
ORGANIZATION OF ADULT ALUMNI AND STUDENTS IN SERVICE

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By-Laws

Article I - Mission

The mission of OAASIS is to link students and alumni to individuals and organizations involved in adult and community education, to address common and shared goals, to spearhead statewide efforts in encouraging individuals to meet their potential and excel in lifelong learning, and to inspire others to advocate for adult education and family literacy.

Article II - Goals

The four goals of OAASIS that support this mission are: Program Support, Alumni and Student Support, Outreach, and Leadership.

Article III - Activities

The activities of OAASIS will include, but not be limited to, grant writing and approval, activities that support adult and community education and lifelong learning, represent adult learners and alumni, and support adult education programs.

Article IV – OAASIS Membership

OAASIS members include current adult education students, alumni from all state sponsored adult education programs, former adult education students, or honorary members. Dues may be determined by the Board.

Article V – OAASIS Board of Directors

Section 1 – Eligibility: The Board members must be current or former students enrolled in Delaware Department of Education Adult Education funded programs, and also may include persons with previous knowledge of OAASIS and in adult education.

Section 2 – Board of Directors: The business and affairs of the organization shall be governed by the OAASIS Board of Directors consisting of not less than three (3) and not more than seven (7) members. The majority must be student or alumni based.

Section 3 – Vacancy: In the event that a vacancy shall arise, the OAASIS president shall be empowered to appoint someone to fill the vacancy for the length of the unexpired term or construct an ad hoc committee to nominate an individual to fill the vacancy, for subsequent presentation to the DAACE Board of Directors for appointment.

Section 4 – Ex-officio members: The OAASIS Advisor, the DAACE President, the DAACE President Elect, and a current OAASIS Team Member shall be ex-officio members of the Board.

Section 5 – Ad Hoc Committees: Special committees for the study and investigation of special problems may be appointed by the President, and such committees are to serve until the completion of the work for which they were appointed.

Section 6 – Term of Office: Each term of office will be for two years. An OAASIS Board member can serve no more than two consecutive terms. Three original founding Board members will serve an initial term of three years. The DAACE Board will approve the three initial members.

Section 7 – Attendance: Members of the OAASIS Board of Directors may be replaced after 3 consecutive absences from Board Meeting at the discretion of the OAASIS Executive Board of Directors.

Article VI – OAASIS Board of Directors Officers

Section 1 – Officers: The officers of the Board shall consist of President, Vice President, and Secretary/Treasurer. Each Officer shall be elected by the Board at the first regular meeting after the annual meeting in May. They shall be elected by a majority vote.

Section 2 – Duties of Officers:

President: The President shall preside at all meetings of the Board, ensure that Article X responsibilities are executed, appoint ad hoc committees, and perform all duties as usually pertains to that office.

Vice President: The Vice President, in the absense of the President, shall preside at all meetings of the Board, offer guidance and coordination of efforts with DAACE for fundraising projects, and maintain a roster of alumni and members.

Secretary/Treasurer: The Secretary/Treasurer shall keep the account of all proceedings of the Board meetings, shall issue notices of all regular and special meetings, and shall issue notices of all appointments to committee membership. The Secretary/Treasurer shall

prepare an annual fundraising report to be presented at the annual meeting in May. The Secretary/Treasurer shall receive and present all official correspondence concerning the body and shall acknowledge such communication except when the Secretary/Treasurer may delegate these duties to an OAASIS Team Leader/Intern.

Article VII - Annual Board of Directors and OAASIS Meetings

Section 1 – Board of Directors Annual Meeting: Shall be held in May for the purpose of conducting pertinent board business. The Board will conduct an annual review and approval of the OAASIS financials, discuss the Advisor duties for the upcoming year, read the employee evaluations for the past year, and review the narrative and budget pages of the OAASIS grant. A report will be presented to the DAACE board for review and approval.

Section 2 – OAASIS Annual Meeting: Shall be held in August for the purpose of conducting a grant review, engaging in leadership development and project planning for the year.

Article VIII - Regular Board of Directors Meetings

Section 1 – The regular meetings of the Board shall be held quarterly. The President shall set the date and hour of the meeting and notify the members. Except in the case of an emergency, at least three (3) business days notice shall be required.

Section 2 – A majority of the Board shall constitute a quorum for the transaction of business at the regular meetings.

Section 3 – At the regular meeting of the Board prior to the annual meeting in May, the new Board candidates will be elected and subsequent presentation to the DAACE Board of Directors for appointment.

Article IX - Special Board of Directors Meetings

Three (3) members of the Board shall have the power to call a special meeting. It will be the responsibility of the Secretary/Treasurer to notify each member of the Board of the special meeting. A minimum of three (3) business days written notice is required.

Article X - Guiding Documents

Standard Operating Procedures (SOP), the Memorandum of Agreement for Employment, and the OAASIS Employee Handbook as most recently approved by both the OAASIS and DAACE Board of Directors, will guide the organization's operations and will be updated annually or as needed during the grant year. These documents will exist in the following areas and specify who in the OAASIS organization is responsible for each duty: Employment Application Process for Hiring of OAASIS Staff, OAASIS Scholarships, Student Financial Assistance Procedures, Tuition Reimbursement Procedures, OAASIS Memberships, Meeting and Attendance Requirements, Absence Procedures, Dismissal Procedure, and a Memorandum of Agreement for Employment. The OAASIS Advisor will create and update the SOP's, the Memorandum of Agreement for Employment and the OAASIS Employee Handbook and submit to the OAASIS Board of Directors for final approval and implementation as needed or by May of each year. The SOP's, Memorandum of Agreement for Employment and OAASIS Employee Handbook will be reviewed and approved annually or as needed by the DAACE Board of Directors.

Article XI – OAASIS Employees

Section 1 – To provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, abilities, and availability of funds. OAASIS does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, marital status, height, weight, or any other characteristic protected by law. It is the responsibility of all employees to know and follow the rules and regulations of their local program, and to be under the direct supervision of their program Administrator. It is also the employees' responsibility to know and follow the rules and regulations in the OAASIS Employee Handbook. Employees will be hired to serve at the pleasure of the Board.

Section 2 – Advisor: OAASIS Advisor duties will be approved by the OAASIS Board of Directors at the annual meeting in May. The Advisor shall supervise employees, under the direction and approval of the OAASIS Board. The Advisor will write the grant and ensure the compliance of all grant requirements, submit the necessary documentation to the Board for the preparation of the annual financial fundraising report, coordinate and attend meetings as necessary, create and assist in implementing guiding documents, and serve as an ex-officio member of the Board. The Advisor will be responsible for completing the annual employee evaluation process in coordination with OAASIS program Administrators. A report on employee evaluations and recommendations for continued employment will be submitted to the Board no later than May 1st of each fiscal year. The DAACE board of directors will be responsible to evaluate the Advisor's performance yearly.

Section 3 – OAASIS Team Leader: The OAASIS Team Leader will be selected, by the Advisor and the OAASIS Board of Directors, following an application process, and will serve a term of one year, which may be renewable up to a maximum of three years, with an annual application process.

Section 4 – OAASIS Team Intern: The OAASIS Team Intern will be appointed by the Advisor and approved by the OAASIS Board of Directors to serve for a minimum of one year, which may be renewable up to a maximum of two years, with an annual application process.

Section 5 – OAASIS Team Members: The Team Members will be employed and follow responsibilities as stated in the current SOP's and as indicated within the OAASIS Memorandum of Agreement.

Article XII - Amendments

These by-laws may be amended at any regular meeting of the Board by majority vote of the Board, provided notice of the proposed amendment is given at the previous regular meeting of the Board.

Article XIII - Rules of Order

Robert's Rules of Order shall be the accepted authority in all parliamentary procedure.

Article XIV - Limitations

OAASIS functions as a subsidiary of DAACE, and as such all by-laws, actions and activities shall not violate the DAACE constitution. The final authority and fiscal responsibility of collecting and distributing funds and in all matters the DAACE Board of Directors will have oversight of OAASIS activities.