing may vote at General club meetings. Decisions at General Club Meetings are taken by simple majority vote. The Director has a casting vote.
19. **Board meetings** are held for the purpose of managing the ongoing business of the Club and to make decisions.
- a. At least nine meetings must be held per year on dates announced by the Director.
 - b. Club members are entitled to attend Board Meetings to ask questions, provide information, but will not be entitled to vote at meetings of the Board.
 - c. Two-thirds of officers of the Board (or next highest number) shall constitute a quorum at all Board meetings.
 - d. Decisions at Board Meetings are taken by simple majority vote. The Director has a casting vote.

ARTICLE VIII Elections/Selection Process for Leadership

20. Election to the Board of Officers shall be by simple majority vote of those **regular members** present at the Annual General Meeting. Voting is by closed ballot. Elections will be supervised by an advisor appointed by Recreation Services. All nominations must be duly proposed and seconded by active regular members. Rules applicable to elections are those prescribed by the guidelines for self-directed groups.

ARTICLE IX By-Laws and Governance

- 21. By-laws maybe created and amended by a simple majority vote of the Board of Officers.
- 22. The Club will be subject to all KAUST rules and regulations regarding the functioning of the Club, including the guidelines for self-directed groups. In cases of conflict, the rules of KAUST will always take precedence over the Charter of the Club.

ARTICLE X Ratification and amendments

- 23. This Charter must be ratified and approved by
 - a. A two-thirds (2/3) majority of those regular members present and voting at a General Meeting; and
 - b. Written approval of the Manager of KAUST Recreation Services.
- 24. Notice of a proposal to change to this charter must be submitted to the Director and distributed to all members by the Secretary at least two weeks before the AGM. Changes in the charter must be voted on at a General club meeting and be approved by a two-thirds majority.

ARTICLE XI Disbursement of Funds

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

Signed by the following:

_____ Name: _____ Date: _____
 Director, KAUST Cycle Club

_____ Name: _____ Date: _____
 Assistant Director, KAUST Cycle Club

_____ Name: _____ Date: _____
 Secretary, KAUST Cycle Club

_____ Name: _____ Date: _____
 Representative of KAUST Recreation Services

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