

Penn State Student Red Cross Club

Organized March 20, 1984

Article I. Purpose

The purpose of the Penn State Student Red Cross Club is to coordinate student activities relating to the programs fostered by the American Red Cross. These activities include: blood services; safety and lifesaving introduction; health fairs; youth services; and other projects agreed upon by the membership.

Article II. Membership

A. The membership of this club will be divided into active and associate members.

1.) Active members will be those members that complete the required numbers of service hours each semester. All active members will have the opportunity to participate in elections, run for officer positions, and each will be given a certificate at the end of each semester.

2.) Associate members of the club are those members who chose not to complete the required number of service hours. They will still be able to attend all events and meetings, however they will be unable to run for officer positions and vote in elections.

3.) The minimum number of service hours for obtain active membership is 15 hours per semester. All of Red Cross Club events will count for these hours: blood drives, meetings, car washes, etc.

4.) To be an active member, all persons must be undergraduate and full time. However, associate members can be graduate students, faculty, and staff that are interested in furthering the cause of the American Red Cross. Part time students are also permitted to be associate members.

B. New Membership and Recruitment

1. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

- a. New Membership Manual
- b. Schedule of New Member Events and Activities
- c. A list of responsibilities

- d. A definition of personal rights and a copy of the University Hazing policy, prescribed by Policies and Rules for Student Organization. All of these documents will be available upon request by the USG Supreme Court.
 2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal values, or moral reserve as defined by the member.
 3. Any and all interaction/activity between new members and/or members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.
- C. Membership Removal
 1. A member of the Penn State Student Red Cross Club will be asked to leave the club if his/her conduct is not satisfactory amongst the officers.
 - a. Unsatisfactory behavior includes representing the American Red Cross in a negative manner, not following up on commitments made to the club, not following the University policies, and other provisions decided by the officers.

Article III. Officers

- A. Only full-time registered **and undergraduate** student members, **who have obtained active membership for at least one semester**, are eligible to serve as appointed or elected officers.
- B. Offices
 1. President: is the spokesperson for the organization. The President is in charge of program planning, developing meeting agendas, being the liaison to the club advisor, reserving club meeting rooms, and presides at all meetings.
 2. Vice-President: works with the President on program planning and agendas. The Vice-President directs special projects, such as Homecoming, Dance Marathon, ice cream sales and assists with internal communication. The Vice-President also serves as President when the President is unable to do so.
 3. Treasurer: prepares the ASA budget for the coming school year, deposits club money, and pays club bills at ASA office. The Treasurer also prepares purchase orders and places advertisements in the Collegian.
 4. Secretary: prepares the membership list and the mailing list for newsletters. **This position is responsible for the upkeep of the list-serve(s)**

and making adjustments to them as necessary. This position is commonly referred to as “Membership Chair.”

5. Blood Drive Coordinator: identifies callers to schedule blood drive volunteers. The Drive Coordinator distributes call sheets and completes volunteer schedules.
 6. Education Chair: establishes contact with other organizations and prepares a committee to give speeches to these organizations about blood donation. **This position deals directly with the PSU vs. MSU Blood Challenge and with organization recruitment.**
 7. Publicity Chair: organizes a committee to advertise any projects and/or events that the club is holding. The Publicity Chair is responsible for activities such as banner hanging, table tents, manning volunteer tables, and other activities decided upon by the club.
 8. Webmaster: responsible for maintaining the Penn State Student Red Cross Club’s website in a timely fashion. The Webmaster also takes minutes at general meetings, one of the things that are to be posted on the webpage.
 9. Special Projects Chair: deals with any additional activities in which the club may desire to pursue, yet does not have enough time or officers to manage. The Special Projects Chair serves to connect the Penn State Student Red Cross Club’s service activities with other activities throughout the Penn State Campus.
 10. **Greek Liaison: deals with the organization of blood drives geared toward social greek Students at Penn State. This position develops new ways in order to get social greek students involved with donating blood.**
- B. The officers may decide to appoint other active members of the club to be “officers at large”.**
- 1. These members will be members that have gone above and beyond in the club and the officers feel would be an asset to the officer meetings.**
 - 2. The “officers at large” will be responsible for attending all officer and general meetings.**
 - 3. As necessary, other officers will delegate responsibilities to these officers as they need help completing tasks.**
 - 4. The officer at large position is a semester long position and the club may have up to two each semester.**
- C. The officers serve for a term of twelve months beginning one month following elections and ending the month of elections.
- D. Filling unexpired vacancies **for officer positions**

1. Nominations and elections to fill officer vacancies will take place at the first meeting after a vacancy has occurred.
 - b. For some chance, if decided by the President and fellow officers, that appointing an officer to fill this vacancy, prior to the first meeting, would be in the club's best interest, the officers will collaborate and discuss as to who would be a good candidate. This person will then be approached and an election will be conducted within the officers.
2. The quorum is twenty percent of the active membership.
3. A majority is the largest percentage of votes obtained for one single person from the votes cast by the active members present at the meeting and/or election.
4. If in the case where there are two or more active members that receive the same percentage of votes, then all previous votes will be discarded and a new vote will be conducted solely between these candidates in consideration.
5. **An ACTIVE member can be nominated for this officer vacancy by any other member of the club.**

Article IV. Meetings

- A. **The Penn State Red Cross Club will meet at least once a month for general meetings and at least twice a month for officer meetings.**
- B. The membership will be given adequate advance notice of meetings.

Article V. Voting

- A. Only active members may vote.
- B. A quorum will consist of twenty percent of the active members.
- C. A majority is the largest percentage of votes obtained for one single person from the votes cast by the active members present at the meeting and/or election.

Article VI. General Business Meetings

At least twenty percent of the membership must be present to form a quorum for the general conduct of business.

Article VII. Finances

- A. All organization funds will be deposited and handled through the Associated Student Activities (ASA) office in the HUB.
- B. Since this is a service organization, no dues shall be assessed, however, donations are requested for special projects, such as purchasing blood drop costumes.
- C. **The treasurer will be in charge of dealing with ASA.**
- D. **However all officers will decide on the usage of funds and the general membership will be notified when the club uses its funds.**

Article VIII. Advisor

This organization will have an advisor. The advisor will be from the University state or faculty, or an employee of the American Red Cross.

1.The advisor will serve as a liaison between the American Red Cross local chapter and the club.

Article IX. Elections

- A. Nominations will be discussed, and taken if need be; during the meeting before Spring Break, however nominations can also take place at the meeting for elections, and also during the time period in between these two meetings. Elections will take place by March 31st.
- B. Election Codes:
 - 1. The quorum to conduct elections will be twenty percent of the active members.
 - 2. Officers not running for re-election will run the elections. In the case that all officers are running again for office, the advisor will run the election.
 - 3. A majority, defined as the largest percentage of votes obtained for one single person from the votes cast by the active members present at the meeting and/or election, will dictate the new officer.
 - 4. Any member may nominate an active member for any office by raising his/her hand at the appropriate time and be recognized by the presiding official. Next, the active members shall cast secret, written ballots for the candidates of their choice. Each active member shall have one vote per office.
 - 5. All votes will be cast for office simultaneously on written slips of paper. Once votes have been collected, they will be tallied.

6. If in the case where there are two or more active members that receive the same percentage of votes, then all previous votes will be discarded and a new vote will be conducted solely between these candidates in consideration.
7. **After another vote took place, if a tie occurs again between the two candidates for an officer position, the current president, vice-president, and advisor will be the tie-breaker.**
8. Active members can be nominated for two officer positions prior to the elections; yet can hold only one position during office. The existing officers have the right to elect one person to two positions should the amount of nominations fall short of the amount of officer positions available.
9. Prior to elections, all nominees will be asked to submit a list of priority which lists the nominee's preference of officer positions he/she wishes to hold for which he/she was nominated for. Any active member prior to elections cannot see this list. This list will only be used in the event in which an active member has been voted for two officer positions. The list will then be referenced to indicate to nominee's officer position preference. Once the nominee has been elected, then for the remaining position, this person's name will be removed from the ballot and the active members present will conduct a new vote.
10. In the case where after officers have been elected and there remains an unfilled position, nominations will be taken followed by the voting by active members.

Article X. Amendments

- A. Introduction of an amendment will take place at the first meeting after it is formulated.
- B. Election of an Amendment:
 1. A quorum will consist of twenty percent of the active members.
 2. A majority is the largest percentage of votes obtained for one single person from the votes cast by the active members present at the meeting and/or election.
- C. Following the approval of an amendment by the organization, said amendment will be forwarded to the Undergraduate Student Government for approval.
- D. All amendments are subject to the approval of the USG Supreme Court.

Article XI. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be used in all cases not covered by this constitution.

Article XII. Copies of Constitution

Copies of this constitution shall be made available to anyone upon request.