



**American  
Red Cross**

Youth Engagement

**CONSTITUTION OF THE JAMES S. RICKARDS HIGH SCHOOL RED CROSS CLUB  
2022-2023**

**Article I. Name**

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

**Article II. Authority**

1. The Rickards Red Cross Club is functioning under the guidance and auspices of the North Florida Region of the American Red Cross, hereinafter "region" is considered an extension of that Region/Station rather than an independent Red Cross entity.

**Article III. 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 Rickards Red Cross Club 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 blood, fundraising, education and preparedness, International Humanitarian Law, and social engagement.
  - 2.1 All service projects beyond the required three will fall into the lines of service in the American Red Cross:
    - Biomedical Services
    - Disaster Cycle Services
    - International Services
    - Service to the Armed Forces
    - Training Services
  - 2.2 Any activities that are not mission-related will first be approved by the North Florida Region of the American Red Cross.

**Article IV. Membership**

1. The Rickards Red Cross Club will consist of currently enrolled students or active members of James S. Rickards High School in the North Florida region.
2. Club will have a minimum of four active members.
3. Members of Rickards Red Cross are considered volunteers for the American Red Cross and must register with the North Florida region of the Red Cross and in Volunteer Connection.
  - 3.1 All Club members must complete all volunteer application steps in Volunteer Connection to become a registered American Red Cross volunteer.
  - 3.2 All Club members must attend a volunteer orientation given by The North Florida region of the Red Cross.
  - 3.3 Club members under the age of 13 must complete a parental/guardian consent form as part of the volunteer application process.
  - 3.4 Club members 18 years of age or older must complete a background check as part of the volunteer application process.
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 Registering on Volunteer Connection, maintaining their personal profile and regularly submitting volunteer hours.
- 4.3 Regularly attending Club meetings and participating in Club activities and events.

**4.4 Complete at least 5 hours of Red Cross service per semester**

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 V. Officers**

1. The officers of the Rickards Red Cross shall be President, Vice President, Secretary, Webmaster, Social Media Executive, and Events Chair. The officers will form the Executive Board.
2. The Executive Board shall be comprised 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 Red Cross Region 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 Volunteer Connection: Register/renew your Club each year in Volunteer Connection, and work with the Secretary to record all Club events/activities and volunteer hours in 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 Regional Red Cross Club 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 and submit hours
- Maintain Club Constitution: Direct updates and revisions to Constitution
- Help coordinate Executive Board transition and 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 Volunteer Connection: Work with the Secretary to record all Club fundraising events/activities in Volunteer Connection
- Maintain regular contact with Regional Red Cross Club 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 Advisor, 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 and volunteer hours in Volunteer Connection, maintain calendar of events, and maintain contact directory (including phone and email) of all Club members
- Perform other duties as directed by the President

#### 3.5 Committee Lead

- Be prepared to share committee activities/updates at the Club meetings
- Committee Meetings: Hold committee meetings, attend all committee meetings, set standards and establish goals for the committee, and assign duties for committee members
- Club activities: Ensure that all committee activities are related to the mission of the Red Cross, work with the Secretary to make sure that all committee activities and volunteer hours are recorded in Volunteer Connection
- Perform other duties as directed by the President

#### 3.6 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 officers 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 of James S Rickards High School and registered American Red Cross volunteers.

5. Election: 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.

5.1 Officer terms will last for one academic year.

5.2 In the event of a vote tie, the previous executive board will determine the officers.

6. 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 they hold may be removed from office by a majority vote by the membership.

### **Article VI. Regional Red Cross Club Contact**

1. The Regional Red Cross Club contact is the person ensuring the link between the Club and the North Florida Red Cross region in which the Club resides.

2. The Regional Red Cross Club contact for the **Rickards Red Cross** is  
ShaRonda Green  
904-760-9308  
sharhonda.green@redcross.com
3. Duties: Support and guide the Club in its service engagement as well as inform the Club about opportunities at the regional 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 Red Cross Region.
  - 3.5 Provide Club members with volunteer opportunities with multiple lines of service.
4. The Regional Red Cross Club contact does not have voting rights and should attend meetings as needed or available.

#### **Article VII.**

##### **Sponsor/Advisor**

1. A Rickards High School employee, faculty member or approved parent/guardian shall serve as the Sponsor/Advisor for the Club.
2. The Sponsor/Advisor for the Rickards Red Cross is  
Ms. Angela Madden  
850-414-5500.  
maddena@leonschools.net
3. Term: The Sponsor/Advisor shall serve a minimum term of one full (academic) year. There is no term limit.
4. The Sponsor/Advisor will be a registered volunteer with North Florida in Volunteer Connection.
5. Duties: The Sponsor/Advisor'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 Regional Red Cross Club contact and Executive Board
  - Provide developmental activities to the Executive Board to assist in developing group cohesiveness
  - 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/Advisor does not have voting rights.

#### **Article VIII.**

##### **Quorum and Voting**

1. A quorum shall constitute a minimum of 50% of the membership in attendance at a scheduled meeting. The process for general decision-making, including the expenditure of funds, shall be a simple majority of a quorum, unless otherwise specified in this Constitution.

2. The Executive Board may, with a majority vote, authorize expenditures of up to \$ **100** for routine operational expenses.
3. Changes to this Constitution require quorum and a 2/3 vote to pass.

**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 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 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.
- 6.

**Article X. Club Requirements**

1. Club will submit a Club Constitution to the North Florida Region of Red Cross at the start of the school year.
2. Club will submit/renew an annual Red Cross Club Registration in Volunteer Connection.
3. Club will adhere to the Principles of the Global Red Cross Network while conducting their activities.
4. Club will track Club activities/service projects and volunteer hours in Volunteer Connection.
5. Clubs will follow brand and style guidelines when using the Red Cross name and logo in external communications, including in connection with all fundraising activities.
6. Clubs will follow American Red Cross social engagement and online presence guidelines and obtain Red Cross region approvals prior to creating any social media accounts or websites.

**Article XI. Club Finances and Fundraising**

1. Club will notify the North Florida Region 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 Region 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 the North Florida Region on appropriate solicitation language to honor donor intent.
3. Clubs will seek prior approval from the North Florida Region before seeking donations to the Hames S Rickards High School campus.
4. Club will work with the North Florida Region to report and forward all proceeds within 14 days following a fundraising event.

5. Club is only permitted to open a separate bank account if required by the school. If such school bank account is required, Club must work with the North Florida Region to report and forward all proceeds to the Red Cross Region within 30 days following a fundraising event.
6. Club can use the 501(c)(3) status of the American Red Cross as long as activities and purchases are authorized by and conducted under the auspices of the Red Cross.

This constitution is adopted by the **Rickards Red Cross** on the 24<sup>th</sup> of August, 2022 for the 2022-23 school year.

Club President's Name (print)	Signature	Date

Sponsor/Advisor's Name (print)	Signature	Date

Regional Red Cross Club Contact's Name (print)	Signature	Date