

## **University of Rochester**

### **River Campus Medical Emergency Response Team (R/C MERT) Constitution**

We the students, faculty and staff of the University of Rochester *River Campus Medical Emergency Response Team* enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this group.

#### **Article I. Purpose of organization**

We are a volunteer organization of students, faculty and staff who are committed to providing a Basic Life Support level of emergency medical care to any person in need of such services while on the University of Rochester, River Campus and adjacent University properties, under the Article 30 and 30A of the State of New York Health Law for Emergency Medical Services. Membership within this organization is open to any University of Rochester student or staff member who shares this ideal.

#### **Article II. Meetings**

Section A. A general membership meeting is valid if a quorum, plus four Executive Board (E-board) members are present.

Section B. Definition of Quorum

1. An executive quorum of E-board members will be defined as either the Director of Operations or the Assistant Director of Operations plus four other officers.
2. A quorum of the general membership will be defined as one half plus one of the active members.

#### **Article III. Membership and Voting**

Section A. Membership

1. Eligibility: all students, faculty and staff are eligible for membership in R/C MERT.
2. Membership within this organization is open to any University member who shares our goal to provide First Response, Basic Life Support level emergency medical care to any person in need of such service. Membership applications are available from the selection committee designated by the E-Board.
  - a. Minimum requirements to maintain active membership status will be decided by the E-board but includes not missing, without being excused, more than one General Membership meeting per semester. An active member must also have appropriate CPR certification or be willing to be trained in CPR during the next possible CPR class after joining R/C MERT. An active member must also have completed or be willing to complete an Occupational Safety, Health Administration (OSHA) and Blood Borne Pathogens (BBP) class each year, as required by New York State law, and any other training as required by the E-board, MLREMS, and NYS DOH.
  - b. If a member cannot fulfill the above mentioned requirements, he/she will be placed in probationary status.
  - c. If a member on probationary status fails to meet the requirements including the length to achieve these requirements set forth by the E-board for their achieving active status their membership will be revoked.

3. Membership into the organization will be limited to a number designated by the E-board.
  - a. Members will be chosen by the membership selection committee
    - i. The membership selection committee shall choose an appropriate number of applicants, based on qualifications of the applicants and needs of the organization.
  - b. The limiting of membership shall be grandfathered in so that all members in good standing of R/C MERT at the time of the ratification of this constitution shall maintain their position in the organization as long as they remain in good standing.
  - c. Applications to R/C MERT will be accepted at specific times during the year to be designated by the E-board.
  - d. Necessary requirements to be considered for membership in R/C MERT will be decided upon by the E-board.

#### Section B. Voting

1. Voting on any issue is official only if the meeting is valid
2. All active members have one vote on a given issue (e.g. E-board members cannot be given extra weight for their vote).
3. All voting shall be taken by a raised hand vote unless another voting method is decided upon by the Director of Operations or Assistant Director of Operations.

### **Article IV. Officers and Qualifications**

#### Section A. Qualifications

1. Director of Operations and Assistant Director of Operations must have previously served at least 14 academic weeks on the R/C MERT E-board.
2. Director of Operations and Director of Training must be an active Crew Chief and a Field Training Officer (FTO).
3. A Crew Chief is defined as a person who has successfully completed every item on the R/C MERT Crew Chief clearing protocol.
4. A Field Training Officer is defined as a Crew Chief who has successfully completed every item on the R/C MERT FTO clearing protocol.
5. All other E-board positions will be available to all active members.
6. All E-board members must be approved by the Security Program Advisor.

#### Section B. Duties of Officers

1. All E-board members must be members of R/C MERT.
2. All officers shall promote active recruitment of new members.
3. All E-board members must enforce this group constitution.
4. All E-board members are responsible for knowing the sections of the Students' Association constitution and by-laws that apply to this group.
5. The Director of Operations must preside over meetings, delegate tasks to appropriate personnel based on the needs of the organization, oversee and delegate all operational and day-to-day matters of the organization, act as liaison with all necessary advisors and administrators and mediate grievances within the organization.
6. The Secretary shall be responsible for keeping an accurate list of R/C MERT members to be presented for inspection upon request of any member, or member of the Students' Association.

7. The Secretary shall take minutes and roll, create and maintain membership records. Maintaining a copy of this constitution and various other relevant R/C MERT documents, and perform other various tasks as requested by the Director of Operations.
8. The Assistant Director of Operations shall handle disciplinary issues, assist the Director of Operations whenever requested to do so, be prepared and able to take over in the event of the Director of Operations' vacancy of office or inability to act in the capacity of Director of Operations, and act in the capacity of Chief Financial Officer, maintaining a detailed record of all finances and transactions and various other tasks as requested by the Director of Operations.
9. Director of Training shall oversee and organize the all training sessions, academic courses, any continuing medical education material, and all other tasks as requested by the Director of Operations.
10. Assistant Director of Training must be a New York State Certified EMT-B and shall assist the Director of Training by performing all training related tasks as requested by the Director of Training and be prepared and able to take over in the event of the Director of Training's vacancy of office or inability to act in the capacity of Director of Training. The Assistant Director of Training must also perform various other tasks as requested by the Director of Operations.
11. Scheduler/Webmaster shall maintain the R/C MERT scheduling webpage, track the number of shifts for each member, ensure that all shifts are covered, organize formally requested stand-bys, and other tasks as requested by the Director of Operations.
12. Equipment Officer shall handle all ordering of equipment, act as a liaison to the UHS Budget Manager, maintain records of issued equipment, prepare a budget, ensure all equipment carried by crews is present, sanitary, and functional. Also shall maintain a running inventory of medical equipment owned by R/C MERT and other tasks as requested by the Director of Operations.
13. Public Relations Officer shall organize all interviews, speeches and presentations requested of R/C MERT, prepare an annual and impact report, increase the general public's awareness of R/C MERT and other tasks as requested by the Director of Operations.
14. All medically operational and day-to-day functional decisions will be made by elected officers during the E-board meetings which are open to attendance by the general membership.
15. The Director of Operations reserves the right to close E-board meetings for reasons s/he feels it inappropriate to talk about in an open session.

#### Section C. Nominations and Elections

1. Procedures
  - a. The Director of Operations, Assistant Director of Operations, and Director of Training will be nominated by the outgoing E-board.
    - i. After nominations, the general membership must have a vote of confidence on the selection. If the general membership does not give a vote of confidence, the process must be repeated.
    - ii. A vote of confidence shall be defined as a majority vote from the general membership.
  - b. All other E-board positions will be elected directly by the general membership.

- i. All eligible members must announce their candidacy for a particular E-board position, by a date determined by the outgoing E-board.
  - ii. All nominees will be offered a chance to make a speech maximum of three minutes in length as to why they should be elected.
  - iii. Once all the candidates for a given position have spoken on their behalf, a vote will be taken in a means previously decided upon by the outgoing E-board.
  - iv. Whichever candidate has a plurality of the vote will be elected to that position.
  - v. Those who were not elected will be given the opportunity to run for any remaining E-board position for which they are eligible.
  - vi. In the case of a tie there will be a run-off between the two leading candidates.
  - vii. The outgoing E-board will specify and announce to the general membership the order of voting prior to elections.
2. Elections shall occur between February 1<sup>st</sup> and March 1<sup>st</sup>.
  3. Term of office shall begin following a no more than one month transitional period, after which the incoming officers shall be installed as the acting E-board officers.

#### Section D. Vacancies and Resignations

1. Following a vacancy of an office, the position is to be filled in accordance with the specifications listed.
  - a. In the event that the Director of Operations position becomes available, the Assistant Director of Operations will assume the administrative role of Director of Operations until such time as the E-board elects a permanent replacement in the same manner outlined in Section D 1c.
  - b. In the event that the Director of Training position becomes available, the Assistant Director of Training will assume the role of Director of Training until such time as the E-board elects a permanent replacement in the same manner outlined in Section D 1c.
  - c. In the event that any other E-board position becomes available, the remaining E-board members will elect a replacement followed by a vote of confidence by the general membership.
2. If a vote of no confidence on any E-board member is to take place, it must be given an official meeting's notice. Any member of the group can call for a vote of no confidence.
3. A vote of no confidence shall be defined as a 2/3 affirmative vote of the general membership.
4. An office is declared vacant by a vote of no confidence.

#### Section E. Provisions of Advisors

1. The Security Program Advisor shall have a vote and input in all decisions approved by the R/C MERT E-board or general membership.
2. University of Rochester Security Services will support R/C MERT by providing a dispatcher, supplying and maintaining communications equipment, provide other assistance and services as deemed necessary and appropriate by both organizations and providing an advisor.

### Article V. Finances

Section A. Student's Association members shall receive priority at SA funded events conducted by R/C MERT.

Section B. Funding

1. R/C MERT shall request funding from Security Services for communication support and designated services.
2. R/C MERT shall request funding from University Health Services for medical supplies, general membership training fees and other associated costs with running a volunteer first responder student organization.

## **Article VI. Amendments**

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

## **Article VII. Adoption of the Constitution**

Section A. Two-thirds of the general membership must approve this constitution.

Section B. This constitution will be ratified upon approval of the Senate and the signature of the Speaker.

Section C. This constitution should not conflict with the Students' Association constitution or by-laws.

## **Article VIII. By-laws**

Section A. Provision for adoption of by-laws is to be listed in this constitution.

Section B. At least a majority of the membership must approve the by-laws.

Section C. By-laws should not conflict with this constitution or the Students' Association constitution or by-laws.

## **Article IX. Hazing Policy**

The harassment of one individual by another individual or group (sometimes called hazing) is not permitted by the River Campus Medical Emergency Response Team. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

## **Article X. Discrimination Policy**

The University of Rochester River Campus Medical Emergency Response Team does not discriminate against any individual or group of individuals on the basis of race, color, sex, sexual orientation, national or ethnic origin, age, handicap, or religious affiliation.

## **Article XI. Disciplinary Action**

Section A: Provisions for Disciplinary Action

1. An incident report must be submitted in order for the Executive Board to discipline a member. The report must warrant further investigation by the Director of Operations, Assistant Director of Operations or Security Advisor in order for disciplinary action to be pursued.

2. Grounds for disciplinary action, include, but are not limited to, the breaking of chain of command, negligent patient care, undermining the operation of R/C MERT, and general inappropriateness or unprofessional behavior.
3. All disciplinary action will be considered ongoing until any requested appeal has been completed and final disciplinary action has been determined.
4. The Disciplinary Committee shall assist the Assistant Director of Operations to determine appropriate action for the documented offense/offenses.
  - a. The Disciplinary Committee must be composed of 3 non-executive board members.
  - b. The Disciplinary Committee must be composed of members without any history of major disciplinary action taken against them. Disciplinary Committee members may be removed and replaced from the Disciplinary Committee in the event that disciplinary action is brought against them.
  - c. The Disciplinary Committee, when formed, may not contain any members who are expected to graduate the same semester of appointment.
  - d. The Disciplinary Committee will be selected by the Assistant Director of Operations via solicitation and selection of applications.
  - e. The Disciplinary Committee will serve for the elected term of the Assistant Director of Operations. Incoming Assistant Director of Operations will have the opportunity to select a new Disciplinary Committee.
  - f. The identities of the members of the Disciplinary Committee are to be known only to the Assistant Director of Operations.
5. Final disciplinary action will be determined by the Assistant Director of Operations, with input when appropriate from the Security Advisor and Director of Operations. The member being disciplined will be notified of disciplinary decision by email and written letter delivered in person within one week of determination of disciplinary action.
  - a. In the event that disciplinary action is brought against the Assistant Director of Operations, final disciplinary action will be determined by the Director of Operations in conjunction with the Security Advisor.
6. If the member in question wishes to appeal the disciplinary sanctions decided upon, they may appeal to either the Director of Operations or to the entire executive board to either affirm or reevaluate the sanctions.
  - a. Appeal to the Director of Operations
    - i. If the member wishes to appeal to the Director of Operations, the member must notify the Assistant Director of Operations via email and hand delivered written letter within one week of receipt of Disciplinary Committee ruling.
    - ii. The Director of Operations will be notified by the Assistant Director of Operations of the request for an appeal and be informed of the details of the incident, and will meet with the member to discuss the reasons for an appeal.
    - iii. The Director of Operations in conjunction with the Security Advisor will, after being informed of the details of the disciplinary action and by meeting with the appealing member and the Assistant Director of Operations, either affirm or overturn the disciplinary ruling of the Assistant Director of Operations. Should the decision of the Assistant

Director of Operations be overturned, the Director of Operations will write a recommendation to the Disciplinary Committee citing reasons for overturning the original disciplinary action and modifications to the disciplinary action. The Director of Operations will also notify the appealing member of the determination of final disciplinary action via email and written letter delivered in person within one week of determination of action.

b. Appeal to the Executive Board

- i. If the member wishes to appeal to the Executive Board, the member must notify the Assistant Director of Operations via email and hand delivered written letter within one week of receipt of disciplinary committee ruling.
- ii. The member will be notified to attend a meeting of the Executive Board. During the closed section of the Executive Board meeting, and in the absence of the member in question, the Assistant Director of Operations will inform the Executive Board of the details of the incident in question and the reasons for the chosen disciplinary action. The member will then have an opportunity to verbally present their reasons for an appeal to the Executive Board and may respond to any questions the Executive Board may have. The Assistant Director of Operations may be present during the member's appeal presentation but may not participate except in the event of clear misrepresentation of facts.
- iii. The Executive Board will remain in session in the absence of the Assistant Director of Operations and the appealing member and vote to either accept or overturn the disciplinary action. A simple majority is needed to determine action.
- iv. In the event that the Executive Board votes to overturn the Assistant Director of Operation's determined disciplinary action, the Executive Board will determine and vote on alternative disciplinary action. The Director of Operations will submit a written report of the determined disciplinary action in person to the appealing member.