

OSU Red Cross Club

November 2013

Article I

Name: This organization shall be known as the Oklahoma State University Red Cross Club also hereafter referred to as the "OSU Red Cross Club," or "Club."

Location: The OSU Red Cross Club is located at the Student Union, Stillwater, Oklahoma, 74078.

Article II.

Authority: The OSU Red Cross Club is functioning under the guidance and auspices of the Central and Western Oklahoma Region of the American Red Cross and is considered a branch of that unit rather than an independent Red Cross entity.

Article III

Purpose:

1. Mission: The mission of the American Red Cross is to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and generosity of donors.

2. Red Cross Clubs are an extension of the local Red Cross Chapter, Central and Western Oklahoma Region, providing students with opportunities for training, leadership development, and the ability to choose activities that address their community's greatest needs. Red Cross Clubs empower students and its faculty with Red Cross knowledge and life-saving skill to help prepare their schools and communities to respond to emergencies including both man-made and natural disasters.

3. Guided by the fundamental principles of the American Red Cross and its mission to prevent, prepare for and respond to emergencies, the OSU Red Cross Club will learn, practice and exemplify humanitarian values through youth service projects and partnerships with other community groups. All service projects implemented by the club must fall into one of the five lines of service in the American Red Cross:

- a) Disaster Services
- b) Preparedness and Health and Safety Services
- c) International Services
- d) Biomedical Services
- e) Service to the Armed Forces

4. The OSU Red Cross Club must participate in at least one activity in each of the below-listed groups per academic year, and must turn these numbers and activities in to the Red Cross Unit Contact. These activities are as follows:

- a) Disaster Services Preparedness
- b) Blood Donations
- c) Fundraising

Article IV

Officers

Section 1: The officers in the organization shall be Co-President, Vice President, Secretary, Treasurer, Public Affairs Officer, and Community Outreach Officer.

Section 2: The qualifications for officers in this organization shall be full-time students, maintain a 2.0 GPA for Undergraduates and 3.0 for Graduate students.

Section 3: Officers are expected to uphold good student standing with Oklahoma State University. Officers must also regularly attend meetings unless excused by the Co-Presidents.

Section 4: The duties of the officers shall be:

1. Co-Presidents

- a) Two Oklahoma State University Representatives serve as the Co-Presidents of the OSU Red Cross Club and represent the Club on behalf of the Central and Western Oklahoma Region of the American

Red Cross and Oklahoma State University.

- b) Formulates agendas and preside at all club meetings.
 - c) Facilitates officers' meetings.
 - d) Meets with the Red Cross Unit Contact and Faculty Advisor(s)
 - e) Be aware of all financial matters.
 - f) Coordinates club programming with the officers.
 - g) Directs constitutional updating or revision.
 - h) Recognizes Club members for achievements.
 - i) Works with the Red Cross Unit Contact in the Central and Western Region to report all volunteer activities, according to National Red Cross requirements.
 - j) Utilize Volunteer Connection: Register/Renew the OSU Red Cross Club each year in Volunteer Connection, and record all Club events/activities in the Volunteer Connection.
 - k) Promotes volunteer engagement and requirements for volunteer hours and events.
2. Vice President
- a) Presides over organization meetings on behalf of the Co-Presidents.
 - b) Performs other duties as directed by the Co-Presidents.
 - c) Coordinates all club programming with help from the Co-Presidents and the other officers.
 - d) Promotes Club activities to external audiences.
 - e) Works with Campus Life and is knowledgeable of Oklahoma State University rules, regulations and compliance agreements.
 - f) Works with the Treasurer & Community Outreach Officer on fundraising events.
3. Treasurer
- a) Prepares the Club budget as stipulated by Oklahoma State University policy.
 - b) Prepares purchase orders, requisition forms, or supply requests.
 - c) Maintains a financial history of the OSU Red Cross Club.
 - d) Collects Club donations with another officer and member to account for all monies given by the club.
 - e) Reports to Club officers/members on the status of funds at each meeting.
 - f) Fundraising events are to be in compliance with National American Red Cross policies as outlined in Article IX; you must seek approval from the Red Cross Unit Contact of the American Red Cross to approve all fundraising events.
 - g) Attends annual treasurers' workshop at Oklahoma State University.
4. Secretary
- a) Utilize Volunteer Connection: Work with Co-Presidents to record of all activities and meetings by issuing prior notice and posting information in a Volunteer Connection Calendar on OSU Red Cross Club group page.
 - b) Maintains a list of attendance at all meetings.
 - c) Maintains a calendar of events.
 - d) Maintains an updated phone and email directory of all members.
 - e) Performs other duties as directed by the Co-Presidents.

- f) Provides internal announcements of OSU Red Cross Club activities.
- g) Arranges for a replacement if unable to attend meetings.
- h) Maintains records and meeting minutes.
- i) Works with the Vice President to notify members of upcoming activities.
- j) Completes Reports to OSU Campus Life as outlined in Article VIII and sends a copy of the reports to Red Cross Unit Contact.

5. Public Affairs Officer

- a) Serves as the face of the OSU Red Cross Club in the community and events.
- b) Responds to assigned media requests with accurate information as well as drafts news releases and other written public relations documents such as talking points and client stories with the approval by the Regional Director of Communications.
- c) Acts as a American Red Cross media spokesperson, as directed with the approval by the Regional Director of Communications.
- d) Supports the development of promotional items such as newsletters, PowerPoint presentations, YouTube videos, etc.
- e) Maintains OSU Red Cross Club website given by OSU Campus Life.
- f) Works with the Vice President on OSU Campus Life compliance on T-shirts, recruitment flyers, and other marketing and promotional collateral which must also be approved through the Regional Director of Communications.
- g) Promotes fundraising events with the Vice President.

6. Community Outreach Officer

- a) Attends community events related to recruitment, health services, and preparedness.
- b) Speaks knowledgably about the American Red Cross Mission, values, ethics, and services.
- c) Mentors and trains new volunteers.
- d) Transports supplies, information, and handouts to events.
- e) Returns event supplies to local chapter.
- f) Serves as the face of the American Red Cross while representing the American Red Cross at community events with the goal of providing resources, recruiting new supporters, donors, and volunteers.
- g) Communicates with volunteers, employees, and clients regarding goals and needs of the organization.
- h) Maintains a record of service activities and volunteer hours served in Volunteer Connection.
- i) Maintains a calendar of events and updates information for the OSU Red Cross Club group page on Volunteer Connection, American Red Cross' volunteer database.
- j) Point of contact for Volunteer Connection

7. All Officers

- a) Seek new members while maintaining the current membership.
- b) Remains open to new ideas and criticisms.
- c) Greets members at each meeting to make them feel welcome.
- d) Attends officer training.

- e) Prepares new officers at the end of term, including allowing ample time for mentoring and training.

Section 6: The elections of the OSU Red Cross Club will be held each year in the spring semester. The terms of office will be one school year; vacancies will be filled through the voting process.

Red Cross Unit Contact

Section 1: The Red Cross Unit Contact is the person ensuring the link between the OSU Red Cross Club and the Central and Western Oklahoma Region of the American Red Cross in which the Club resides.

Section 2: The duties of the Red Cross Unit Contact shall be:

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

Faculty Advisor(s)

Section 1: A full-time Oklahoma State University employee or faculty member shall serve as the Faculty Advisor(s) for the Club.

Section 2: Term: The Faculty Advisor(s) shall serve a minimum term of one full (academic) year. There is no term limit.

Section 3: The Faculty Advisor(s) will be a registered volunteer with American Red Cross Central and Western Oklahoma Region in Volunteer Connection.

Section 4: The duties of the Faculty Advisor(s) shall be:

- a) OSU Red Cross Club meetings: Attend Club meetings, keep the 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
- b) Maintain regular contact with Red Cross Unit Contact and Club Officers
- c) Provide developmental activities to the OSU Red Cross Club Officers to assist in developing group cohesiveness: Attend goal-setting meeting with Club Officers
- d) Help maintain history of the Club from year to year
- e) Assist OSU Red Cross Club with election concerns
- f) Recognize Club members for achievement and commitment
- g) The Faculty Advisor(s) does not have voting rights.

Article V

Quorum: A quorum for this organization for conducting business shall be at least 50% of the membership plus

one; this can also be called a simple majority.

Article VI

Membership: Voting members of this organization must be students at Oklahoma State University in good standing as defined in the Students' Rights and Responsibilities Statement.

1. The OSU Red Cross Club will consist of currently enrolled students and active members at Oklahoma State University.

2. Membership Requirements. The responsibilities of all members shall include:

- a) Ensures that American Red Cross policies, procedures, and protocols are followed.
- b) Regularly attend club meetings and participate in club activities and events.
- c) Maintain a Volunteer Connection profile and track volunteer hours.
- d) Join a club committee.
- e) Share ideas and opinions during club meetings.
- f) Attend relevant training opportunities.
- g) Participate in American Red Cross and OSU Red Cross Club special events.

1. All members must complete and submit to the local Red Cross chapter, a Volunteer Application through Volunteer Connection and Code of Conduct.

2. All members must attend a volunteer orientation given by the Central and Western Oklahoma Region of the American Red Cross

3. 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.

Article VII

Bylaws: A bylaw may be passed at any regular meeting of the OSU Red Cross Club by a majority vote of those in attendance, providing a quorum is present.

Article VIII

Reports to OSU Campus Life Office:

Section 1: At the beginning of the fall semester, OSU Red Cross Club shall report the name of officers and advisors to the OSU Department of Campus Life, and shall promptly report any changes that occur during the school year.

Section 2: At the beginning of the fall semester, OSU Red Cross Club will file with the OSU Department of Campus Life a signed "Affirmation of Compliance."

Section 3: The funds of OSU Red Cross Club, if any, will be deposited with the University banking services and these may be audited yearly, preferably at the time a new treasurer is installed.

Section 4: It is understood that failure to submit such materials, either through continued negligence of willful omission, may result in the suspension of the charter of the OSU Red Cross Club by the Committee of Student Organizations.

Article IX

Club Finances and Fundraising:

Section 1: Club will notify Central and Western Oklahoma 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.

In addition to raising funds for the American Red Cross, Club may raise funds for Club expenses, as needed. Whether Club is collecting funds for the American Red Cross or Club expenses, Club must work with Central and Western Oklahoma Region on appropriate solicitation language to honor donor intent.

Section 2: Clubs will seek prior approval from Central and Western Oklahoma Region before seeking donations of the Oklahoma State University campus.

Section 3: Club must work with Central and Western Oklahoma Region to report and forward all proceeds to the Red Cross Unit within 30 days following a fundraising event.

Section 4: 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 American Red Cross.

Article X

Amendments: An amendment of this constitution shall be approved by at least a 2/3 vote of the membership. All changes will be submitted to the OSU Department of Campus Life for approval by the Committee on Student Organizations.