**UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK**

**ORGANIZATION OF AFRICAN-AMERICAN STUDENTS IN SOCIAL WORK (OASIS)**

**CONSTITUTION/BY-LAWS**

**Constitution**

 **Article I. Name of the Organization**

 The name of this organization shall be called The ORGANIAZTION OF AFRICAN-AMERICAN

 STUDENTS IN SOCIAL WORK (hereafter referred to as OASIS) of the UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK.

 **Article II. Purpose of the Organization**

 The purpose of OASIS shall be to promote unity among African-Americans and to empower students by providing academic, professional, social, and spiritual support. OASIS works to highlight issues of race, African-American culture and provisions of social service to African- American communities. Additionally, OASIS strives to improve the school’s overall climate for all students.

 **Article III. Membership**

 Section 1. All students at the UNIVERSTIY OF MARYLAND, SCHOOL OF SOCIAL WORK are eligible for membership in OASIS.

 Section 2. Those who cannot attend scheduled meetings may maintain membership through participation in OASIS activities, speakers, etc. and by staying informed through regular contact with officers and other members.

 **Article IV. Officers**

Section 1. Title: The officers of OASIS shall be a Chair, Co-chair, a Secretary and a Treasurer (In the event there is a suggestion for two Co-Chairs members must agree to the decision through a vote)

 Section 2. Election of Officers

The student members of the organization shall elect OASIS officers. Elections will be announced to members through at least two forms of media as well as through schedule meetings. Students wishing to run for office shall make their intentions known to one of the current officers, either in writing by the designated election deadline. Nominations must be received by the second Wednesday in April. Ballots shall be placed in mailboxes of OASIS members. Completed ballots must be returned to the appropriate officer by the last Friday of April. Members will be notified of election results no later than the last Friday of April. The fall nominations will be open to all Social Work students.

 Section 3. Vacancies

 Any office that is vacant after the formal election process can be filled in the Fall, through an informal election. A simple nomination of students and majority vote shall elect students in the fall semester to fill any office that is still vacant after the April vote. These Fall nominations will be open to first year students, as well as students who are new to OASIS.

 Section 4. Elected Office Requirements

 OASIS officers must maintain a minimum of 6 credit hours throughout their term, a minimum GPA of 3.0 and attend scheduled OASIS general body and executive board meetings.

 Section 5. Duties of Officers

 The duties of the officers of OASIS shall be to promote teamwork throughout the organization.

(a) The Chair of OASIS shall:

1. Be an official representative of OASIS of the UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK.

 2. Preside at all meetings of OASIS.

 3. Prepare an agenda for each meeting.

 4. Collaborate in leadership for the organization.

 5. Supervise the work of the Co-chair, Secretary, and Treasurer.

6. Be responsible for disseminating operational and procedural information to other officers and members.

 7. Attend SGA General-body Meetings that are held on a monthly basis (or appoint an appropriate OASIS designee).

 8. Ensure that OASIS operates within the policy of the UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK.

 (b) The Co-Chair of OASIS shall:

1. In the absence of the Chair, an official representative of OASIS of the UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK.

2. In the absence of the Chair, preside at all meetings of OASIS.

 3. In the absence of the Chair, prepare an agenda for each meeting.

 4. Assist the Chair in supervising the Secretary and Treasurer.

5. Assist the Chair in collaborating in leadership for the organization.

 6. Attend SGA General-body Meeting if Chair is unable to attend.

7. Assist the Chair in ensuring that OASIS operates within the policy of the UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK.

(c) The Secretary of OASIS shall:

 1. Be responsible for taking and recording the minutes of OASIS meetings and distributing the minutes to the members and the faculty advisor.

2. Maintain a file of all OASIS minutes, correspondences, flyers, advertisements, etc. from each academic year in the organizations file drawer within the SGA Office.

3. Take attendance at each event and meetings.

 4. Maintain a membership list to include members’ names, email addresses, mailbox numbers, and phone numbers.

5. Be responsible for advertising each OASIS meeting through at least 2 medias on campus.

6. Be responsible for reserving a room for the meetings.

7. In the absence of the Chair and Co-Chair, preside at all OASIS meetings.

8. Be responsible for typing and submitting a monthly activity report to SGA.

(d) The Treasurer of OASIS shall:

1. Accurately keep financial records of OASIS’ usage of funds.

2. Give an oral financial report at each meeting of OASIS.

3. Be responsible for coordinating reimbursements for all members with OASIS-related expenses.

4. Periodically inspect and confirm with SGA Treasurer’s Financial Report the Financial Administrator’s (Accounting) reports.

5. Develop a member-approved budget for OASIS prior to the first SGA meeting of each semester.

Section 6. Removal of Office

Any officer who fails to maintain the qualification for an officer as stated in Section 4, or their respective duties as stated in Section 5 or who have performed contrary to the goals of OASIS and the UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK, may be removed from office by the following procedure:

Section 7. Officers Involvement in other student organizations

(a) No officer of OASIS shall seek to be a member of the Executive Board of SGA.

(b) No officer of OASIS shall seek to be an officer in any other student organization of the UNIVERSITY OF MARYLAND-SCHOOL OF SOCIAL WORK.

**Article V. Meetings**

Section 1. Monthly Meetings

The officers shall have at least one general body meeting each month, to be decided by the schedules of the membership.

Section 2. Procedure: Group decisions shall be made according to the following guidelines:

1. Any member, group member or officer may present a proposal for the group’s considerations.
2. There will be a time allowed for discussion among group members and officers.
3. Decisions shall be made by a majority vote of hands of members and officers attending the meeting at which the vote is taken.
4. Any member wishing to talk about an issue may contact the Chair or Co-Chair to add the item to the meeting agenda, prior to the meeting.

**Article VI. Finance**

Section 1. Allocation

OASIS shall receive an annual allocation each academic year as determined by the SGA executive board. Funds come from student activity fees that are paid by students of the UNIVERSITY OF MARYLAND-SCHOOL OF SOCIAL WORK. The School of Social Work Financial Affairs Office (via OSA) and SGA treasurer allocates OASIS funds for appropriate events/activities.

Section 2. Usage

All use of OASIS funds must be approved by membership prior to their use.

Section 3. Left over Funds

Any remaining funds upon the conclusion of a given academic year (Month: May) will be returned to the SGA General Budget

**Article VII. Faculty Advisor**

Section 1. Communications

The Faculty Advisor will be made aware of decisions made by OASIS at OASIS meetings, as well as anything scheduled by the officers via meeting minutes, email, discussion or other agreed upon forms of communication.

Section 2. Monthly Meetings

The Faculty Advisor shall attend at least one monthly meeting with all officers and half of the general body meetings. The Faculty Advisor shall be provided with at least a 2 week notice or any other length of notice agreed upon by the Advisor and officers.

Section 3. Emergency Meetings

The Faculty Advisor can request emergency meetings to discuss issues/concerns with at least two weeks of notice to the officers, or any other agreed upon length of time for the notice.

Section 4. Student Support

The Faculty Advisor shall be available to provide student guidance and support to address OASIS issues.

Article VIII. Amendments

Section 1. Proposed Amendments.

Amendments to this Constitution must be presented in writing to the officers. Such proposal shall be included in the business of the next regular OASIS meeting for consideration. Action on such proposed amendments shall be taken at the following general body meeting.

Section 2. Provision of Notice

The officers of OASIS are responsible for posting notice of the proposed amendments via any campus media that will provide sufficient notice of the proposed change to the members of OASIS.

Section 3. The members may add the proposed amendment to the Constitution upon acceptance of a majority ballot vote.

**By-Laws**

**Article I. Relationship with the SSW Student Government Association**

1. OASIS, along with other affiliated SGA student organizations of the UNIVERISSTY OF MARYLAND SCHOOL OF SOCIAL WORK fall under the guidance of the Student Government Association (hereafter referred to as the SGA).
2. OASIS shall provide the SGA with the organization’s constitution and by-laws (updated as necessary), budgets, faculty advisor(s) name(s), and a current list of officers to be recognized as a Student Government affiliated Student Organization. This information will be turned in at the first SGA meeting in the Fall Semester.
3. OASIS shall review and update its Constitution and By-Law each academic year. Revisions will be presented at an SGA meeting, requiring a quorum to review and vote.
4. OASIS shall provide SGA with minutes from all meetings, activity plans, and day, time, and place of the organization’s scheduled meetings.
5. At least one OASIS officer (OASIS member if officer is not available) must be in attendance at all monthly SGA meetings. One person from OASIS must attend unless prior notification has been given to SGA representative.
6. All funds must be utilized for activities provided which are relevant to course of study and advancement of the UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK. All activities must be advertised to and be open to all registered students of the UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK.
7. OASIS must publicize all meetings and events to the students of the UNIVERSITY OF MARYLAND, SCHOOL OF SOCIAL WORK
8. Neither students, and the UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK, nor any interested participant from the other schools within the University of MD or the community at large can be refused from attending an OASIS-funded event.
9. Funds will not be available to OASIS unless it has complied with (b)-(h).
10. OASIS may not request additional funding from SGA unless it has complied with rules stated in (b)-(h).

Article II. Fund Usage

1. Copies of OASIS budges shall be forwarded to the SGA Treasurer (via SGA Executive-body), Assistant Dean for Student Affairs, and Faculty Advisor for OASIS.
2. OASIS events that incorporate meals or food can be attended by staff and administration who should be prepared to pay a fee for attending the event with the exception of Faculty Advisors who have been identified by the student organization
3. Funds DO rollover to the organization’s account at the end of the fall semester into the spring semester. Organizations have access to the specified funds requested for each semester. Remaining funds will be returned to the general SGA budget upon the conclusion of the academic year (Month of May).
4. If the organization does not submit its budget as described in Article I, then OASIS must submit written requests, at least three weeks prior to a planned event, to receive SGA funds. The budget request will be reviewed and voted on at the monthly SGA General-boy meetings by 2/3 vote of the SGA’s Executive Board and any students of the UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK in attendance at that meetings.
5. In attempting to secure a guest speaker for an event, SGA requests to attempt to negotiate the fee to reduce the excessive use of SGA funds for this purpose.
6. OASIS, along with all other student organizations, can request any and all funds available to the SGA events that incorporate the students of the UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK or other student affiliated organizations on campus.

Article III. Public Relations

1. All events and meetings should be publicized at least 2 weeks in advance within the UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK utilizing at least two or more of the following:
2. The SSW Daily Bulletin and/or Social Connection
3. OASIS’ and SGA’s bulletin board
4. Flyers
5. The Daily Bulletin
6. E-mail
7. USGA News
8. OASIS shall properly maintain its bulletin board throughout the school year.
9. Flyers posted for special events cannot be posted on the entry doors of the UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK, in the elevator within the school or on painted surfaces.
10. Flyers must be removed after an event has taken place.
11. OASIS can be fined if it does not comply with (a), (b), (c), or (d) above. (Copies of all flyers should be filed with the SGA and the Office of Student Affairs for the future use and/or reference.)

Article IV. Organization Access in the School

1. OASIS shall be provided with its own bulletin board within the UNIVERSITY OF MARYLAND SCHOOL OF SOCIALWORK on which it may announce events, provided information, and communicate with its members and the general student and faculty body.
2. At least one officer of OASIS shall be provided with a key to the SGA office.
3. OASIS shall have its own storage space as well as file drawer within the SGA office. Copies of all minutes, flyers, advertisements, correspondence, updated Constitutions, member lists, or other documents from each academic year must be stored in OASIS files. The Secretary of OASIS, as overseen by the Chair and Co-Chair, shall maintain this file.
4. OASIS shall have a page within the UNIVERSITY OF MARYLAND SCHOOL OF SOCIAL WORK’s website. The OASIS secretary should update the page on a regular basis.