

# **CONSTITUTION OF AMERICAN RED CROSS AT CAL**

Student Organization Name: American Red Cross at Cal

Date Prepared: March 9, 2019

Date Amended:

Date Approved (LEAD Center Staff):

Approved by (LEAD Center Staff):

## **Article I: Name**

1. The name of this organization shall be the American Red Cross at Cal
2. The organization will also use the acronym ARC at Cal

## **Article II: Purpose**

1. The American Red Cross, a humanitarian organization led by volunteers, is guided by its Congressional charter and the Fundamental Principles of the International Red Cross Movement. The value and mission statement of this organization is to continue this legacy in providing aid and relief to those in need all around the world, domestically and globally.

The American Red Cross at Cal works in conjunction with the Bay Area Chapter and the Northern California Blood Services Region to provide Red Cross assistance in the following areas:

- A. Blood Services** (staffing of and publicity for monthly campus blood drives)
- B. Disaster Services** (disaster assistance, preparation/prevention efforts)
- C. Health & Safety Services** (First Aid and CPR training for campus community)
- D. International Services** (bringing awareness and raising funds for domestic and global projects)
- E. Youth Services** (empowering local elementary-high school volunteers to be involved with the Red Cross, teaching emergency preparedness skills)
- F. Publicity Team** (publicizing American Red Cross through personal interactions and social media)

## **Article III: Membership**

1. Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office.
  - a. Individuals who do not qualify to be active members as described above, but show genuine interest in participating and contributing to the American Red Cross' mission, may be allowed to join as an associate member.
  - b. Active member status shall be determined on a semester basis.
  - c. To gain active membership status, a member must do the following:

- i. Register on Volunteer Connection and CalLink
  - ii. Volunteer a minimum of 10 service hours (includes general meetings, lines of service events, etc.)
- d. Only active members will be:
  - i. Allowed to attend semesterly banquet functions
  - ii. Allowed to apply/hold officer positions
- 2. We will not haze according to California State Law.
- 3. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.)

#### **Article IV: Officers/Elections**

- 1. The Executive Board shall be responsible for administrative duties/executive decisions for the organization. The Executive Board includes the following:
  - a. Co-Presidents (*synonymous: Co-Directors*) (2)
  - b. Volunteer Manager (1)
  - c. Secretary (1)
  - d. Treasurer (1)
- 2. Executive Board Descriptions: The following descriptions provide the minimum duties for the respective positions: (Note - if more than one person occupies a position, then delegation of these duties should be made prior to their term in office.)
  - a. Co-Directors
    - i. Maintain frequent and steady contact with the local American Red Cross Chapter for general requirements, information, and relevant updates, including but not limited to:
      - 1. Attending monthly County Leadership Board meetings
      - 2. Meeting with chapter liaison
      - 3. Communicating content of the discussions with the Executive Committee
    - ii. Lead/facilitate general meetings and officer planning meetings
    - iii. Work with the Executive Board to advise the 5 lines of service
    - iv. Shared responsibilities include:
      - 1. Fulfilling various administrative duties with the ASUC chapter but not limited to:
        - a. ASUC Registration

- b. ASUC Space allocation
  - c. Monthly reports
  - d. Planning retreat, unless under extenuating circumstances
- 2. Setting up events with general meetings including:
  - a. Speakers
  - b. Interactive activities
- 3. Working with Publicity to maintain the website/Callink
- 4. Correspond with ASUC senators for event-planning and obtaining resources
- 5. Check-in (informally) with officers regarding stress, difficulties.
- b. Volunteer Manager
  - i. Act as an advisor for general members regarding volunteering issues and activities within the club
  - ii. Enforce active membership requirements involving:
    - 1. Registration on Volunteer Connection and Callink
    - 2. Managing officer and general member hours
  - iii. Draft email notices for general members and reward them appropriately during general meetings
  - iv. Organize a banquet for all active members at the end of the semester
  - v. Organize social activities for members, including but not limited to:
    - 1. Ice breakers
    - 2. Socials
  - vi. Maintain the club's email lists for the Executive Board and general members
- c. Secretary
  - i. Facilitate organization meetings, including but not limited to:
    - 1. Making an agenda
    - 2. Taking meeting minutes
    - 3. Recording attendance of officers
    - 4. Making room reservations *at least 2 weeks in advance*.
  - ii. Handle the organization email, [americanredcrossatcal@gmail.com](mailto:americanredcrossatcal@gmail.com), which involves:
    - 1. Corresponding with other organizations
    - 2. Forwarding information to the right party within ARC at Cal
    - 3. Organizing documents on Google Drive
- d. Treasurer
  - i. Work with each committee to plan a semester budget
  - ii. File and process reimbursements and purchase orders.

1. Purchase order request should be made to the Treasurer *at least 1 week prior to the date* necessary to turn documents in for timely processing.
    - iii. Update the Executive Committee during meetings regarding the current status of the budget and club funds.
    - iv. Shared responsibilities include:
      1. Ensuring proper funding via ASUC budgeting
      2. Student opportunity fund/grant funding
      3. On/off-campus fundraising
3. Executive Committee Descriptions: The following descriptions provide the minimum duties for the respective positions: (Note - if more than one person occupies a position, then delegation of these duties should be made prior to their term in office.)
  - a. Publicity Team
    - i. Take and upload photos of Red Cross events
    - ii. Maintain the American Red Cross at Cal's social media presence, including but not limited to:
      1. Facebook
      2. Instagram
      3. Snapchat
      4. Callink
    - iii. Coordinate publicizing of events with 5 lines of service
    - iv. Draft a biweekly newsletter to be sent to officers and general members
    - v. Maintain the redcrossatcal.org website
  - b. ALL Line of Service Coordinators
    - i. Secure funding/reimbursements necessary for events
    - ii. Communicate with chapter representatives for planning events
    - iii. Organize at least 1 social event
    - iv. Organize at least 1 event respective to each line of service
    - v. Ensure member hours are updated with Volunteer Manager
  - c. Blood Coordinator
    - i. Publicize blood drives
    - ii. Manage volunteers with tabling and canteening
    - iii. Work with other organizations to publicize
  - d. Disaster Coordinator
    - i. Organize trainings for prospective committee trainers and external organizations
  - e. Health & Safety Coordinator
    - i. Organize First Aid booths at events
    - ii. Coordinate Citizen's CPR lessons

- f. International Coordinator
    - i. Establish core causes that the American Red Cross at Cal will support for the academic year
    - ii. Raise awareness and funds for the established causes
    - iii. Work in tandem with other organizations to support causes related to core causes
  - g. Youth Coordinator
    - i. Reach out to local elementary school administrators
    - ii. Engage with the chapter coordinators for Pillowcase Project
- 4. A group of dedicated and active members shall constitute the Executive Committee (ExComm), whose task will be to oversee the daily activities of the American Red Cross at Cal.
  - a. General members may apply for open internship positions. If they succeed as Interns, they will move on to become Coordinators.
- 5. The term “Officers” include Executive Board and Executive Committee members.
- 6. An active member’s advancement to the Executive Committee shall begin at the beginning of each calendar year with an application and interview process towards an internship program the semester before the induction of the prospective officer, unless extenuating circumstances should apply. Successful completion of the internship program and inaugural vote by the incumbent coordinators and Executive Board will determine the instatement of the intern.
  - a. It is the responsibility of the incumbent officer to adequately train and monitor the progress of their prospective replacement.
  - b. Regarding the fulfillment of the position of Co-Presidents, only a previous member of the Executive Committee may be eligible to fulfill the Co-President position.
    - i. Executive Board transitions beginning at the start of each calendar year.
- 7. Requirement of Officers (Executive Board + Executive Committee)
  - a. Officers are expected to complete 20 hours.
    - i. These 20 hours are broken down into 2 categories: a) Meetings: General/Officer Planning and b) 5 lines of service events, socials, etc.
  - b. Officers must notify the Secretary at least 2 days in advance if they are unable attend meetings
    - i. Excused absences include review sessions/exams, external commitment (responsibilities for other organizations), and emergencies.
    - ii. Absences must be cleared at least 2 days in advance with the Secretary.
    - iii. Only 1 unexcused (any reason not listed above) will be permitted per person per semester.

- iv. Should an officer exceed beyond what is permissible, the Executive Board will bring attention to the issue.
  - c. Officers must notify the Volunteer Manager at most 2 days after an event has occurred, in order for volunteer hours to be calculated.
  - d. Officers will be responsible for obtaining and summarizing information they missed. The missed information can be resolved by:
    - i. Reading and reviewing meeting minutes
    - ii. Consulting with another officer
8. Officer Terms
- a. Officers must serve for a term of 2 semesters.
  - b. Before the end of the first semester, officers must give notice to the committee if they intend to continue their position or resign upon fulfillment of their term.
  - c. Should an officer be unable to carry out a full term, he/she shall give at least one (1) month's advance notice. His/her replacement shall be decided by the Executive Board and fellow coordinators.
  - d. If an officer is not fulfilling his/her responsibilities, an officer can bring this to the attention of the Executive Board. The Board will meet with the officer in question to discuss dismissal or an alternate course of action. His/her replacement shall be chosen by the Executive Board if dismissal occurs.

#### **Article V: Meetings**

1. American Red Cross at Cal will hold general and officer planning meetings on Wednesdays from 8-9PM.
2. ExComm Meetings will be held biweekly (one week before ExComm Meetings) from 8-9PM to discuss about upcoming events from each line of service and plans for the general meeting.
3. General Meetings will be held biweekly (one week after Excomm Meetings) from 8-9PM, open to all members to come and be informed about what the organization does and how to become an active member.
4. Special/emergency meetings may be called at any time by any officer or at the special request of three (3) general members.

#### **Article VI: Constitutional Amendments**

1. Amendments to this Constitution shall be adopted by two-thirds vote of the members present at any regular meeting held at least once a month after the meeting at which the proposed amendment, or amendments, was read. Copies of the proposed amendments giving date, time, and place shall be posted in the sponsors' office, electronically sent to all members, and posted on a pre-determined website.

2. All amendments, additions or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

#### **Article VII: Dissolution**

1. Dissolution shall be engaged if a simple majority (50% plus 1) at a properly sanctioned meeting decides that the American Red Cross at Cal can no longer perform the duties so decreed in the Constitution.
2. In the event of dissolution:
  - a. If the organization is ASUC or GA Sponsored, all unspent ASUC funds shall return to the ASUC; all Graduate Assembly funds shall return to the Graduate Assembly. If the organization is defunct for five (5) or more years, any privately obtained funds (including any funds left in miscellaneous accounts) shall be donated to the following nonprofit organization: the American Red Cross.
  - b. In the event that the designated nonprofit organization no longer exists or has ceased to be a nonprofit, then the unspent funds shall be donated to the ASUC.