

Title

Constitution of Oasis for Orphans @ Indiana University

Preamble

Oasis for Orphans @ Indiana University (O4O@IU) is a chapter of Oasis for Orphans, an international nonprofit organization encouraging philanthropy among young people by raising awareness and funds to support children's homes for orphaned children in southwest Kenya. O4O@IU is committed to not only raising funds to support the children's homes, but also engaging the IU community in global awareness and involvement.

Article I: Membership

Section 1. Statement of Non-Discrimination

Oasis for Orphans allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2. Membership Requirements

Active membership shall be open to all faculty and students currently enrolled at Indiana University. Active membership is contingent upon fulfilling these duties:

- (i) Serving on an organizing committee of at least one major event.
- (ii) Attending and helping at all major events put on by the chapter, unless a valid excuse is presented. An excuse will be considered valid at the discretion of the executive officers of the organization.
- (iii) Regularly attending weekly chapter meetings.

Any members failing to achieve these requirements shall be considered inactive. Active membership can be restored upon fulfillment of these requirements.

Section 3. Membership Limitations

Oasis for Orphans @ Indiana University shall be comprised of students currently enrolled at Indiana University. Persons not currently enrolled at Indiana University may become members but only if such membership does not form a majority of the active membership or take on executive officer positions.

Section 4. Removal of Members

Any member of Oasis for Orphans can be removed at any time, if the following requirements are met in the following process:

- (i) Any member can bring an issue they feel deserving of member removal to the exec board in the form of a written statement

- (ii) Exec will discuss and vote on whether they feel the member deserves to be removed
- (iii) If a majority is reached at the next general meeting the vote will be brought to the entire group, with the exception of the member
- (iv) If a majority of the present members vote for removal it will be brought to the advisor who has the final determining decision of removal

Some common reason for removal include:

- (i) Extreme absenteeism
- (ii) Vulgar or inappropriate behavior at meetings or Oasis for Orphans at IU events
- (iii) Misrepresenting the student organization on campus as a whole
- (iv) Any other offense the executive board feels deems necessary

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

Executive Officers shall serve terms beginning on May 1 and ending on April 30. All officers must be currently enrolled students at Indiana University Bloomington.

Section 1. President

The president is the visionary leader of the chapter, and is responsible for setting the goals of the organization. Specifically, the president is responsible for the following duties:

- (i) Organize and preside over general member and executive officer meetings. The President has the option to transfer the duty of presiding over meetings to other persons if necessary.
- (ii) Coordinate and oversee other officer duties. In case elected officers cannot achieve a certain task, the president may name an unofficial chair to address the task.
- (iii) Represent Oasis for Orphans at IU at all required Student Activities and Organizations events and other similar events, and actively expand the chapter's networks on campus.
- (iv) Correspond regularly with the designated Oasis for Orphans staff member.
- (v) Complete or delegate any other necessary task omitted in this constitution.
- (vi) In the event an officer position is not filled, the duties of that position belong to the president
- (vii) Oasis for Orphans President may delegate any of the above responsibilities as he/she sees fit.

Section 2. Event Chairpersons

The event chairpersons are responsible for planning and executing Oasis for Orphans at IU's annual campaigns. The current campaigns are:

- (i) TEAM Oasis race
- (ii) Kenyan Dinner

The specific duties of each chairperson are:

- (i) Recruit an event planning committee and coordinating all committee actions.
- (ii) Plan and execute the major events involved in each campaign.
- (iii) Evaluate each campaign and providing a written report for the use of the following board of executive officers.
- (iv) Preside over general member meetings in the instance that the President is absent.

Section 3. Treasurer

The treasurer is responsible for maintaining accurate records of all chapter funds in a manner so that there are no doubts to his or her integrity. Specific duties of the treasurer are:

- (i) Attend an official training session run by the Indiana University Student Organization Accounts (SOA) office.
- (ii) Make all deposits and reimbursement requests in a timely manner.
- (iii) Maintain accurate and updated financial records so that the student organization's financial status is readily accessible.
- (iv) Work with the Secretary to prepare and submit all grant applications.
- (v) Ensure all student organization transactions are in accordance with SOA policies and procedures.

Section 4. Secretary

The secretary is responsible for maintaining accurate records of chapter meetings and membership. Specific duties of the secretary are:

- (i) Maintain and regularly update the chapter's membership roster.
- (ii) Record minutes and attendance of all general and executive meetings, and distribute the minutes promptly following each meeting.
- (iii) Work with the Treasurer to prepare and submit all grant applications.
- (iv) Maintain and update the chapter e-mail account, with prompt responses to any correspondence received using the chapter account.

Section 5. Event Committees

The event committees are responsible for planning, implementing, executing, and evaluating chapter events. These committees shall be organized by the Event Chairpersons and will serve as the primary members responsible for every event. In a situation where an event does not have a chairperson, the President shall appoint a chapter member to serve as the chairperson. Specific Event Committee responsibilities are:

- (i) Plan events, including details such as an event budget, logistics and timing, invitations, event program, etc.

- (ii) Inform the general chapter membership of duties they can perform to assist the Committee.
- (iii) Execute the events to the best of their ability.

Section 6. Executive Officer Meetings

Executive Officers shall meet once a week prior to the general membership meetings. In the event that multiple officers cannot attend the Executive Officer Meeting at this time, or a majority of the officers elect to meet at a different time, the meetings can be moved to an alternative time or canceled.

Section 7. Removal of Executive Officers

Executive Officers are expected to perform their duties to the utmost of their ability. In the instance where an officer does not feel capable of performing his/her duties, they must immediately inform all other officers and assist in finding a replacement for their office.

Should any member of the organization feel that an Executive Officer is not performing his/her duties, a formal written statement should be submitted to the President, and possible actions will be discussed at the Executive Officer Meetings. In the event that the Executive Officer in question is the President, a formal written statement should be submitted to two other Executive Officers.

If any Officer is removed from his/her office during the year of their term, the remaining Executive Officers can appoint a possible replacement at the next general member meeting. The members present will then vote by secret ballot to confirm the appointed Officer. If a majority of those present do not vote to confirm the appointed officer, the position shall be opened for nominations and an election shall be held at the following general member meeting.

Article IV: Advisor

The advisor of Oasis for Orphans at IU must be a faculty or staff member of Indiana University Bloomington. The advisor is responsible for ensuring the long-term stability of the chapter and providing guidance to the Executive Officers. Specific duties of the advisor are to:

- (i) Provide a presence when available at larger semester events.
- (ii) Assist the chapter in connecting with staff and faculty.
- (iii) Respond promptly to any concerns or questions of the officers.
- (iv) Meet with the Executive Officers to discuss the chapter's progress and direction.
- (v) Assist in maintaining the chapter's Student Organizations Account.

Article V: Meetings

Section 1. Meeting Schedule

General member meetings shall be held once a week at a regularly scheduled location. All members are expected to attend meetings. All meetings are open to outside attendance. Meeting reminders should be sent out one day prior to the meeting to all active and inactive members. The Secretary shall record the attendance of each general member meeting.

In addition, event committee meetings shall be held at a regularly scheduled location set by the Event Committee Chairpersons. Should the need for an emergency meeting arise, the location and time shall be set by the Executive Officers and must be advertised at least three days prior to the meeting. These meetings may coincide with the general meetings.

Section 2. Meeting Agenda

General member meeting agendas should be set at least one day prior to each meeting. Meetings must include general announcements, a fact of the week about the organization's mission, committee updates, and a forum for new business. Additional items may be added to the meeting agenda at the discretion of the Executive Officers.

Committee meeting agendas shall be set by the respective committee chairpersons.

Article VI: Elections

Section 1. Declaration of Candidacy

Members interested in running for a position must state their candidacy by the last general member meeting in March by submitting a written proposal containing their goals for the position. In addition, all candidates will be expected to give a brief speech to the chapter on the day of elections. Members may run for up to two positions.

Section 2. Executive Officer Elections

Elections for Executive Officer positions for the following school year shall be held during the first meeting in April. Elections shall proceed through the order: President, Event Chairpersons, Secretary, Treasurer. For each position, all candidates will be allowed to give a brief speech, and then asked to leave the voting room. Votes will be collected on secret ballot and tallied. A candidate must receive a majority of the votes of the members present to be declared the winner. Should a majority not be reached, the candidate receiving the lowest number of votes shall be dropped from the ballot and a revote taken. After a winner is declared, elections for the next position can begin.

Section 3. Vote of No Confidence

Votes of no confidence shall not be allowed in Executive Officer elections.

Section 4. Unofficial Officer Positions

Following the election process and before the start of the fall semester, the President may appoint unofficial officers, such as ad hoc committee chairs, a Greek liaison, an IUSA representative, etc. These positions must be approved by the Executive Officers. All

unofficial officers are expected to meet the requirements of the Executive Officers, and can be removed from office through the same procedure as Executive Officers.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VII: Finances

The Treasurer is in charge of all fiscal affairs for the organization. In addition, the Advisor is expected to assist the Treasurer in these duties.

Section 1. Student Organization Account

Oasis for Orphans at IU will maintain a Student Organization Account, and will adhere to all policies and procedures set by the Student Organization Account office. The status of the Student Organization Account shall be discussed once a month.

Section 2. Dispersion of Funds

Chapter funds shall be dispersed by the approval of the Treasurer and Executive officers for purchases for events, reimbursement of approved member expenses, and donations to Oasis for Orphans. Should the chapter dissolve, all remaining funds will be donated to Oasis for Orphans.

Article IX: Personal Gain Clause

This organization shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Article X: Amendments

Members wishing to submit an amendment to the constitution must present a written statement at a general member meeting. Following submission of the amendment, the sponsoring member shall be given an opportunity to explain his or her reasoning for the desired change. The written amendment proposal will then be sent to all members, and a vote to accept or deny the amendment shall be held at the following meeting.

To approve an amendment, at least two-thirds of the active membership present at a meeting, must vote in affirmation of the proposed change. Any changes made will be

submitted to the Student Activities and Organizations office via beInvolved.indiana.edu for approval.

Article XI: International Travel

Members that wish to travel internationally must apply and obtain approval from the IU Office of Overseas Study. The organization must show proof that there is an IU faculty or staff advisor who is currently employed by the University. The organizer or organizing body for an activity involving IU students abroad must submit a proposal to the university-wide Overseas Study Advisory Council (OSAC). Activities requiring approval include programs open to all students, as well as opportunities facilitated for individuals, both credit and non-credit, academic and service programs. The Council's approval procedure helps to safeguard the health and safety of all IU participants. The process also serves to introduce best practices to all program organizers, including how to minimize risk.

Article XII: Programs Involving Children

This organization, when working with children will be aware of and abide by the University's Programs Involving Children (PIC) Policy.