

Constitution of the American Red Cross Student Association at IU 2015-2016

Article I.

Name

The name of the club shall be the American Red Cross Student Association at IU, hereinafter "Club."

Article II.

Authority

The Club is functioning under the guidance and auspices of the American Red Cross, Southern Indiana Region and is considered an extension of that Unit rather than an independent Red Cross entity.

Article III.

Purpose

- 3.1 The Club will be guided by the fundamental principles of the American Red Cross and its mission to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. While doing so, the Club will learn, practice and exemplify humanitarian values through mission-related service projects agreed upon by the executive board.
- 3.2 The Club will plan and coordinate a minimum of three Red Cross mission-related service projects per year. The service projects will focus on preparedness, blood, and fundraising.
 - a. All service projects beyond the required three will fall into the lines of service in the American Red Cross:
 - Preparedness and Health and Safety Services
 - Biomedical Services
 - Disaster Services
 - International Services
 - Service to Armed Forces
 - b. Any activities that are not mission-related will first be approved by the American Red Cross, Southern Indiana Region.

Article IV.

Membership

- 4.1 The Club will consist of currently enrolled students or active members at Indiana University.
- 4.2 The Club will have a minimum of five active members.
- 4.3 Members of the Club are considered volunteers for the American Red Cross and must register with the American Red Cross, Southern Indiana Region and in Volunteer Connection.
 - a. All Club members must complete a Volunteer Application and sign a Code of Conduct.
 - b. All Club members must attend a volunteer orientation given by the American Red Cross, Southern Indiana Region.

4.4 Membership Requirements. The responsibilities of Club members include:

- a. Learning and following the American Red Cross Mission Statement, Code of Conduct, and the Principles of the Global Red Cross Network.
- b. Maintaining their personal profile in Volunteer Connection.
- c. Regularly attending Club meetings and participating in Club elections, activities, and events.
- d. Attending at least 1 meeting per month and obtaining a minimum of 5 service hours per semester.
- e. Paying Club dues of \$20, which includes a Club shirt
- f. Serving and representing the American Red Cross through participation in school or community based service projects.

4.5 Voting: Each member is entitled to one vote. Voting by proxy shall not be permitted. Decisions determined to require a vote shall be by majority vote of members present.

4.6 Anti-Hazing Policy: 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.

4.7 A member may be asked to leave the Club if his/her conduct is not satisfactory or aligning with the Club's purpose. This may include but is not limited to:

- a. Representing the American Red Cross in a negative manner
- b. Not adhering to Indiana University policies
- c. Not meeting membership requirements
- d. Any other provisions decided by the Club officers and sponsor

Article V. Officers

5.1 The officers of the Club shall be President, Vice President, Treasurer, Secretary, Blood Services Officer, and Chapter Services Officer. The officers will form the Executive Board.

5.2 The Executive Board shall be comprised of the elected officers of the Club and shall meet on a regularly basis to finalize agenda items, prepare reports, and collaborate on the business of the Club.

5.3 These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the Club.

a. President

- Represent the Club to the local Red Cross unit and school community
- Serve as spokesperson for the Executive Board and the Club
- Prepare for all meetings, preside and facilitate at Club meetings, provide follow-up to organizational tasks, and inform Executive Board of other meeting information

- Register/renew your Club each year on IU's beINvolved website and in the Volunteer Connection, and work with the secretary to record all Club events/activities in the Volunteer Connection
- Ensure that all Club activities are related to the mission of the Red Cross, help coordinate Club projects, and serve on various Club committees or task forces
- Coordinate Executive Board transition
- Maintain regular contact with Red Cross Unit Contact and sponsor/advisor
- Be aware of financial matters pertaining to Club

b. Vice President

- Attend all meetings, preside at meetings in absence of President, and provide follow-up to organizational tasks
- Encourage Club members to utilize Volunteer Connection
- Maintain Club Constitution: Direct updates and revisions to Constitution
- Help coordinate Executive Board transition: Facilitate elections
- Be aware of financial matters pertaining to Club
- Perform other duties as directed by the President

c. Treasurer

- Be aware of financial matters pertaining to Club
- Prepare the Club budget
- Prepare purchase orders, requisition forms or supply requests, as needed
- Maintain a financial history of the Club
- Report to Club officers/members on status of funds
- Work with the secretary to record all Club fundraising events/activities in Volunteer Connection
- Maintain regular contact with Red Cross Unit Contact and sponsor/advisor regarding Club's finances
- Perform other duties as directed by the President

d. Secretary

- Record and maintain minutes of all Club meetings, distribute minutes to all Club members, Club advisors and appropriate school staff, and keep Club informed of all activities and meetings
- Work with the president to record all Club events/activities in Volunteer Connection, maintain calendar of events, and maintain contact directory (including phone, email) of all Club members
- Perform other duties as directed by the President

e. Blood Services Officer

- Work with the American Red Cross Blood Services Coordinator to advertise, coordinate, and set up blood drives
- Help record the amount of blood collected at each blood drive
- Coordinate all paperwork for the blood drives
- Perform other duties as directed by the President

f. Chapter Services Officer

- Coordinate with the American Red Cross Volunteer Coordinator to plan fundraising, awareness, disaster help, and other activities and services
- Help record all activities and services done by the Red Cross
- Perform other duties as directed by the President

e. All Officers

- Seek new members and work to maintain current membership
- Be open to input and opinions. Remain open to new ideas
- Greet members at meetings and make them feel welcome
- Attend officer training
- Make preparations for new officer at end of term, including ample time for mentoring
- Recognize fellow Club members for achievement and commitment
- Help come up with and implement Club activities, service projects, and other events for the Club

5.4 Qualifications. All officers must:

- a. Be enrolled students in good standing (GPA 2.5) at Indiana University.
- b. Be a member of the Club for at least one semester
- c. Serve one academic year
- d. Attend 80% of all Club meetings and events

5.5 Election: Officers are elected for the following year by a simple majority vote of the members present during, or by the time of, the last Club meeting during the current year.

- a. In the event of a tie vote, the current officers will make the decision.
- b. All officers must give a speech before the voting process.
- c. Voting will be anonymous by voting on a slip of paper.

5.6 Removal From office: Any officer not acting in accordance with the American Red Cross Code of Conduct, Indiana University policies, or who does not meet or fulfill the standards or duties established for the office he/she holds, may be removed from office by a majority vote by the membership.

Article VI.

Red Cross Unit Contact

6.1 The Red Cross Unit Contact is the person ensuring the link between the Club and the American Red Cross, Southern Indiana Region in which the Club resides.

6.2 The Red Cross Unit Contact for the American Red Cross Student Association at IU is

Sherri A. Miller
American Red Cross Volunteer Manager
Office: 812-855-2844

Fax: 812-855-7802
Cell: 812-929-2597
Sherri.miller2@redcross.org

Hannah Combs
Donor Recruitment Account Manager
American Red Cross Blood Services
(812) 929-2458
Hannah.combs@redcross.org
Redcrossblood.org

- 6.3 Duties: Support and guide the Club in its service engagement as well as inform the Club about opportunities that lay at the local unit level.
- a. Provide Club with guidance and resources to be successful.
 - b. Provide Club with Brand Guidelines and style guidelines and provide guidance about the use of the brand.
 - c. Provide Club access to promotional materials on Brand Central for club recruitment, club member recognition, club events and fundraisers, as needed.
 - d. Integrate Club members into the activities of the local Red Cross unit.
 - e. Provide Club members with volunteer opportunities with multiple lines of service.
- 6.4 The Red Cross Unit Contact does not have voting rights and should attend meetings as needed or available.

Article VII.

Sponsor/Advisor

- 7.1 A full-time Indiana University employee or faculty member shall serve as the sponsor/advisor for the Club.
- 7.2 The sponsor/advisor for the Club is
Cheryl Hughes
Office: 812/855-2844
Cell: 812/929-2597
ckhughes@indiana.edu
- 7.3 Term: The sponsor shall serve a minimum term of one full academic year. There is no term limit.
- 7.4 The sponsor will be a registered volunteer with the American Red Cross, Southern Indiana Region in Volunteer Connection.
- 7.5 Duties: The sponsor's duties include:
- Attend Club meetings when necessary, keep Club informed about school/institutional matters, give a report during Club meetings when appropriate, respect and encourage all Club functions and assist with risk management decisions
 - Ensure all Club activities are entered in Volunteer Connection
 - Maintain regular contact with Red Cross Unit Contact and Executive Board

- Provide developmental activities to the Executive Board to assist in developing group cohesiveness
- Help maintain history of the Club from year to year
- Assist Club with election concerns
- Recognize Club members for achievement and commitment

7.6 The Sponsor does not have voting rights.

**Article VIII.
Amendments**

- 8.1 Amendments to these bylaws consistent with the Club constitution may be adopted at any meeting of the Club in which a majority is present, provided that a statement setting forth the substance of such proposed action is included in the notice of the meeting.
- 8.2 All active members will be notified of a final meeting before the close of the spring semester during which proposals for amendments to the Constitution can be made.
- 8.3 Any active member may propose an amendment to the Club's Constitution in order to ensure that the Club is administered properly.
- 8.4 At the final meeting, proposals will be read aloud and all active members will vote on the proposal.
- 8.5 A 2/3 majority vote of a majority of all active members is required to approve an amendment.


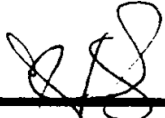

**Article IX.
Club Requirements**

- 9.1 Club will submit a Club Constitution to the American Red Cross, Southern Indiana Region at the start of the school year.
- 9.2 Club will submit/renew an annual Red Cross Club Registration in Volunteer Connection.
- 9.3 Club will adhere to the Principles of the Global Red Cross Network while conducting their activities.
- 9.4 Club will track Club events, activities and service projects in Volunteer Connection.
- 9.5 Clubs will follow brand and style guidelines when using the Red Cross name and logo in external communications, including in connection with all fundraising activities.
- 9.6 Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.
- 9.7 Statement of Non-Discrimination: Club 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.

**Article X.
Club Finances and Fundraising**

- 10.1 Club will notify the American Red Cross, Southern Indiana Region prior to hosting a fundraising event regarding items such as brand use, donor intent, solicitation language, and to ensure they are not contacting individuals or businesses that the Red Cross Unit is currently engaging. Donor intent is the purpose of the donor's gift, which may be designated for a specific disaster or undesignated, for general purposes.
- 10.2 In addition to raising funds for the Red Cross, Club may raise funds for Club expenses, as needed. Whether Club is collecting funds for the Red Cross or Club expenses, Club must work with the American Red Cross, Southern Indiana Region on appropriate solicitation language to honor donor intent.
- 10.3 Clubs will seek prior approval from the American Red Cross, Southern Indiana Region before seeking donations of the Indiana University campus.
- 10.4 Club will work with the American Red Cross, Southern Indiana Region to report and forward all proceeds within 14 days following a fundraising event.
- 10.5 Club financial activity will be managed by the American Red Cross, Southern Indiana Region through the balance sheet of the Red Cross. Net contributions raised will be recorded as a monetary contribution.
- 10.6 Club is only permitted to open a separate bank account if required by the school. If such school bank account is required, Club must work with The American Red Cross, Southern Indiana Region to report and forward all proceeds to the Red Cross Unit within 30 days following a fundraising event.
- 10.7 Club can use the 501(c)(3) status of the American Red Cross as long as activities are authorized by and conducted under the auspices of the Red Cross.
- 10.8 Personal Gain Clause: This organization, if raising funds, 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.

This constitution is adopted by the American Red Cross Student Association at IU on 2-22-16 for the 2015-2016 School Year.

Brittany Tucker		2-29-16
Club President's Name (print)	Signature	Date
Cheryl Hughes		2-29-16
Sponsor/Advisor's Name (print)	Signature	Date
Hannah Combs		2/24/16
Red Cross Unit Contact's Name (print)	Signature	Date