

THE SAUDI ARABIAN SECTION OF THE COMBUSTION INSTITUTE
BY-LAWS

Amended August 20, 2025

ARTICLE I
GENERAL PROVISIONS

This by-laws document sets down: the name and the area of activity of the Section called “Saudi Arabian Section of the Combustion Institute“ (in the following text referred to as “the Section“); representation; objectives; establishing the public character of the Section’s activity; membership and membership fee; rights (entitlements); obligations and disciplinary responsibility of the members; coordination and control of the activity; internal structure of the Section; management bodies of the Section, their structure, empowerment, decision making model, conditions and manner of election (appointment) and relieving of duty; duration of office terms and responsibility of the members; financing and other issues relevant for the Section’s activity; property of the Section, dissolution of the Section and treatment of property and assets in the case of dissolution.

Section 1- Legal Status. The Section is a non-government and a non-profit organization.

Section 2- Affiliation. The Section is active on the area of the Kingdom of Saudi Arabia and is an affiliate member of the international Section of “The Combustion Institute”, established/incorporated on July 1, 1954 in the State of Delaware, USA.

Section 3- Name of the Section. The full name of the Section is: “Saudi Arabian Section of the Combustion Institute”. The shortened name (acronym) of the Section is: SAS-CI.

Section 4- Seat of the Section. The seat of the Section is in KAUST, Thuwal.

Section 5- Representation. The Section shall be represented by its Section Chair, Section Vice-Chair and Secretary.

Section 6- Joining other Sections. On the basis of a decision by the Board of Officers (Article IV), the Section can join other Sections, should this add to fulfilling the objectives of its activity, as specified by the present document.

For the purpose of reliable networking among the members and the improvement of activity, the Section can establish its particular organizational forms. Decision about establishment, activities and dissolution of the Section shall be made by the Board of Officers.

These organizational forms are not legal persons in themselves.

ARTICLE II
OBJECTIVES and ACTIVITIES

Section 1- Objectives. The objective and purpose of the establishment of the Section is the promotion and advancement of the research in the science and application of combustion.

Section 2- Activities. For the purpose of furthering the objective stated in the Article II, Section 1, the Section will undertake the following activities:

- Supporting communication, exchange of ideas and cooperation between scientists active in the research and application of combustion,
- Preparation of projects within the scope of the listed objectives and activities, and project proposals to authorized/designated bodies,
- Publishing papers and documentation from the area of activity of the Section,
- Organization of discussion fora, seminars and conferences dealing with the area of activity of the Section.

ARTICLE III
SECTION MEMBERS

Section 1- Membership. Membership shall be open to all persons, including students, who are engaged or have an interest in scientific or engineering research or educational activities in the field of combustion or related subjects and who are in agreement with the purpose of the Section: namely to promote the science and application of combustion, regardless of race, religion, gender, nationality, or occupation.

Members are expected to demonstrate a continuous participation in the Section's activities. This participation may be evidenced by contributing manuscripts to the International Symposia, to combustion-related manuscripts to technical journals such as Combustion and Flame, and by participating on Section meetings.

Members of the Section are:

1. Regular members
2. Supporting members

Regular members of the Section are persons who are interested in research and application in the field of combustion processes. Regular membership status is gained upon the completion of the admittance form and the membership fee payment.

Regular members constitute the Assembly of the Section which is the highest governing body.

The status of a supporting member of the Section can be granted to a physical person who is, in accordance with the established conditions, regularly supporting the development and advancement of the Section and realization of the Section's program by significant financial contributions.

Section 2- Membership admittance. The members shall sign a membership admittance form. Membership admittance form obliges the signee to honor the provisions of the by-laws and other Section documents, as well as the decisions of the Section bodies.

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An application to be admitted to membership is to be submitted to the Board of Officers, which decides on the admittance.

Registry of members shall be kept by the Secretary of the Section.

Members of the Section shall be paying a membership fee in the amount set by the Assembly of the Section.

A complaint against the Board of Officers decision for a denial of an admittance request can be submitted to the assembly within the period of 15 days.

The decision of the Assembly is the final one.

Section 3- Rights of the Members. Regular members of the Section shall be entitled:

- To elect and be elected into the governing body of the Section,
- To take part in the activities of the Section,
- To propose and initiate discussion on the topics relevant to the activity of the Section,
- To have insight into all activities of the Section and into the information materiel that the Section has collected and prepared,
- To participate in the sessions of the Assembly.

Supporting members have the same rights as regular members, yet without the decision-making power and cannot elect and be elected in the governing body of the Section.

Section 4- Obligations of the Members. Members of the Section shall be obliged:

- To honor the decisions by the governing bodies of the Section,
- To honor the provisions of the Statute, the objectives of the Section,
- To act in the cause of realizing and advancing the objectives of the Section
- To regularly pay the membership fee.

Section 5- Admitting non-regular Members. Conditions for admitting the supporting members shall be defined by separate acts adopted by the Board of Officers of the Section.

Section 6- Membership suspension. Membership in the Section shall cease by:

- Resigning from the membership,
- Expulsion; in case a member has, through his acting to the contrary of the provisions of the present by-laws and other documents, caused serious harm to the interests and reputation of the Section,
- Lapsing, in case a member has within a certain period failed to fulfill his financial obligations towards the Section, as defined by the Board of Officers of the Section.

A decision on membership termination by expulsion shall be made by the Board of Officers of the Section.

A complaint against the Board of Officers decision in favor of expulsion can be submitted to the assembly within the period of 15 days.

The decision of the Assembly is the final one.

Section 7- Business Meetings. Business meetings of members shall be held at least once in each calendar year on such date as may be set by the Board of Officers. This meeting shall be coupled with a technical meeting of the Section.

Section 8- Special Meetings. Special meetings of members may be held whenever called in writing by the Section Chair or by vote of the Board of Officers.

The section Chair is mandatory to convene the Assembly on request of the 1/3 members of the Section or on request of the Board of Officers. If the Section Chair shall not convene the Assembly within the period of 30 days from the day of submitted request for convening, the Board of Officers or the Assembly shall convene the proposer.

Section 9- Place of Meetings. All meetings of members shall be held at such place or places, within Saudi Arabia, as may from time to time be fixed by the Board of Officers or as shall be specified and fixed in the respective Notices or Waivers of Notice thereof. Virtual meetings are also permissible when in-person meetings are not possible.

Section 10- Notice of Meetings. Except as otherwise required by statute, notice of each meeting of members, whether annual or special, shall, at least thirty (30) days before the day on which the meeting is to be held, be given to each member by delivering a written or printed notice thereof to such member personally or by mailing such notice, addressed to such member at the post office or electronic mail address listed in the records of the Section. The proposed agenda and written material for the Assembly members shall be delivered at least 7 days before the meeting. In the case of a special meeting the notice shall indicate the objectives of such meeting.

Section 11- Quorum. Ten (10) members, if present in person or by proxy at any meeting of members, shall constitute a quorum. Decisions are to be taken by a simple majority voting.

Section 12- Organization. The Section Chair shall call meetings of members to order and shall act as Chair of such meetings. In the absence of the Section Chair, the Section Vice-Chair shall preside. The presiding officer may appoint any member to act as secretary of the meeting.

Section 13- Prerogatives. Business and special meetings may decide on all matters relevant to the section, including amendments to the laws, election of the Board of Officers, establishing the policy and program of activities and development of the Section, deciding on the amount of membership dues, deciding on the complaints against the Board of Officers and adopting of the section budget and financial report. Also, these meetings should be the place and time to bring to the attention of the Section Chair and the Board of Officers matters affecting the Saudi Arabian combustion community and their problems.

The authentic interpretation of the by-law or of another document of the Section shall be given by the Assembly of the Section.

Section 14- Voting decisions. The Assembly shall adopt its decisions by a majority vote of the members present at the meeting.

Based on the proposal of the Board of Officers or of at least five Section members, the Assembly shall elect from among its ranks the Chair and the Vice-Chair of the Section to a four-year term, with the eligibility to be re-elected.

ARTICLE IV
BOARD OF OFFICERS

Section 1- Number and Term of Office. The management of all the affairs, property, and interests of the Section shall be vested in a Board of Officers. The number of Officers shall not exceed seven (7). Election of Officers shall be held every four years, no later than 60 days prior to the start of the term. At each election, Officers shall be chosen for a full term of four years to succeed those whose terms expire. The term starts and ends on the last day of the SAS-CI in the corresponding year.

In case of any vacancy in the number of Officers for any cause, the remaining Officers, by affirmative vote of a majority thereof, shall elect a successor to hold office for the unexpired portion of the term of the Officer whose place shall be vacant until the election of a successor.

In addition to the powers and authorities that these By-Laws expressly confer upon them, the Board of Officers may exercise all such powers of the Section and all such lawful acts and things as are not by statute, or by these By-Laws directed or required to be exercised or done by the members.

Section 2- Nomination and Election. Nominations for election to membership on the Board of Officers shall be made by a Nomination Committee composed of at least three (3) incumbent officers. The Nomination Committee has a right to solicit nomination openly, and shall make the effort to select the nominees to best represent the current SAS-CI membership in terms of professional and cultural diversities.

A nominee shall be an active SAS-CI member in good standing. No Officer who has served two full terms shall be eligible for re-election to the board. Each nominee shall submit a two-page curriculum vitae to be available for the election process.

Nominees receiving the greatest number of votes in person or by email from the active members of the Section shall be elected and shall take office at the conclusion of the SAS-CI meeting in the year they are elected. The number of elected Officers from each institution is limited to two. The newly elected Board subsequently selects the Chair and Vice-Chair for the new term.

Section 3- Meetings. The biannual organization meeting of the Board of Officers shall be held immediately following each election of Officers. Other meetings of the Board of Officers shall be held whenever called by the Section Chair or a majority of the Officers for the time being in office.

The Section Chair shall give notice of each meeting by written notification at least seven (7) days before the meeting. No notice shall be required as to any Officer who shall attend such meeting, and if any Officer shall waive notice of any meeting before or after such meeting is held, notice shall not be required as to such Officers.

Section 4- Place of Meetings. The Officers shall hold meetings, and may have an office and keep books of the Section in the Kingdom of Saudi Arabia as the Officers from time to time may determine.

Section 5- Quorum. Four (4) Officers shall constitute a quorum.

Section 6- Prerogatives. The Board of Officers shall possess and may exercise all the powers in the management and direction of the business and affairs of the Section in such a manner as it shall deem best for the interests of the Section in all cases in which specific direction shall not have been given by decisions of members of the section in business or special meetings.

Section 7- Financing. The Board of Officers shall be responsible for prudent management of the resources of the Section, including a semiannual review of the use of the available resources.

Section 8- Other Committees. The Board of Officers is hereby empowered to designate other committees of the Board to carry out functions as may be deemed advisable.

Section 9- Duty. The Board of Officers shall:

- Organize the work and the activity of the Section between the meetings of the Assembly,
- Prepare the drafts of the Section By-laws and documents and forward it to the Assembly for adoption,
- Execute the decisions of the Assembly,
- Admit new members into the Section,
- Decide on the expulsion from the membership,
- Decide on the change of address of the Section,
- Establish the proposal of the financial plan, adopt the year-end financial report and decide on the distribution of funds and their disbursement dynamics,
- Manage and decide on the mobile property and real estate owned by the Section,
- Perform other activities as foreseen by the present by-laws and other Section acts, or as directed by the Assembly.

ARTICLE V OFFICERS

Section 1- Officers. The Executive Officers of the Section shall be the Section Chair and the Section Vice-Chair, all of whom shall be elected by the members from their own number. All such officers shall hold office until their successors are elected and take office. Newly elected officers will take office at the conclusion of the SAS-CI annual meeting in the year they are elected.

The Board of Officers may appoint such other officers as they shall deem necessary, who shall have authority and shall perform such duties as the Board of Officers may prescribe.

Section 2- Section Chair. The Section Chair shall be the Chief Executive Officer of the Section and as such shall organize and manage the business of the Section. It shall be the Section Chair's duty to preside at all meetings of the members of the Section and the Board of Officers. The Section Chair shall have general and active management of the business of the Section; see that all orders and resolutions of the Board of Officers are carried into effect; and execute all contracts and agreements authorized by the Board.

The Section Chair shall submit a report of the operations of the Section to the Combustion Institute and shall have the general duties and powers of supervision and management usually vested in the office of president of a corporation.

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The Section Chair shall have custody of the funds of the Section, and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Section.

The Section Chair, in consultation with the Officers, will develop an annual budget for the Section.

The Section Chair shall disburse the funds of the Section as may be ordered by the Board, taking proper vouchers for such disbursements.

The Section Chair shall keep the minutes of all meetings of members and of the Board of Officers; shall attend to the giving and serving of all notices of the Section.

The Section Chair is acting on the behalf of the Section and is responsible in front of the law for the legality of its activities.

Section 3- Section Vice-Chair. The Section Vice-Chair shall assist the Section Chair in realizing the objectives and the program of activities of the Section. The Vice-Chair shall be vested with all the powers and required to perform all the duties of the Section Chair in the Section Chair's absence or disability and shall perform such other duties as may be prescribed by the Board of Officers.

Section 4- Secretary. The Secretary of the Section shall professionally prepare and organize the activity of the Section bodies, take care of the execution of their decisions and conclusions, keep the registry of Section members and disseminate information to the members. The Secretary shall be elected by the assembly to a 4 year term.

The Secretary shall be responsible for his work to the Assembly, the Board of Officers and the Section Chair of the Section.

Section 5- Duty of the other Officers. Officers shall be:

- Advising the Section Chair and participating in the activities of the Section,
- Informing the Board of Officers and the Assembly of their activities.

Section 6- Delegation of Duties. In case of the absence or disability of any officer of the Section, or for any reason deemed sufficient by the Board of Officers may delegate that officer's powers or duties to any member until that officer is replaced by election or the absence or disability is corrected to the satisfaction of the Board of Officers.

Section 7- Relieving of Duties. An Officer can be relieved of duty before the end of the term to which they have been elected:

- At their own request,
- Should they fail to act in accordance with directives and guidelines of the Assembly,
- Should they act contrary to the law or by-law,
- Should their public stands and acts cause harm to the reputation of the Section.

Decision on relieving of duty an Officer shall be made by the Assembly, acting on a proposal by the Board of Officers or not less than half of the Assembly members. In such case, the Assembly will elect a new member or members of the Board of Officers within a period of 30 days.

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Section 8- In case of the death or resignation of the Section Chair, the Vice- Section Chair shall succeed immediately to the office for the remainder of the Section Chair's term. At the earliest opportunity the Officers shall elect a Section Vice-Chair to complete the Section Vice-Chair's term.

ARTICLE VI SECTION FUNDS

Section 1- Funds Collection. The Section collects monetary funds from membership dues, donations, participation fees and dedicated funds from budgets of the units of local self-government, as well as other legally acceptable sources.

Section 2- Funds Usage. All fund collected shall be used exclusively for the purpose of furthering the primary objectives of the Section, like for organizing meeting event and covering material costs. Part or totality of author's fee for students, in the case of international event, can also be supported by the Section when the student is presenting his own results.

The Board of Officers decides on the distribution of funds collected.

The Section shall manage its assets/property in accordance with regulations on material and financial business of non-profit organizations. Revenues and expenditures of the Section shall be set by the financial plan adopted for a single business year and valid for the year in question. Annual financial report shall be prepared at the end of each business year.

Section 3- Remuneration. Members shall have no right to receive remuneration in connection with the activities of the Section. Yet, members shall receive compensation for expenses in connection with these activities if these activities have been approved in advance by the Board of Officers.

In case of occasional needs for engaging services of a larger number of persons on specific tasks, such persons shall be temporarily engaged on the basis of the appropriate decision of the Board of Officers and paid on the fee-basis, in accordance with the requirements of the law.

Section 4- Accounting. Bookkeeping and accounting for the Section can be performed by a specialized organization to which these services will be outsourced. Decision on that shall be made by the Board of Officers.

Section 5- Signatories. All disbursements unless otherwise ordered by the Board of Officers shall be signed by the Section Chair, and in the absence of the Section Chair by any three members of the Board.

ARTICLE VII INSPECTION OF THE SECTION

Section 1- Inspection. The books, accounts and records of the Section shall be opened to inspection by the Board of Officers at any time.

ARTICLE VIII
DISSOLUTION OF THE SECTION

Section 1- The Section may cease to exist (be dissolved) by a decision of the Assembly or due to reasons foreseen by the Law.

The decision to dissolve the Section shall be passed by a two-thirds majority of the members present at the Assembly.

Section 2- In case of the dissolution of the Section all property of the Section will be given or transferred to a foundation or a charitable/humanitarian Section, in accordance with the decision of the Assembly.