

The Constitution of The American Red Cross Club at Stony Brook University

With the support of the American Red Cross Greater New York Chapter, The American Red Cross Club of Stony Brook University will educate the community in skills necessary to prepare for, prevent, and respond to disasters. We also aim to provide Red Cross educational services and outreach to the local community in the form of voluntary service.

Article 1 Establishment and Rights

1. Name Of Organization

1. The name of the organization shall be The American Red Cross Club at Stony Brook University, herein referred to as the Association.

2. Membership

1. All undergraduates of Stony Brook University may join the Association. There shall be three forms of membership; New, Active, and Inactive.
2. New members shall be defined by not having yet attended three (3) general body meetings within one semester. Upon the New Members attendance of three (3) meetings, they shall be considered an "Active" member.
3. Active members shall be defined as a member who has completed the requirements of New Membership. And one who has completed either of the following:
 - a. has attended one (1) of the past two (2) general body meetings
 - b. has attended half of the semester's events.
 - In the case of there being an odd number of events, the required event attendance will equal: Number of Events held²⁻¹²
4. Inactive members shall be defined as an Active member who has missed two (2) consecutive general body meetings or has not attended half of the semester's events.
5. Those considered "Active" shall be the voting membership of the Association.

3. General Body Meetings

1. The Association shall meet at least twice a month excluding University breaks and vacations.
2. Quorum shall be defined as one more than half of the active voting membership of the Association.

3. All meetings shall be conducted in compliance with *New York State Open Meetings Law*, and *Roberts Rules of Order, Newly Revised*.
4. Supremacy
 1. The American Red Cross Club at Stony Brook University, an organization of the Undergraduate Student Government, accepts the supremacy of the policies and procedures of the Undergraduate Student Government and shall operate in compliance with the same.
 2. Secondary to the Undergraduate Student Government, the Association follows the supremacy of the charter of the local American Red Cross Chapter.

Article 2

Executive Board

1. Executive Board Members must remain an active member throughout their term of service and attend 75% of the total general body meetings held as well as all regularly scheduled Executive Board Meetings, with the exception of extenuating circumstances that do not permit attendance.
2. The Executive Board shall consist of the following:
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Historian
 6. Public Relations
 7. Health & Safety
3. The President Shall;
 1. Be responsible for the registration of the club to the Student Activities Office and to the Undergraduate Student Government in timely manner;
 2. Be the Chair of all meetings of the General Body and Executive Board and shall set the agenda for the same;
 3. Be the official representative of the Association to University and external entities, including but not limited to the Undergraduate Student Government and the Student Activities Office as well as the local American Red Cross Chapter and
 4. Have the sole authority to appoint members to volunteer positions and committees of the Association at their discretion.
4. The Vice-President Shall;
 1. Assume the authority and role of the President in the temporary or permanent absence of the President; and
 2. Promote order during executive and general meetings; and
 3. Further fulfill any task or role delegated by the President.

5. The Secretary Shall;
 1. Keep a Journal or Record (minutes) of the proceedings of the Executive Board and General Body Meetings;
 2. Act as the liaison to the local American Red Cross chapter; and
 3. Keep all executive board members informed on times and dates of all executive board meetings; and
 4. Further fulfill any task or role delegated by the President.

6. The Treasurer Shall;
 1. Maintain the finances of the Association and draft an annual budget proposal to the Undergraduate Student Government;
 2. Submit the annual budget proposal to the Undergraduate Student Government in a timely manner;
 3. Deliver biweekly reports of the State of the Finances of the Association;
 4. Manage all of the fixed assets of the Association; and
 5. Further fulfill any task or role delegated by the President.

7. The Historian Shall;
 1. Maintain the attendance (both meeting and event) for all members on a per semester basis;
 2. File, organize and maintain all club related materials (papers, banners, flags, materials);
 3. Photograph, and in other ways deemed appropriate, document meetings and events; and
 4. Further fulfill any task or role delegated by the President.

8. The Public Relations Agent (P.R.A.) Shall;
 1. Update and maintain all club related social networks of Blackboard, Facebook, Twitter, etc.;
 2. Inform current members and interested members of upcoming events and meetings regarding the Association and the local American Red Cross chapter;
 3. Have the power to appoint a Public Relations Committee, as needed, with a four-sevenths (4/7) affirmative majority vote of the entire voting membership of the Executive Board when the committee exceeds three (3) persons (not including the Public Relations Agent); and
 4. Further fulfill any task or role delegated by the President.

9. The Health and Safety Administrator Shall;
 1. Be responsible for the organization of Red Cross related certification courses. (This includes but is not limited to the booking of a room/s, the arrangement of an instructor/s and acquisition of necessary supplies); and

2. Make a presentation regarding health and safety updates as issued by the American Red Cross at least once (1) per semester during a regularly scheduled general body meeting; and
3. Further fulfill any task or role delegated by the President.

10. Executive Board Meetings

1. The President shall designate a time and place for the Meetings of the Executive Board. The Meetings shall generally consist of reports from each Executive Board Officer and discussion of upcoming events and meetings.
2. Upon the designation of a mutually convenient meeting time, the Executive Board shall meet at least once every week, excluding University Breaks and Vacations.

11. Vacancies

1. In the event of the vacancy of the President, the Vice-President shall assume the Office of the President. In the event of the vacancy of the Vice-President, Treasurer, Secretary, Historian, Public Relations Agent, or Health or Safety Administrator, the President shall call a special election for the replacement. The new officer shall serve the remainder of the term of the officer who vacated the office.

Article 3 Elections

1. Voting Rights

1. The right of the active members of the Association to vote shall not be denied or abridged by the Association or its Officers.

2. Requirements

1. Individuals seeking the Offices of President, Vice-President, Secretary, Treasurer, Historian, Public Relations Agent, or Health and Safety Administrator must have attained at least one (1) semester of membership and be considered an "Active" member during the entire election period.

3. Management of Elections

1. The Executive Board, in coordination with the Advisor of the Association, shall establish an Elections Committee responsible for the management of free and

open elections. The members of such committee may not include individuals currently seeking an office within the Association.

4. Procedure

1. Nominations shall originate from the general body the meeting prior to the election and be seconded and accepted by the nominee.
2. All officers shall be elected by a majority vote of active members present, quorum shall be necessary for all elections.

5. Terms

1. The term of office for Officers on the Executive Board shall conclude on the First of June and the terms of their successors shall then begin.

Article 4
Removal

Removal

1. The Officers of the Executive Board of the Association shall be removed from office by impeachment for, and conviction of, material violations of this Constitution, failure to remain within compliance with the policies and procedures of the Undergraduate Student Government, a failure to faithfully execute the duties of their office, bribery, or other high crimes and misdemeanors.
2. In the interest of protecting the accused, no written accusations are required, nor is impeachment required for removal. Additionally, all discussion about disciplinary matters must take place in Executive Session. There shall be two methods in which an Officer of the Association may be removed from their Office.
 1. Any Executive Board Officer may be removed from their position by a five-sevenths (5/7) affirmative majority vote of the entire voting membership of the Executive Board.
 2. Any Executive Board Officer may be removed from their position by a two-thirds (2/3) affirmative majority vote of the entire active voting membership of the General Body.
 3. Upon the removal of an Executive Board Officer, the Officers' position shall be considered vacant. In the case of the removal of the President, the Vice-President shall become President and the Vice-President's position shall be considered vacant. A special election for any vacancy shall be held within the next two meetings of the General Body for the vacant position, but only after all members have been notified at least two (2) school days prior to the special election.
3. Removed officers or dissenting members may appeal a removal to the USG Judiciary by filing a brief before the special election is held to fill the vacancy. A

removed officer is still a voting member, and must be notified at least two (2) school days prior to the special election.

Article 5 Amendments

Whenever the voting membership of the Association shall deem it necessary, it shall propose Amendments to this Constitution and shall call a convention for proposing amendments, which shall be valid to all intents and purposes, as part of this Constitution, such amendments shall be ratified by a three-fourths affirmative majority vote of the Voting Membership. All amendments shall be appended to the end of this Constitution and not inserted therein.

Article 6 Dissolution

In the event of the dissolution of the Association, all funds and assets of the Association shall be returned to the Undergraduate Student Government.