

**AMERICAN RED CROSS CLUB AT THE UNIVERSITY OF DELAWARE**  
**RSO at the UNIVERSITY OF DELAWARE**  
**November 13, 2005**

**Constitution Guidelines**

**Preamble**

We, the students at the University of Delaware, do hereby form the organization known as "The Red Cross Club at the University of Delaware" for the purpose of bringing college students together so that they may be better prepared for disasters and have opportunities for career growth.

**Articles**

The articles should contain:

- I. The organization shall be known as "The Red Cross Club at the University of Delaware".
- II. In order to accomplish the main purpose of The Red Cross Club at the University of Delaware, monthly meetings will occur with the officers. The meetings are designed so that the officers can plan how students may grow in their disaster preparedness, have a community with other students, and learn about internship and career opportunities with the American Red Cross
- III. The American Red Cross is a national organization which is broken into both regional and local levels. The local area level in Wilmington, DE is called "The American Red Cross of the Delmarva Peninsula". The regional level is known as the Mid-Atlantic Service Area.
- IV. Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group may be members of The Red Cross Club at the University of Delaware. A member is a person who has approached one of the officers and has asked to be a member. Any student, regardless of age or year, may be a part of The Red Cross Club at the University of Delaware. There are no dues nor are students required to administer a certain amount of volunteer hours. Everything that the students do is voluntary. As far as group size, there are no restrictions.
- V. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official Student Handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. By becoming a member of The Red Cross Club at the University of Delaware, a student may attend monthly meetings at the University of Delaware where the student can grow in his/her preparedness and have a community with other students at the University of Delaware.
- VII. The Red Cross Club at the University of Delaware will allow associate and graduate students and alumni to attend the monthly meetings. It will not be possible for them to become members of the organization on campus. There will be no honorary members.
- VIII. There is no attendance policy for this organization. Membership and attendance are both voluntary.
- IX. Discipline for a member of the organization will be held on an individual basis and determined by the officers. Discipline will come in the form of not being able to attend monthly meetings or asked to leave the organization.

**X. Officers**

**Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report) and Summer Contact Information. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. The president, with the vice-president, will have monthly meetings with the faculty advisor

**Section 2: Vice-President** - The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student

Organizations and business promotions. The vice-president, with the president, will have monthly meetings with the faculty advisor.

**Section 3: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall have all checks signed by the office of Activities and Programs at the University of Delaware that are written by the organization for the purpose of the organization and maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

**Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary will serve as the organization historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

**Section 6: Web Master** - The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

**Section 7: Qualifications for Officers** - All Officers must be full time matriculated undergraduate students at the University of Delaware. Any potential officer must be able to complete a full calendar year (i.e. no second semester seniors).

**Section 8: Election of Officers** – Elections will be held every April by a secret ballot. In order to run for an office, members of The Red Cross Club at the University of Delaware will be asked to submit a form requesting which office they are running for. Any registered member of The Red Cross Club at the University of Delaware may run for office and vote for officers. To vote, 80% of the members must be present. The new roles will take place at the beginning of each school year. If there is a tie, a re-vote will occur. In the case of another tie, both members will have the title and split the duties. Each officer may hold his/her position for one year with a chance for re-election every year.

**Section 9:** An officer may be removed after a member brings a legitimate claim to the officers in private or the whole group during the weekly meetings. The President (or vice-president if the president is being asked to leave) will meet with the faculty advisor and the other officers to discuss future actions. Removal and discipline will be determined by this meeting.

**Section 10:** Resignations may occur at any time during the year. If an officer would like to retire from his/her duties, a written request must be presented to the board of officers and the faculty advisor. After a two week period, the student will be relinquished of his/her duties.

**Section 11: Officer Transition** - Officers should be elected in the spring semester for positions in the next fall and spring semester. A spring election will allow time for orientation to take place. By electing in the spring, the former officers will continue to be available to train new officers. This will occur in the month of April.

- XI. There will be one meeting a month with all of the members of the organization. They will be held on campus in one of the activity rooms. The meetings will be called "The Red Cross Club at the University of Delaware Member Meetings." The officers will also meet once a month to discuss the business aspects of the organization
- XII. No dues will be collected or required to be a member of the organization.
- XIII. The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote or simple majority is generally required to approve by-laws or changes in existing by-laws.
- XIV. Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
- XV. Committees will occur only if necessary. At the time, no committees are needed for the organization

- XVI. A faculty advisor has already been assigned to The Red Cross Club at the University of Delaware. The advisor must be very familiar with the organization of The American Red Cross.
- XVII. The University of Delaware shall inherit the assets of "The Red Cross Club at the University of Delaware" should the group become defunct.
- XVIII. 50% of the members are the minimum number of members who have to be present at a meeting in order for business to be conducted legally. It is a protection against the possibility that a small number of individuals within an organization might come together and transact business in an under representative way.
- XIX. **Rules for Ratifying the Constitution** - Requires a 2/3 or simple majority vote of the organization and approval by the Activities and Programs Office.
- XX. **Rules for amending the Constitution** - Requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.
- XXI. **Signatures**

Organizational <sup>vice</sup> President- Patrick Riley (PRINT NAME)  
Pat Riley (Signature) Date- 12/9/05

Advisor- \_\_\_\_\_ (PRINT NAME)  
 \_\_\_\_\_ (Signature) Date- \_\_\_\_\_

Program Coordinator For Leadership Development-  
Lalena Long (PRINT NAME)  
Lalena Long (Signature) Date- 12/9/05