

OASIS MEMBER SECTION POLICY

~~*As approved 1 December 2007*~~

Version 2.3

Version	Approval Date	Effective Date
<u>2.3</u>	<u>tbd</u>	<u>tbd</u>
2.2	1 December 2007	1 December 2007
2.1	1 August 2007	1 August 2007
2.0	24 January 2007	29 January 2007
1.0	29 July 2004	29 July 2004

Note to Reviewers: This draft incorporates proposed changes related to the transfer of uncommitted MS funds to the OASIS General Operating Fund on an annual basis. Other minor changes which clarify discretionary funds, etc. are also proposed. Some edits to reduce duplicate statements and reorganize for clarity throughout.

Draft Version 4 – includes modifications discussed in Finance Committee teleconferences. Finance Committee has now finished its work and this document is transferred to the Process Committee for final review and board approval.

Draft Version 5 – incorporates changes approved by Process Committee. This version to be reviewed by Member Section Steering Committee members for comments back to Process Committee.

1.0 Role of the Member Sections within OASIS

The OASIS Member Section Policy governs the formation, structure and activities of a Member Section as described in the OASIS Bylaws. A Member Section may be created:

- a) To support one or more OASIS Technical Committees through coordination and/or funding of activities.
- b) To enable existing organizations or initiatives to become part of OASIS, while maintaining their identity and governance through the Member Section Steering Committee.

- 21 c) When a collection of OASIS Members recognize a particular need or common goal and are
22 willing to commit to work on that need over an extended period.

23 This Policy applies to all members of OASIS. The OASIS Board of Directors may amend this Policy at
24 any time in its sole discretion.

25 **2.0 Definitions**

- 26 a) **“Eligible Person”** shall have the meaning defined for such term by the OASIS Technical
27 Committee Process.
- 28 b) **“Member Section”** An OASIS Member Section (MS) is an organizational structure as
29 provided in the OASIS Bylaws (Article 12, Section 3), to focus on particular structured
30 information standards, or families of standards, that may be or may become the subject of one
31 or more Technical Committees.
- 32 c) **“Member Section Funds”** are ~~discretionary funds that are used by the~~ Member Section to
33 support Member Section activities.
- 34 d) **“Member Section Member”** is an Eligible Person who is either an Individual Member Section
35 Supporting Entity or an employee or designee of an organizational Member Section Supporting
36 Entity, who subscribes to the Member Section email list (Roster) as a Member, and participates
37 in Member Section list discussions as described in Section 3.6, “Activities of the Member Section
38 Members”.
- 39 e) **“Member Section Observer”** is an Eligible Person who subscribes to the Member Section
40 email list (Roster) as an Observer, and is not allowed to participate in Member Section email list
41 discussions, or vote in Member Section Steering Committee elections.
- 42 f) **“Member Section Qualified Elector”** is a Member Section Member who has voting rights
43 in the Member Section. The process for gaining voting rights in a specific Member Section is
44 defined in that Member Section's Rules of Procedure.
- 45 g) **“Member Section Steering Committee”** is a group of Member Section Members who
46 govern that Member Section as described in Section 3.5, “Activities of a Member Section
47 Steering Committee”.
- 48 h) **“Member Section Steering Committee Special Majority Vote”** is a Member Section
49 Steering Committee vote in which at least 2/3 (two thirds) of the Steering Committee vote
50 “yes”. This is based on the total number of Eligible Persons on that Steering Committee,
51 regardless of the number of Member Section Steering Committee members present in the
52 meeting. Abstentions are not counted. For example, in a Member Section Steering Committee in

53 | which there are 9 Eligible Persons Members, at least 6 Voting Members must vote “yes” for a
54 | motion to pass.

- 55 | i) “Member Section Subcommittee” means any subcommittee created by a Member Section
56 | Steering Committee pursuant to this Policy under Section 5.6, “Member Section
57 | Subcommittees”.
- 58 | j) “Member Section Supporting Entity” is an OASIS Organizational Member or Individual
59 | Member who has joined (by notifying indicates an intent to OASIS Member Services) to
60 | participate in support the Member Section activities and allocates a portion of their OASIS
61 | Membership dues, if such Member Section accepts such funds.
- 62 | k) “Rules of Procedure” or “ROP” are the set of rules specific for each Member Section that
63 | define the makeup and election process for the Member Section Steering Committee, and other
64 | matters required or permitted by this Policy and the Bylaws. The Rules of Procedure must be
65 | approved by the OASIS Board of Directors before formation of the Member Section, and may be
66 | amended as provided in this Policy.
- 67 | l) **“Special Majority Vote of the TC”** shall have the meaning defined for the term “Special
68 | Majority Vote” by the OASIS Technical Committee Process.
- 69 | m) “Technical Committee” or “TC” shall have the meaning defined for such term by the
70 | OASIS Technical Committee Process.
- 71 | n) “Technical Committee Affiliated with a Member Section” or “Affiliated TC” is a TC
72 | that has become affiliated with a single Member Section according to the process described in
73 | Section 6, “Technical Process, Management, Reporting.”
- 74 | o) “Uncommitted Member Section Funds” are Member Section Funds that (i) were approved
75 | for funding expenditures in the current budget year but not incurred as budgeted; or (ii)
76 | available for funding expenditures in the following budget year but without an approved budget
77 | (or approved forecast/plan to use them). The OASIS financial staff identifies such funds for
78 | action by the OASIS Board.

79 | **3.0 Structure & Activities of the Member Section**

80 | ***3.1 Structure of a Member Section***

81 | A Member Section (MS) is comprised of a Steering Committee, at least three Member Section
82 | Supporting Entities who are OASIS Organizational Members, Member Section Members and zero or
83 | more Affiliated TCs, each as defined in this Policy. A Member Section is initially formed with no TCs.

84 Both existing TCs and new TCs may become affiliated with a Member Section (see Section 6. ~~1~~
85 ~~“Technical Process, Management, Reporting”~~ of this Policy).

86 A Member Section ~~does is~~ not ~~have required~~ to have ~~designated funds, however a~~ Member Section may
87 ~~have its own operating funds that come from a variety of sources; for example:~~

- 88 ~~• a percentage of the income from OASIS membership dues paid by the Member Section~~
89 ~~Members,~~
- 90 ~~• a percentage of the income from OASIS sponsorship fees for sponsoring the Member Section~~
91 ~~website,~~
- 92 ~~• grants of funds from Member Section Members or other funding sources for work that is in~~
93 ~~alignment with the scope of that Member Section,~~
- 94 ~~• revenue from events conducted by the Member Section,~~

95 ~~and (in the case of acquisition) any operating funds it may have previously had as a separate~~
96 ~~organization~~ Funds.

97 **3.2 Formation of a Member Section**

98 A Member Section may be created by submitting for OASIS Board approval a proposed Rules of
99 Procedure. The ROP must specify:

- 100 a) The name of the Member Section – Member Section names may not contain trademarks not
101 owned by OASIS, and may not be confusing with other OASIS Member Section names or TC
102 Names not affiliated with the Member Section.
- 103 b) The Member Section statement of work - This is the planned general area of work to be
104 addressed by TCs that affiliate with this Member Section.
- 105 c) The rules for electing new Steering Committee Members - This includes any restrictions on who
106 may be a member of the Steering Committee. This section must specify how the Steering
107 Committee is constituted from any combination of the following choices:
 - 108 i. at-large positions determined by elections among all the Qualified Electors; ~~1~~
 - 109 ii. TC representatives determined using open elections within each TC affiliated with the
110 Member Section; ~~1~~
 - 111 iii. designated positions reserved for representatives chosen by specific industry
112 associations; ~~1~~ or

- 113 iv. designated positions reserved for representatives from a specific constituency elected
114 through an open process.

115 This section also must define the length of term of those on the Steering Committee (either
116 one-year or two-year terms) and which portion of the Steering Committee members are elected
117 in annual elections (for one-year terms all elected positions are elected for one-year terms, or
118 for two-year terms approximately half of the elected positions are elected for two-year terms).
119 Vacancies for elected seats on the Steering Committee must be filled by special election if the
120 newly elected member will serve for at least six months, otherwise the position will remain
121 vacant until the next annual election. All members of the Steering Committee must be and
122 remain members of the Member Section, in order to be elected and serve. The election of open
123 seats on the Steering Committee shall be conducted using Single Transferable Voting (which is
124 a ranked voting method). The RoP must also specify who is allowed to cast a ballot (e.g. who
125 can be a Member Section Qualified Elector), and how a Qualified Elector is designated.

- 126 d) The initial makeup of the Member Section Steering Committee - The Steering Committee must
127 consist of an odd number of committee members (minimum 3). This section of the ROP will
128 state the initial terms of the designated Steering Committee members, either all for one year
129 terms, or maximum two year terms (with approximately half for two years and the remaining
130 for one year), until elections are held.

- 131 e) The process for changing the number of Steering Committee members - The ROP must include
132 provisions for expanding and contracting the number of Steering Committee Members during
133 the life cycle of the Member Section. The Steering Committee must consist of an odd number of
134 committee members (minimum 3), unless a vacancy exists for less than six months.

- 135 f) The funding model (if any) for the Member Section - Member Sections optionally may propose
136 in their ROP that a portion of dues ~~of OASIS Members who choose to associate themselves with~~
137 ~~the~~ paid by Member Section Supporting Entities be retained available as ~~operating funds for the~~
138 Member Section Funds. The uses and expenditures of such funds must be in accordance with
139 the rules prescribed in this Policy. If dues allocation is proposed for this Member Section, the
140 proposers of the Member Section must provide a budget, and work with OASIS Staff to create
141 an analysis of the financial impact of dues allocation on the OASIS general fund in advance of
142 the OASIS Board's approval of the ROP, in order to help the OASIS Board make an informed
143 decision. Further, the Member Section must have an approved annual budget that shows how
144 Member Section Funds collected from all sources are used to further Member Section goals.

145 Member Section Funds come from a variety of sources such as:

- 146 i. a percentage of the income from OASIS membership dues paid by the Member Section
147 Supporting Entities, allocated over the term of the membership;

- 148 ii. a percentage of the income from OASIS sponsorship fees for sponsoring the Member
149 Section website, allocated over the term of the membership;
- 150 iii. grants of funds from OASIS Members or other funding sources for work that is in
151 alignment with the scope of that Member Section;
- 152 iv. revenue from events conducted by the Member Section; and
- 153 v. (in the case of acquisition of another organization by OASIS) any ~~operating~~ funds it may
154 have previously held as a separate organization.

155 In those Member Sections that accept dues allocations, Member Section Supporting Entities will
156 have a portion of their OASIS Membership dues allocated to the Member Section as described
157 above.

- 158 g) Any provisions that apply to affiliated OASIS Technical Committees - The ROP must specify (i)
159 the allowable IPR Modes and Languages to be included in Charters of Affiliated TCs, and (ii) any
160 Member Section-wide TC Charter requirements as specified in Section 6. Technical Process,
161 Management, Reporting.
- 162 h) Any other provisions - The ROP may specify additional provisions that are not prohibited by this
163 policy.

164 The proposers must review their ROP and financial justification (if applicable) with OASIS Staff. Once
165 the RoP meets the requirements of this section, ~~the OASIS President~~ management will submit the ROP
166 to the OASIS Board, before the next regularly scheduled OASIS Board meeting, for approval by the
167 OASIS Board.

168 Once the ROP is approved by the OASIS Board, the Member Section is created, and new TCs which are
169 to be affiliated with the Member Section may be created and/or existing OASIS TCs may choose to
170 become affiliated with the Member Section.

171 **3.3 Closure of a Member Section**

172 When all TCs in a MS have completed their deliverables and no new work is planned to be chartered,
173 the Steering Committee may vote to dissolve the Member Section. If at the time of any Steering
174 Committee election there are less than three (3) Qualified Electors of the Member Section, the Member
175 Section may be dissolved by the OASIS Board. If a Member Section is unable to maintain a minimum of
176 three (3) members to serve on the Steering Committee, the Member Section must be closed. Closure
177 may occur by a majority vote of the remaining members of the Steering Committee or by resolution of
178 the OASIS Board ~~of Directors~~ if the Member Steering Committee is unable to act. Any Member Section
179 Funds which exist at the time of closure shall be transferred to OASIS Net Assets. The balance of any
180 unrecognized income will revert back to the OASIS General Operating Fund.

181 **3.4 Removal of a Member Section Steering Committee Member**

182 Member Section Steering Committee Members may be removed by vote of two-thirds (2/3) of the
183 votes cast by the Member Section Qualified Electors in an electronic ballot. A Steering Committee
184 Member may also be removed by resolution of the OASIS Board ~~of Directors~~.

185 **3.5 Activities of a Member Section Steering Committee**

186 The following are activities of the Member Section Steering Committee:

- 187 a) Must maintain a Rules of Procedure (ROP) document for the Member Section (as defined in
188 Section 3.2, “Formation of a Member Section”).
- 189 b) Must vote on the affiliation of any Technical Committee requesting to be affiliated with the
190 Member Section.
- 191 c) Must provide spokesperson(s) for press/analyst briefings, as coordinated by OASIS staff.
- 192 d) (if the Member Section retains Member Section Funds) Must provide quarterly reports to OASIS
193 management and to the Member Section Members on the actual and planned activities and
194 expenses of the Member Section.
- 195 e) (if the Member Section retains Member Section Funds) Must establish and maintain budgets and
196 priorities for the disbursement of Member Section Funds ~~(if available)~~. If there is a material
197 change to the Member Section’s financial outlook during the year, the Steering Committee shall
198 review and update (in consultation with OASIS staff) the plans accordingly (see Section 8 ~~–~~ –
199 “Financial and Management Reporting”).

200 In addition, the Steering Committee:

- 201 f) May create and maintain content for Member Section website (if such exists), either using
202 volunteers or external resource paid for by Member Section ~~discretionary~~ Funds (if available).
- 203 g) If ~~discretionary~~ Member Section Funds are ~~available~~ retained, must direct the use of
204 ~~discretionary~~ such funds ~~to be~~ as approved and administered by OASIS management, including
205 but not limited to the following: expense categories:
- 206 • Outside contractors;
 - 207 • Printing and design of collateral materials;
 - 208 • Conference participation;
 - 209 • Travel expenses for OASIS staff conducting work on behalf of the Member Section, pre-
210 approved by the Member Section Steering Committee;
 - 211 • Dedicated IT and infrastructure costs;
 - 212 • Dedicated technical resources;

- 213 • Professional fees specific to Member Section activities; and
- 214 • OASIS memberships and other payments specific to the Member Section.

215 **3.6 Activities of the Member Section Members**

216 The following are the activities that the Members of a Member Section engage in:

- 217 a) Vote in the election of Steering Committee Members (Qualified Electors only) ~~);~~);
- 218 b) Discuss and provide feedback on the overall direction and program of work of the Member
219 Section activities ~~);~~); and
- 220 c) Provide feedback to the Member Section Steering Committee on plans and decisions ~~which~~ that
221 the Steering Committee makes.

222 **3.7 Activities of Affiliated Technical Committees**

223 The Technical Committees ~~which~~ that are affiliated with a Member Section are governed by the same
224 set of policies that govern all OASIS TCs. See Section 6 ~~–,~~ –, “Technical Process, Management, Reporting”
225 for details on affiliated Technical Committees.

226 **4.0 Membership Model**

227 ~~4.1 The Supporting Entities of an OASIS Member Section are those OASIS Organizational Members~~
228 ~~and Individual/Associate Members who indicate intent to participate in the Member Section activities~~
229 ~~and work. OASIS Members are eligible to participate in any OASIS Technical Committee without~~
230 ~~prejudice or preference, regardless of (a) their designation as a Member Section Supporting Entity; or~~
231 ~~(b) whether the TC is affiliated with an OASIS Member Section.~~

232 4.2 OASIS Members may join a Member Section as a Supporting Entity at any time; however, a
233 Member Section Supporting Entity may only withdraw from selected Member Section(s) by notification
234 to OASIS Member Services:

- 235 a. (for Member Sections electing membership dues allocation) after at least 12 months of financial
236 participation in the Member Section. ~~If there is; or~~
- 237 b. (for Member Sections with no financial participation (no membership dues allocation) in the
238 Member Section, the Supporting Entity may withdraw at any time by notifying OASIS Member
239 Services.

240 4.3 Any allocation percentage of membership dues from Member Section Supporting Entities will be
241 specified in that Member Section's Rules of Procedure, subject to an annually agreed-upon budget
242 set approved by OASIS management and the OASIS Member Section Steering Committee during the
243 fiscal annual budgeting process.

~~4.3 OASIS Members, regardless of their role as a Member Section Supporting Entity, will be able to participate in any OASIS Technical Committees without prejudice or preference, including those TCs affiliated with an OASIS Member Section.~~

4.4 When an OASIS Member becomes a Supporting Entity of more than one OASIS Member Section ~~with a membership~~ (and more than one of these Member Sections has dues allocation fund to support their Member Section activities), the ~~discretionary~~ funding portion of that member's dues will be distributed proportionally among all ~~selected~~ such Member Sections, based on the allocation percentage of each Member Section (as defined in that Member Section's ROP).

4.5 All ~~revenue~~ Member Section income and expenses will be tracked and managed in OASIS accounts. The portion of ~~monies~~ the funds designated for ~~the use by~~ OASIS Member Sections will be tracked and managed by OASIS and will be subject to prior approval by OASIS management ~~and spending approval~~.

5.0 Governance

5.1 Governing Policies

Member Sections will operate in accordance with the OASIS Bylaws, their approved Rules of Procedure, and any other applicable OASIS policies, procedures, and guidelines. Once a Member Section Steering Committee is established at OASIS, it may modify its Member Section Rules of Procedure, subject to approval by the OASIS Board ~~of Directors~~.

5.2 Member Section Steering Committees

Members of a Member Section Steering Committee must, at all times, be current eligible OASIS Members as well as Member Section Members. The manner in which Member Section Steering Committees are formed will be defined in each Member Section's Rules of Procedure. The existing Steering Committee will conduct the election in an open, accountable manner, with oversight by OASIS Staff.

5.3 Qualified Electors within a Member Section

Voting in Member Section Steering Committee elections is restricted to Member Section Qualified Electors. Unless specified otherwise by the Member Section Rules of Procedure, the Member Section Qualified Elector will be the Supporting Entity's Primary Representative unless the Primary Representative designates an alternate representative from the same Supporting Entity as the Primary Representative who is making the designation. Voting in any other elections, ballots, or votes that may be held by the Member Section is similarly restricted to Member Section Qualified Electors.

275 **5.4 Steering Committee Operation**

276 The Member Section Steering Committee will elect its own Chair, and set its own meeting schedule and
277 agenda. A Vice-Chair may be elected to chair meetings in the absence of the Chair, or to succeed the
278 Chair if that person becomes unable to fulfill his or her duties.

279 The Steering Committee should conduct its meetings according to the precepts of Roberts Rules of
280 Order. All members of the Steering Committee shall have voting rights within the Steering Committee.

281 **5.5 Steering Committee Financial Responsibility**

282 The Member Section Steering Committee will direct the expenditure of Member Section Funds (if
283 available) to advance the mission of the Member Section. Expenditure of such funds ~~(if applicable)~~
284 ~~allocated to the Member Section is managed through an approved budget process, and~~ is subject to
285 ~~the prior~~ approval ~~of the by~~ OASIS ~~President~~ management, with further review as necessary by the
286 OASIS Board. The Member Section Steering Committee may not sign contracts, ~~or execute legal~~
287 ~~papers;~~ however, they may select and recommend consultants and contractors to be engaged ~~with the~~
288 ~~approval of the by~~ OASIS ~~President~~ management. The Member Section may not engage in any activity
289 that might jeopardize OASIS' status as a tax-exempt organization.

290 **5.6 Member Section Subcommittees**

291 The Member Section Steering Committee may, by resolution, establish one or more subcommittees of
292 the Member Section, to perform or advise the Member Section regarding any function that the Member
293 Section or its Steering Committee is permitted to perform. The duration, membership, chair (and
294 optionally co-chair) and scope of a Member Section Subcommittee shall be set or provided for, and
295 may be amended from time to time, by the Member Section Steering Committee; and shall be posted
296 on the Member Section's website as the Subcommittee's charter. Members of any Member Section
297 Subcommittee must, at all times, be current Eligible Persons.

298 Each Member Section Subcommittee shall conduct its meetings according to the precepts of *Roberts*
299 *Rules of Order, Newly Revised* and this Policy. All members of a Member Section Subcommittee shall
300 have voting rights within that Subcommittee.

301 A Member Section Subcommittee also may be established by the Rules of Procedure; thereafter, its
302 duration, membership, chair (and optionally co-chair) and scope may be provided for, and amended
303 from time to time, by the Member Section Steering Committee.

304 **5.7 Visibility**

305 The official copies of all resources of each Member Section, its Steering Committee and each Member
306 Section Subcommittee, including web pages, documents, email lists and any other records of

307 discussions, must be located only on facilities designated by OASIS. None of the above may conduct
308 official business or technical discussions, store documents, or host web pages on servers or systems
309 not designated by OASIS.

310 All web pages, documents, ballot results and email archives of the Member Section Steering Committee
311 shall be visible to all OASIS Members; ~~unless~~ the Steering Committee ~~decides~~^{may further decide} to
312 make such Steering Committee records visible to the public. All web pages, documents, ballot results
313 and email archives of the Member Section and each Member Section Subcommittee shall be visible to
314 the public; ~~except that~~^{however}, upon the request of the Member Section Steering Committee, the
315 OASIS Board ~~of Directors~~ may designate that the resources of a specific Member Section Subcommittee
316 shall be visible only to all OASIS Members. Any OASIS member should be able to post email to the
317 official lists of the Member Section, its Steering Committee and each Member Section Subcommittee.

318 **6.0 Technical Process, Management, Reporting**

319 6.1 The OASIS TC Administrator will oversee all work done under the OASIS Technical Committee
320 Process for TCs affiliated with the Member Section in the same manner and service it provides to the
321 rest of OASIS and other similarly established OASIS Member Sections.

322 6.2 Technical Committees affiliated with a Member Section will abide by the OASIS Technical
323 Committee Process and all other OASIS Policies and Bylaws.

324 6.3 OASIS TCs may become affiliated with at most one Member Section.

325 6.4 The Member Section Steering Committee will be given the opportunity to review the TC's
326 proposed charter, and may approve the new TC's affiliation with the Member Section by a Member
327 Section Steering Committee Special Majority Vote.

328 6.5 Existing TCs, formed prior to the existence of a Member Section or not initially affiliated with a
329 Member Section, may apply for such affiliation if a Special Majority Vote of the TC to affiliate the
330 existing TC passes. Such affiliation must then also be approved by a Member Section Steering
331 Committee Special Majority Vote.

332 6.6 A Technical Committee approved to be affiliated with a Member Section may use a name
333 associated with that Member Section as part of the TC's name, which is specified in the TC Charter.
334 OASIS TCs that are not approved for affiliation with a Member Section by that Member Section's
335 Steering Committee may not use the Member Section's name or any name that could be confused with
336 the Member Section's name.

337 6.7 A TC affiliated with a Member Section may choose to become unaffiliated with that Member
338 Section by a Special Majority Vote of the TC. The MS Steering Committee may vote to terminate the
339 affiliation of a TC for any reason at any time by a Member Section Steering Committee Special-Majority

340 Vote. A TC that becomes unaffiliated with a Member Section must change the TC Name if that TC
341 Name included the previously affiliated Member Section's name or abbreviation of the Member
342 Section's name.

343 6.8 Additional TC requirements (as listed in this section) may be specified within a Member Section
344 Rules of Procedure for inclusion within a TC's Charter by Technical Committees affiliated with a
345 Member Section, as long as they do not conflict with requirements of the OASIS Technical Committee
346 Process, the Bylaws of OASIS or other policies adopted by the OASIS Board ~~of Directors~~. The following
347 are optional requirements that may be specified by the Member Section for inclusion within all affiliated
348 Technical Committee charters:

- 349 • The IPR Mode of the affiliated TC
- 350 • The Language of choice of the affiliated TC

351 6.9 OASIS staff provides a central review for all Technical Committee work, including TCs affiliated
352 with a Member Section, to identify potential conflicts or overlap with other committees or standards
353 bodies, and to help build liaisons as appropriate. Any liaisons established must conform to the
354 published OASIS Liaison Policy. The Member Section may be responsible for coordinating the work
355 among the TCs affiliated with their Member Section, if so specified in its ROP.

356 6.10 Member Section Rules of Procedure may include a requirement whereby the Member Section
357 Steering Committee must vote (by a simple majority vote or by Member Section Steering Committee
358 Special-Majority Vote) to allow an affiliated TC to vote on a Committee Specification submittal for
359 approval as an OASIS Standard.

360 6.11 Member Section Rules of Procedure may include a requirement whereby the Member Section
361 Steering Committee must approve (by a simple majority vote or by Member Section Steering
362 Committee Special-Majority Vote) an affiliated TC's request for submission of an OASIS Standard to
363 another organization according to the OASIS Liaison Policy.

364 **7.0 Staff Services**

365 OASIS will provide the following services for the OASIS Member Sections in the same manner and
366 service it provides to the rest of OASIS without preference or prejudice.

367 ***7.1 Web Hosting & Maintenance***

368 7.1.1 OASIS will provide web hosting services for the OASIS Member Sections' web sites.

369 7.1.2 OASIS will provide services for mail list hosting, on-line collaboration, document management
370 and related services, and back up of all web and email data.

371 **7.2 ~~Membership Services~~**

372 ~~OASIS Member Services support~~ Membership services include, but are not limited to,

- 373 • managing acceptance and processing of membership agreements,
- 374 • creation and maintenance of the OASIS Member Section membership database,
- 375 • recruiting and expanding participation from both within the Consortium and externally, and
- 376 ~~provision of membership renewal services, revenue projections and reporting,~~
- 377 • web forms and technology to enable online membership application.

378 **7.3 Accounting Services**

379 7.3.1 ~~Accounting services~~ include, but are not limited to,

- 380 • processing member invoices and collection of all ~~valid new member applications and~~
- 381 ~~membership renewals,~~ member payments,
- 382 • acceptance of online and manual credit card payments, checks and wire transfers made payable
- 383 to OASIS, and
- 384 • ~~7.3.2. OASIS Member Section discretionary funds (if any) will be held by OASIS, and revenue~~
- 385 ~~projections and reporting.~~

386 7.3.2 OASIS will approve and issue payments on behalf of the OASIS Member Section for expenses
387 authorized and requested by the OASIS Member Section Steering Committee ~~that are consistent with~~
388 ~~the established, agreed-upon budget for the OASIS Member Section.~~ The OASIS Member Section
389 Steering Committee chair will be the primary ~~point~~ point-of-contact for reporting and requesting
390 payment.

391 ~~7.3.3.~~ 7.3.3 OASIS management will provide revenue projections, budgeting, and reporting to assist
392 the Steering Committee to determine their funds available for expenditure.

393 7.3.4 All OASIS accounting records pertaining to the individual OASIS Member Section will be
394 available for inspection by the OASIS Member Section Steering Committee.

395 **7.4 ~~Marketing and Public Relations Services~~**

396 7.4.1 ~~OASIS marketing and public relations support services~~ include, but are not limited to,

- 397 • announcement of the formation of the OASIS Member Section,

- 398 • efforts to enlarge the media pool to address the needs of the OASIS Member Section,
- 399 • coordination of conference presentations by OASIS Member Section representatives,
- 400 • analyst briefings,
- 401 • coverage of activities in OASIS e-newsletters and Information Channels (Cover Pages and
- 402 XML.org), and
- 403 • public announcements of new Technical Committee formations and milestones as appropriate.

404 7.4.2 ~~–~~The cost of marketing and promotional activities specific to the OASIS Member Sections will be
405 paid from OASIS Member Section ~~discretionary~~Funds (if any). This may include the attendance or
406 participation of OASIS staff at an OASIS Member Section specific event, with such funds disbursement
407 approved in advance by the Member Section Steering Committee.

408 7.4.3 ~~–~~Marketing of any Member Section brand and other marketing activities of the OASIS Member
409 Section will be managed by the Member Section Steering Committee and funded from the OASIS
410 Member Section ~~designated~~Funds (if any) with input and oversight from OASIS management. Public
411 relations for the OASIS Member Sections will be conducted in accordance with OASIS practices and
412 policies, including the OASIS Media Relations Policy.

413 **8.0 Financial and Management Reporting**

414 8.1 ~~–~~ For those Member Sections retaining Member Section Funds, OASIS management will provide
415 quarterly/monthly financial statements to the Steering Committee Chair to support the management and
416 operation of the OASIS Member Sections ~~throughout the year by submitting such reports to the OASIS-~~
417 ~~Member Section Steering Committees.~~

418 8.2 ~~–~~The OASIS Member Section Steering Committees will provide quarterly management reports on
419 the actual and planned activities and expenses to OASIS management, including business reports,
420 communications, and budget and activity forecasts as required by OASIS management as part of the
421 normal course of business. The Member Section reports must be submitted before the end of the
422 month following the recently completed quarter. These Member Section quarterly reports must also be
423 posted to the designated document folders accessible to all Member Section Members or Observers.

424 **9.0 Annual and Ad Hoc Reviews**

425 9.1. All activities of the OASIS Member Sections, available Member Section Funds and ~~all-~~
426 ~~budget~~projected income and ~~discretionary fund amount~~expenses will be reviewed during the annual
427 budgeting process by OASIS management and the OASIS Member Section Steering Committee: to

428 determine the approved budget. All funds allocation percentages must be agreed upon by the Member
429 Section and OASIS President management.

430 9.2. Each Member Section retaining Member Section Funds is required to prepare a draft budget each
431 year for the following calendar year. This draft budget must be submitted prior to December 1 of each
432 year to OASIS Management for inclusion in the organizational budget, for approval by the OASIS Board
433 ~~of Directors.~~ This draft budget shall be distributed to Member Section members for their information.

434 9.3 If a Member Section does not expend its Member Section Funds according to its approved budget
435 in the current year, or does not submit a draft expense budget for the next year according to Section
436 9.2 above, the OASIS Board may reduce or stop all future the allocation of funds membership dues to
437 that Member Section until an acceptable spending plan is received and approved by the OASIS Board.
438 In such a case, withheld funds unallocated membership and sponsorship dues income will revert accrue
439 during this period to the OASIS General Fund and will be lost to the Member Section.

440 9.4– In the November/December budget approval period of each year, the Uncommitted Member
441 Section Funds status of all applicable Member Sections will be reviewed by the OASIS Board and
442 management. Should the review conclude that a Member Section is holding Uncommitted Member
443 Section Funds, the OASIS Board may transfer some or all of such funds to the OASIS Net Assets for
444 use as the OASIS Board determines. In such a case, the Member Section Steering Committee shall be
445 apprised of the proposed action and given the opportunity to present their views to the OASIS Board
446 before a final funds transfer decision is made.

447 9.5 Ad Hoc Review. An ad hoc review of any OASIS Member Section activities, budget, and
448 discretionary funding Member Section Funds may be undertaken at any time within normal
449 management processes by by OASIS management and /or the applicable OASIS Member Section
450 Steering Committee.