

# **Penn State Student Red Cross Club**

**Organized March 20, 1984**

**Revised July 12, 2015**

## **Article I. Purpose**

The Penn State Student Red Cross Club serves to coordinate student activities relating to the programs fostered by the American Red Cross, including: blood services, health and safety training classes; youth services, disaster 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 a minimum 15 service hours each semester. All Red Cross Club events will count for these hours: blood drives, meetings, car washes, etc.
2. Only currently registered students are eligible for active membership.
3. Only active members will have the opportunity to hold office, vote, preside, officiate, or solicit funds on behalf of the Student Red Cross. Each will be given a certificate at the end of each semester.
4. Associate members can be community members, faculty, and staff that are interested in furthering the cause of the Penn State Student Red Cross Club. They will still be able to attend all events and meetings, however they will be unable to run for officer/chair positions, vote, preside, officiate, or solicit funds on behalf of the organization.
5. Currently registered undergraduate students who do not complete a minimum of 15 service hours a semester shall also be considered associate members.
6. We will maintain at least 10 members at all times.
7. At all times, the majority of all active members shall be full-time, officially registered students at University Park.

*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. Expectations as a Red Cross Volunteer
  - b. Schedule of New Member Events and Activities
  - c. A list of possible volunteer 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 at the Office of Student Activities.
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.
2. A member of the Penn State Student Red Cross Club who wishes to leave the club can request to be removed from the list-serve. The procedure, for those wishing to unsubscribe themselves is as follows:
  - a. Go to the URL [lists.psu.edu](http://lists.psu.edu)
  - b. Log in. If you never have before, you just use you PSU email and create a password.
  - c. Click on "Subscriber's Corner"
  - d. There you can see everything you are subscribed to, some of which may have been just by default (like through your major, campus alerts, etc.) You can manage or unsubscribe to as many as you want!

### **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.*

1. President must have been an officer the previous year.

### *B. Officers*

1. President:
  - Oversees development and implementation of all club activities.
  - Leads bi-weekly officer and general membership meetings.

- Sends bi-weekly club update and meeting minute e-mails
- Represents and advertises the club during interviews with the Collegian, Centre Daily Times, Onward State, and others.
- Reserves club meeting rooms through HUB Events Management.
- Plans spring recognition picnic.
- Acts as liaison to club advisor with communication at least once per week.
- As a board member of the Centre Communities Chapter of the American Red Cross, attends Chapter Board meetings.
- Attends Council of LionHearts meetings.
- Oversees the Penn State/Michigan State Blood Donor Challenge and delegates duties accordingly, to other officers.
- Coordinates the Alpha Epsilon Blood Cup with AED. This includes but is not limited to training and scheduling speakers, tracking participation, determining the winner, and planning the banquet.

## 2. Vice President:

- Works with President on program planning and implementation.
- Oversees the activities of the OSC Chair, Historian Chair, Membership Chair, Social Media Chair, Donor Retention Chair, and THON Chair/s.
- Directs club participation in Homecoming.
- Directs club partnership of the American Red Cross with the Penn State Dance Marathon through THON Communications Committee.
- Liaison with THON Communications Committee for THON blood drives.
- Organizes club participation in Relay for Life.
- Attends Council of LionHearts meetings.
- Sits on Regional Board for American Red Cross.

## 3. Treasurer:

- Develops and submits club budget requests to UPAC prior to each semester.
- Keeps track of SRCC finances through Associated Student Activities. This includes but is not limited to deposits, purchase orders, expenses.

- Requests and obtains ASA purchase orders as needed.
- With the advisor, develops Collegian ad schedule for each semester.
- Becomes the primary contact for the Collegian ad rep who is assigned to the club each semester.
- Working with Special Projects, develops and directs fundraising projects.
- Develops budget with Health and Safety/Disaster Officer for independent CPR program.
- Coordinates the purchase of yearly club attire.
- Working with the advisor during fall semester reserves blood drive spaces in the HUB for the following year.

#### 4. Secretary:

- Maintains and updates membership list.
- Purges membership list once per semester.
- Tracks club members' service hours.
- Sends new members a "Welcome" letter explaining the club.
- Develops agendas for officers' and general membership meetings including a calendar of upcoming events for General Meetings and PowerPoint slides where appropriate.
- Helps coordinates the sign ups of all blood drive volunteers with the advisor. Recruits volunteers by email or calling if necessary to assure adequate coverage at all drives.
- Enters blood drives into the volunteer system.
- Maintains Club, Officer's, and OSC list serve.
- Takes meeting minutes at both officer and general meetings and has them to the webmaster by Thursday for posting on the website.
- Advertises club meetings in Collegian and in UPAC's "What's Going On" page.
- Coordinates club participation in the Involvement and Volunteer Fairs each semester.
- Ensures that all active members are registered in the American Red Cross's system of volunteer tracking, Volunteer Connection.
- Tracks and updates club members' hours in Volunteer Connection.

#### 5. Public Relations:

- Oversees class announcements and organization presentations before each campaign.
- With advisor, organizes the Charles Drew Blood Donation Campaign and Bone Marrow Registry each spring geared toward Penn State's black community.
- With advisor, organizes the CAMP blood drive each March geared toward Penn State's Latino community.
- Designs educational bulletin boards for Residence Hall Area Government use if needed.
- Coordinates the SRCC involvement in the National Marrow Donor Program.
- Coordinates the VIP Iron Education program in the dining commons once per semester.
- Coordinates HUB table tenting - designing, placing, replacing, and removing them.
- Updates banners with the Sign Stop and delivers to Events Management. Picks up banner at end of each reserved week in Events Management.
- Coordinates recruitment of Outdoor Recruiting Groups (ORG's) using the free speech areas.
- Directs chalk boarding and overhead transparency distribution.
- Through HUB Events Management, reserves outdoor recruiting and banner space.
- Utilizes multiple types of media in order to promote the efforts and activities of the club.
- Along with the VP, oversees the Social Media Chair, in order to coordinate successful SRCC events and campaigns.

#### 6. Corporate Sponsorship:

- \*Must be available by phone and email over the summer
- Responsible for finding in kind donations and monetary and food donations for all blood drive campaigns if possible including but not limited to:
  - o Prize Patrol for the PSU – MSU Blood Donor Challenge
  - o Grand prizes for the PSU – MSU Blood Donor Challenge
  - o Pizza for all blood drive campaigns (Fall, Challenge, THON, Spring)
- Aids the advisor by attending planning meetings and learning to conduct them on own if needed
- Coordinates with advisor the sending out of blood drive thank you/results to sponsors after their drive and recruits them as blood drive sponsors for the next campaign.
- Oversees and coordinates sponsor presentations for all campaigns.

- Assists Fundraising Officer if needed with finding in-kind donations for the Spaghetti Dinner and Pancake Dinner if necessary
- Coordinate all sponsorship activities with Fundraising Chair and the American Red Cross Chapter and Region.
- Through HUB Events Management, reserves HUB tables on ground floor
- Coordinates HUB sign up tables to recruit doors for upcoming drives. This includes making sure sponsors have their assigned slots covered and scheduling a SRCC volunteer to set up and clean up the table daily.

#### 7. Student Sponsorship:

- Works to get other student organizations involved in blood campaigns and other club activities (CPR/First Aid classes, etc.)
- Responsible for contacting student groups prior to each campaign and organizing their sponsorship for blood drives, teaming up organizations to ensure successful drives, events, etc., as well as signing off on hours completed by other student groups (Greek life, etc.).
- Will work with the Greek Life supervisor, IFC, Panhellenic Council, etc. to promote Greek involvement in SRCC activities.
- Should work with Membership to promote interactions between student groups.
- Aids the advisor by attending planning meetings and learning to conduct them on own if needed.
- Will act as the liaison between club, advisor, and other student organizations.
- Coordinates with advisor the sending out of blood drive thank you/results to student sponsors after their drive and recruits them as blood drive sponsors for the next campaign.

#### 8. Chapter Services: (\*prerequisite – must be CPR Instructor Certified by August)

- Liaison between the Chapter Health and Safety and Disaster Services and the club
- Organizes CPR/First Aid/AED, and CPR Instructor classes.
- Organizes Disaster Services classes and creates SRCC Disaster Services team.
- Reserves the rooms through Events Management or the Chapter for any classes.
- Manages training and scheduling of volunteers to staff recruiting tables in the HUB for Health and Safety Classes. Reserve such tables through Events Management.

- Promotion of CPR classes through sign up tables and flyers.
- Actively recruits clubs and organizations to train in CPR/First Aid/AED classes including Kinesiology Department, fraternities and sororities, club sports, etc.
- Acts as the contact person for any community disasters or training events for which the club is activated.
- Promote youth programs such as Scrubby Bear and B.A.T.
- Coordinates club involvement in health fairs.

#### 9. National Collegiate Officer:

- Minimum of 2 year commitment (one year as Jr. NCO, one year as NCO)
- Must have been Jr. NCO previous year.
- Is the liaison between American Red Cross National Headquarters and region
- Oversees all collegiate American Red Cross clubs in the Mid-Atlantic Region, Division 6
- Attends HUB Club calls during the first week of each month, provides updates for National Collegiate Assembly from own region, and will take updates back to region during monthly calls.
- Hosts monthly calls with conference call number provided by NCA. Provides the region with updates from NHQ on all kinds of topics, including but not limited to: recruitment techniques, involvement ideas, new Red Cross trainings/activities, help creating and promoting campus clubs, connection to NHQ.
- Will stay in contact with NHQ and NCA supervisors via email
- Sends out reminder for conference call and minutes to clubs in Division 6 after monthly conference call.
- Responsible for getting more clubs to attend conference calls.
- Attends monthly Chapter Board Meetings.
- Responsible for selecting a Jr. NCO, and overseeing their progress and transition into NCO for the next year.

#### 10. Fundraising:

- Coordinates SRCC fundraising activities.
- Implements at least two fundraisers each semester for the club.
- Directs the activities of the Benefit Committee for the Centre Communities Chapter Paint the Town Red event.

- o Works directly with the Chapter and serves as a liaison between the Club and the Chapter.
- o Coordinates silent auction and raffle items.
- o Schedules entertainment – DJ and PSU vocal groups
- o Designs and prints invitations, programs, and publicity.

11. IT Officer: (pre-requisite: Has to have HTML, PHP, and MYSQL experience)

- Maintains the website for the Student Red Cross Club.
- Actively updates the website based on info derived from general and officer meetings.
- Updates the website blood drive schedule daily.
- Makes sure all the links to eDonor are working properly.
- Includes all updates and announcements about club activities or the American Red Cross
- Updates the website calendars
- Post meeting minutes no more than 3 days after a general meeting.
- Updates officers' pictures, descriptions, and office hours as needed.
- Handles graphic design material for any project necessary.
- Creates/edits any promotional video content.
- Assists with any other officer responsibilities as determined each semester at the first officer's meeting or as agreed upon by the officers.

*B. The officers may decide to appoint other active members of the club to be "assistants".*

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. As necessary, other officers will delegate responsibilities to these assistants as they need help completing tasks.
3. Assistant positions are semester long positions

*C. The officers serve for a term of twelve months beginning one month following elections and ending the month of elections.*

**Article IV. Chairs**

*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 chairs. Graduate and part time are able to apply only on a case by case basis.*

*B. All of the chairs listed below will be overseen by the Vice President.*

*C. Chairs*

1. OSC Chair

- Oversees scheduling of on-site coordinators for each blood drive.
- Coordinates recruitment and training of on-site coordinators.

2. THON Executive Chair

- Coordinates the development and implementation of all club THON activities.
- Oversees the activities of the three THON chairs (Family Relations, Canning, and Alternative Fundraising – These 3 THON chairs do not apply through the same process as the other chairs. These three positions may be selected by the THON Executive Chair)

3. Donor Retention Chair

- Works on retaining first time donors by creating methods of guiding first time donors through the blood drive, calling them personally after their donation, and by educating them about the importance of donating again.
- Works with the adviser and Vice President to create and implement new strategies to raise the donor return rate for the Penn State program

4. Membership Chair

- Plans and executes at least 1 club social a month
- Designs T-shirts or other club apparel for the club to be purchased
- Plans Involvement Fair participation for the club

5. Historian Chair

- Documents the club's history and makes record of current activities

## 6. Social Media Chair

- Organizes one event per blood drive campaign to promote following on social media sites
- Posts about all club events prior to and the day of the event on all social media sites
- Features a donor and volunteer on our face book page each month

### **Article V. 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.

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

### **Article VI. Meetings**

*A. The Penn State Red Cross Club will meet every other Monday evening for general meetings. Officers will meet on the weeks between general meetings.*

*B. The active membership will be given adequate advance notice of meetings.*

*C. Members shall be notified of all meetings by email.*

*D. The President, with consent of the Vice President, may change meeting frequency.*

*E. The President may call special meetings should he/she see fit, and will notify members by e-mail.*

### **Article VII. General Business Meetings**

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

### **Article VIII. 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 Fundraising expenses, etc.*

*C. The treasurer will be in charge of dealing with ASA. However, all officers will decide on the usage of funds and the general membership will be notified when the club uses its funds.*

### **Article IX. 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 X. Elections**

*A. Officers will prepare a platform to present to the club at a general meeting. Voting will begin after that general meeting. Voting will take place online.*

### *B. Election Codes:*

1. The quorum to conduct elections will be twenty percent of the active members.
2. The President and Vice President will run the elections.
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. 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. After another vote took place, if a tie occurs again between the two candidates for an officer position, the current officer board and advisor will vote on a tie-breaker.
6. Active members can be run for two officer positions; yet can hold only one position during office.

### *C. 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.
  - a. 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.

## **Article XI. Chair Selection Process**

*A. Applications are required to run for chair positions.*

*B. The current and new President, Vice President, and Advisor will interview applicants, come up with a final decision, and bring this decision to the board.*

*C. Filling unexpired vacancies for chair positions*

1. 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.

## **Article XII. 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 Office of Student Activities for approval.*

*D. All amendments are subject to the approval of the Office of Student Activities.*

## **Article XIII. Parliamentary Authority**

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

## **Article XIV. Copies of Constitution**

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