



**American  
Red Cross**

Red Cross Club

## **CONSTITUTION OF THE American Red Cross Club at CLU**

### **Article I. Name**

1. The name of the club shall be **The American Red Cross Club at CLU**, hereinafter "Club."

### **Article II. Statement of Purpose**

1. 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 the **The American Red Cross Club at CLU**, will learn, practice and exemplify humanitarian values through mission-related service projects.
2. 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.
  - 2.1 All service projects beyond the required three will fall into the lines of service in the American Red Cross:
    - o Preparedness and Health and Safety Services
    - o Biomedical Services
    - o Disaster Services
    - o International Services
    - o Service to Armed Forces
  - 2.2 Any activities that are not mission-related will first be approved by **Ventura County**.
3. **The American Red Cross Club at CLU** is functioning under the guidance and auspices of the **Ventura County** of the American Red Cross and is considered an extension of that Unit rather than an independent Red Cross entity.

### **Article III. Membership and Affiliations**

1. The **American Red Cross Club at CLU** will consist of currently enrolled students or active members at **California Lutheran University**.
2. Club will have a minimum of five active members.
3. Members of **The American Red Cross Club at CLU** are considered volunteers for the American Red Cross and must register with **Ventura County** and in Volunteer Connection.  
*Note: Club members under the age of 13 must complete a parental consent form and submit it to the Red Cross Unit.*
  - 3.1 All Club members must complete a Volunteer Application and sign a Code of Conduct.
  - 3.2 All Club members must attend a volunteer orientation given by **Ventura County**
4. Membership Requirements. The responsibilities of Club members include:
  - 4.1 Learning and following the American Red Cross Mission Statement, Code of Conduct, and the Principles of the Global Red Cross Network.
  - 4.2 Maintaining their personal profile in Volunteer Connection.

- 4.3 Regularly attending Club meetings and participating in Club activities and events.
5. Duties: Club members will serve and represent the American Red Cross through participation in school or community-based service projects.
6. 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 IV. Officers**

1. The officers of the **The American Red Cross Club at CLU** shall be **President, Vice President, Secretary, and Treasurer**. The officers will form the Executive Board.
2. The Executive Board shall be composed of the elected officers of the Club and shall meet on a regular basis to finalize agenda items, prepare reports, and collaborate on the business of the Club.
3. These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the Club.

##### 3.1 President

- Represent the Club to the local Red Cross unit and school community
- Serve as spokesperson for the Executive Board and the Club
- Club meetings: Prepare for all meetings, prepare an agenda with the secretary for all meetings, preside and facilitate at Club meetings, provide follow-up to organizational tasks, and inform Executive Board of other meeting information
- Utilize the Volunteer Connection: Register/renew your Club each year in the Volunteer Connection, and work with the secretary to record all Club events/activities in the Volunteer Connection
- Club activities: 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

##### 3.2 Vice President

- Club meetings: 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
- Club activities: Serve as liaison to committees, and serve on various Club committees or task forces
- Perform other duties as directed by the President

##### 3.3 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
- Club meetings: Report to Club officers/members on status of funds
- Utilize the Volunteer Connection: 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

#### 3.4 Secretary

- Club meetings: Record and maintain minutes of all Club meetings, distribute minutes to all Club members, Club advisors and appropriate school staff, prepare an agenda with the president for all meetings, and keep Club informed of all activities and meetings
- Utilize Volunteer Connection: 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

#### 3.5 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

4. Qualifications: All officers must be enrolled students in good standing at **California Lutheran University**.
5. Removal From office: Any officer not acting in accordance with the American Red Cross Code of Conduct 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 V Meetings**

1. Regular meetings will be held biweekly.
2. Special meetings will be held in case of an emergency election to replace an officer.

### **Article VI Elections**

1. Officers are elected for the following (academic) year by a simple majority vote of the members present during, or by the time of, the last Club meeting during the current year via anonymous ballot.
2. Nominations for club officer positions can be made by club members from the floor.
3. Officer terms will last for one academic year.
4. In the event of a vote tie, discussion and evaluation with the club advisor as well as the standing president and vice president of the club for further analysis.

### **Article VII Club Finances and Fundraising**

1. Club will notify **Ventura County** 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.

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 **Ventura County** on appropriate solicitation language to honor donor intent.
3. Clubs will seek prior approval from **Ventura County** before seeking donations of the California Lutheran University campus.
4. Club will work with **Ventura County** to report and forward all proceeds within 14 days following a fundraising event.
5. Club financial activity will be managed by **Ventura County** through the balance sheet of the Red Cross. Net contributions raised will be recorded as a monetary contribution.
6. Club is only permitted to open a separate bank account if required by the school. If such a school bank account is required, the Club must work with **Ventura County** to report and forward all proceeds to the Red Cross Unit within 30 days following a fundraising event.
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.

#### **Article VIII. Sponsor / Advisor**

1. A full-time **California Lutheran University** employee or faculty member shall serve as the sponsor/advisor for the Club.
2. The sponsor/advisor for the **The American Red Cross Club at CLU** is **Dr. Michele LeBlanc**.  
  
**mleblanc@callutheran.edu**
3. Term: The sponsor shall serve a minimum term of one full (academic) year. There is no term limit.
4. The sponsor will be a registered volunteer with **Ventura County** in Volunteer Connection.
5. Duties: The sponsor's duties include:
  - Club meetings: Attend Club meetings, 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: Attend goal-setting meeting with Executive Board and/or Club
  - Help maintain history of the Club from year to year
  - Assist Club with election concerns
  - Recognize Club members for achievement and commitment
6. The Sponsor does not have voting rights.

#### **Article IX. Amendments**

1. Amendments to these bylaws consistent with the Club constitution may be adopted at any meeting of the Club in which a quorum is present, provided that a statement setting forth the substance of such proposed action is included in the notice of the meeting.
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.

3. Any active member may propose an amendment to the Club's Constitution in order to ensure that the Club is administered properly.
4. At the final meeting, proposals will be read aloud and all active members will vote on the proposal.
5. A 2/3 majority vote of a quorum of all active members is required to approve an amendment.

## **Article X**

### **Red Cross Unit Contact**

1. The Red Cross Unit Contact is the person ensuring the link between the Club and the **Ventura County** in which the Club resides.
2. The Red Cross Unit Contact for the **The American Red Cross Club at CLU** is **Karen Ferguson, Youth Coordinator – Ventura – Pacific Coast Chapter**  
**Cell: 818-802-5399**  
**Email: karen.ferguson@redcross.org**
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.
  - 3.1 Provide Club with guidance and resources to be successful
  - 3.2 Provide Club with Brand Guidelines and style guidelines and provide guidance about the use of the brand.
  - 3.3 Provide Club access to promotional materials on Brand Central for club recruitment, club member recognition, club events and fundraisers, as needed.
  - 3.4 Integrate Club members into the activities of the local Red Cross unit.
  - 3.5 Provide Club members with volunteer opportunities with multiple lines of service.
4. The Red Cross Unit Contact does not have voting rights and should attend meetings as needed or available.