

CONSTITUTION OF RPI AMBULANCE

Amended through:

Ratified by the General Membership September 23, 2014

Approved by the Union Executive Board October 23, 2014

ARTICLE I: NAME

The name of this organization is RPI Ambulance of Rensselaer Polytechnic Institute in Troy, New York.

ARTICLE II: PURPOSE

Section 1: The purpose of RPI Ambulance is twofold. The first is to provide emergency medical services to the RPI community. The second is to provide educational programs in the field of emergency medicine for members of the organization and the RPI community. To achieve this purpose we shall:

- A. Conduct, encourage, and participate in emergency medical training and safety education for all interested parties.
- B. Assist other civic organizations in promoting better health standards and awareness for the general public.
- C. Provide emergency medical services, including both emergency and non-emergency transport, to and from the primary operating territory. All emergency medical services are provided without charge to all members and guests of the RPI community when they are on the RPI campus or in approved housing.
- D. Provide ambulance standby and/or first aid station coverage for functions held on the RPI campus as per the RPI Ambulance Standard Operating Procedures.
- E. Provide emergency medical services to Rensselaer County in accordance with the Mutual Aid program as outlined in the Standard Operating Procedures.

Section 2: No part of the income or assets of this organization shall go towards the personal benefit of any advisor, officer, or member of this organization.

ARTICLE III: MEMBERSHIP

Section 1: Membership is open to anyone who files an application with the Vice President and fulfills the requirements as set forth by the Rensselaer Union. It is the policy of the Rensselaer Union and this organization to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, sex, color, religion, national origin, age, sexual orientation, or disability for all aspects of club activities. All club members must adhere to all Rensselaer Union guidelines, and are subject to all Rensselaer Union and Institute standards and disciplinary procedures.

Section 2: Each member must renew membership by attending one of the following per semester: General Body Meeting, Officer Board Meeting, spending a full night on crew, one official standby event, or by providing written notice to the Officer Board.

Section 3: Membership will not guarantee eligibility for participation in Emergency Operations, including but not limited to night crews, event standbys, and 911 dispatches. Eligibility for participation in Emergency Operations shall be defined in the Standard Operating Procedures and shall include the requirement that personnel are of at least 18 years of age at time of participation. Participation in club activities is not limited to those at least 18 years of age, but Emergency Operations activity is.

Section 4: Classification of Membership.

- A. Regular members are defined as currently enrolled and registered RPI students who have paid the Rensselaer Union full time activity fee. Only regular club members may compete on behalf

- of the club if the club represents RPI in competitive events with other schools or organizations.
- B. Affiliate members are defined as continuing education, part-time students, and non-activity fee-paying degree-completion students, RPI faculty, staff, alumni, and spouses of all of the above. Students registered at Russell Sage College and Hudson Valley Community College shall also be eligible for affiliate membership, pending approval by the general body as defined in Article III Section 5 Part C-1.
 - 1. Affiliate members may participate in club activities. However, they may not vote, hold office, or serve as regular committee chairpersons (except with special Rensselaer Union Executive Board approval). The total number of affiliate members shall not exceed one-third of the organization's total membership.
 - C. Associate membership shall be those who are not eligible to be regular or associate members because they are not affiliates or with the Rensselaer Union or Rensselaer Polytechnic Institute.
 - 1. Associate membership status must be approved by the club for each volunteer member on an annual basis and such membership shall not exceed 5% of the club's membership without the annual approval of the Rensselaer Union Executive Board.
 - 2. Associate members may participate in club activities. However, they may not vote, hold office, or be regular committee chairpersons (except with special Rensselaer Union Executive Board approval).

ARTICLE IV: OFFICERS AND ELECTIONS

Section 1: The officers of RPI Ambulance, in order of election, are: President, Captain, First Lieutenant, Second Lieutenant, and Vice President.

Section 2: No member may concurrently hold more than one elected office within the organization, unless required temporarily to do so by another's inability as required in Article IV Section 3.

Section 3: In order to be eligible to run for a position, candidates must have at least a 2.75 cumulative GPA. Proof must be submitted to the current Officer Board during the two weeks between nominations and elections. If a nominee does not meet this minimum requirement, they may submit an appeal to the Officer Board.

Section 4: In the event of the resignation or removal of an officer, the office shall be filled at the earliest convenient opportunity. If, for any reason, an election cannot be held within a reasonable period of time, the following shall occur:

- A. The highest-ranking administrative or medical officer available will assume the duties of the office from the time it is vacated until the office is permanently filled. If the office of the President or Captain is vacant, then the highest officer in line will take over the duties of the office.
- B. The President or Captain may appoint a temporary acting officer to that administrative or medical office, respectively, until the office is filled by an election. The appointee must be approved by the Officer Board at the next meeting.
- C. If all possible candidates are contacted, in advance and in person by at least one member of the Officer Board, about running for the position, an emergency election may be held to fill the vacant office at the next General Body Meeting.

Section 5: Election Procedure.

- A. The regular election shall take place during the first General Body Meeting of April of each year,

at which all elected offices must be filled.

- B. Elections will be moderated by the President. In the event that the current President is again running for an officer position, election moderation responsibilities will be delegated to the next most senior officer who is not running for a position. Elections will be run according to Robert's Rules of Order.
- C. Nominations for the office shall take place during the General Body Meeting preceding the elections. Additional nominations may be made from the floor at the election General Body Meeting.
- D. Nominations shall be posted at least one week prior to the Elections General Body Meeting at the Rensselaer Union, the RPI Ambulance Office, the RPI Ambulance website, and included in an email to the membership list.
- E. Only regular members as defined by Article III Section 5 Part A may hold officer positions.
- F. Voting for officers is by secret ballot. Ballots listing all candidates must be typed up by the Vice President and handed out to the membership during the Elections General Body Meeting.
- G. All candidates for the same position will receive the same amount of time to speak.
 - 1. Each candidate will be given time to make a speech, followed by a brief question-and-answer period.
 - 2. If the general body desires to make a motion to extend time for a certain candidate, one-half plus one of the voting members must vote in the affirmative to extend time.
- H. Quorum must be present to hold elections. A candidate must receive the votes of one-half plus one of the voting members present to win office. In the elimination vote, each member may vote up to one less than the total number of people nominated. The two nominees with the highest number of votes go to the final vote. In the final deciding vote, each voting member votes for only one of the remaining nominees. In the case of a tie, a third vote shall be conducted. If a tie still remains, the general membership has the right to call for a discussion with one-half plus one of the voting membership agreeing.
 - 1. If a tie still remains, both candidates will be given extended time to speak and answer questions.
 - 2. After two rounds of deadlock, the voting membership may decide to table the matter until the next General Body Meeting. This must be approved by two-thirds of the voting membership and addressed immediately at the next General Body Meeting, where the two candidates will follow the guidelines in Article III Section 4 Part F. No new nominations may be added at this time.
- I. The Vice President, prior to the election meeting, may accept sealed absentee ballots from all voting members. Absentee voters cast only one vote for each respective position. The vote applies in all elimination and final votes, provided the candidate is still in contention.
- J. Upon election of the new Officer Board, members of the old Officer Board will officially act as advisors to the successors of their former respective positions for two weeks. Advisors will solely be responsible for ensuring there is a smooth transition from officer to officer.

Section 6: An officer may be removed from office by a two-thirds vote of the voting membership in attendance at a General Body Meeting. Notice of a vote of removal must be given at the previous meeting, and the charges to be brought against the officer must be posted at least seven days prior to the meeting at which the officer is to be voted on.

Section 7: Any motion or decision made by the Captain may be reversed by a unanimous vote of the two Lieutenants. This decision must take place at an Officer Board Meeting, which may be called for by any member of the Officer Board. If the Captain is not in attendance at the meeting, notification and written documentation must be submitted to the Captain informing him or her of the reversed decision.

Section 8: Duties of Administrative Officers.

A. The President:

1. Will know, maintain, and uphold the RPI Ambulance Constitution.
2. Will act as mediator and be impartial to all personnel issues.
3. Is responsible for the oversight and maintenance of all short and long term goals of the club.
4. Is responsible for updating the RPI Ambulance Five-Year Plan when appropriate.
5. Will call and chair all meetings and represent the organization in administrative matters.
6. He or she will notify the membership of all meetings at least one week in advance. He or she shall be responsible for keeping up to date with Rensselaer Union policies and procedures, and presenting all proposals and presentations to the Rensselaer Union Executive Board.
7. Will count ballots and keep historical facts about the club. He or she also assists the other Administrative Officers in preparing documents or other materials to be viewed by people both in the organization and outside. He or she will oversee the duties of the club historian if one is appointed.
8. He or she shall maintain current membership and certification status rolls. He or she shall also submit current membership and officer lists to the Rensselaer Union Administrative Office within two weeks of any changes.
9. Responsible for ensuring that performance reviews of the Officer Board are completed twice every term.
10. Is to be considered on call 24 hours a day for any emergency relating to the administrative aspects of RPI Ambulance or any emergency concerning any of his or her duties.

B. The Vice President:

1. Will run meetings when the President is unavailable.
2. Will be responsible for seeing that the organization's meeting and living quarters are kept in a clean and orderly condition.
3. Is in charge of all public relations, recruitment, and retention, including the yearly activities fair, as required by Student Union Policy.
4. Will record all meeting minutes in accordance to Robert's Rules of Order and post them in a timely matter to ensure all members are apprised of club activities.
5. Will organize and notify all members of social activities within the club. Will oversee the delegation of these responsibilities when he or she deems fit. Will ensure that the Social Media Policy is enforced as outlined in Article X.
6. Will be responsible for the financial affairs of RPI Ambulance, including maintaining and documenting an accurate expenditures record, ordering equipment as directed by the other officers, and writing the budget for the next fiscal year. He or she shall be responsible for keeping up to date with the Rensselaer Union financial policies and procedures.

Section 9: Duties of the Medical Officers.

A. The Captain:

1. Will be certified as a New York State Emergency Medical Technician or higher and an RPI Ambulance Crew Chief.
2. Is Chief Medical Officer
3. Will be responsible for knowing and upholding all medical procedures, Standard Operating Procedures, and methods used by RPI Ambulance and shall represent the organization concerning first aid and emergency medical care.

4. Will be responsible for the overseeing the scheduling and managing of all courses sponsored by RPI Ambulance, keeping course rosters, organizing routine training as well as special sessions as needed.
5. Has the authority to demote members with approval of the two lieutenants.
6. Will be responsible for the overview of maintaining all training documents for the agency, including, but not limited to, records required by New York State Law.
7. Will be responsible for the overview of maintaining all patient care documents for the agency, including, but not limited to, records required by New York State Law.
8. Is to be considered on call 24 hours a day for any emergency concerning the ambulance, Primary Care Facilities, or any emergency that relates to his or her duties.

B. The First Lieutenant:

1. Will be certified as a New York State Emergency Medical Technician or higher and an RPI Ambulance Driver.
2. Will be responsible for running, maintaining, stocking, and cleaning the RPI Ambulance and the First Response Vehicle.
3. Will be responsible for maintaining the New York State Certification status for the ambulance and the First Response Vehicle.
4. Will be responsible for bringing the ambulance and/or the First Response Vehicle out of service for any mechanical problems that could interfere with vehicle performance.
5. Will be in charge of taking inventory, as well as labeling, maintaining, and storing of all equipment along with the Second Lieutenant.
6. Will be the head driver.
7. Will act as the Chief Medical Officer when the Captain is unavailable.
8. Will be considered on call 24 hours a day for any emergency involving the ambulance or any other emergency as relates to his or her duties.

C. The Second Lieutenant:

1. Will be certified as a New York State Emergency Medical Technician or higher.
2. Will be responsible for running, maintaining, stocking, and cleaning the Primary Care Facilities in which the club operates.
3. Will be responsible for maintaining the New York State Certification status for the Primary Care Facilities in which the club operates.
4. Will be in charge of taking inventory, as well as labeling, maintaining, and storing of all equipment, along with the First Lieutenant.
5. Will be responsible for scheduling staffing of all special events and standbys as directed by the Captain. He or she will assist members in finding replacements for their time if necessary. He or she will receive special event request forms and fill them accordingly.
6. Will be considered on call 24 hours a day for any emergency involving the Patient Care Facilities or any other emergency as relates to his or her duties.

ARTICLE V: MEETINGS

Section 1: Membership meetings shall be held at least once every other week during the academic school year. Meetings should alternate between training and general meeting.

Section 2: Officer Board meetings shall be held at least once every other week during the academic school year.

- A. All Officer Board meetings shall be called and announced by the President at least one week prior to the desired meeting time.

- B. The President may decide to call an emergency meeting, which is considered closed to members who are not officers, unless specifically requested by a majority of the Officer Board at the time.

Section 3: All meetings, whether General or Officer Board, are open to all members of the organization. If any officer believes a matter is of too sensitive a nature, he or she may request that the President or Captain close part or all of that Officer Board meeting to people who are not officers. A member may be asked to remain by the President or Captain for that member's opinion or for questioning.

Section 4: A performance review of all officers is to be performed twice each term and the results are to be presented in writing to the membership at a General Meeting. Performance Reviews shall be conducted by any person with a one-half plus one vote of the general membership at the General Body Meeting preceding the review. Reviews can be conducted by any member at any time.

Section 5: Voting Members.

- A. A voting member is defined as a regular member who has attended either of the last two meetings, whether General or Officer Board.
- B. Quorum shall be defined as one-half plus one of the voting membership.

Section 6: Minutes shall be kept by the Vice President or person designated by the Vice President, or in his or her absence, by a person designated by the highest attending officer.

Section 7: The President shall run the meetings according to Robert's Rules of Order.

Section 8: Order of Meetings.

- A. Old Business: Any recurring business shall be discussed here. Members may bring up any points pertinent to RPI Ambulance at this point.
- B. Officer Reports: Each officer shall give a report on any information and decisions that have been made concerning the organization within his or her office. Members may question any subject brought up by an officer during that officer's report.
- C. Chairmen and Coordinators' Reports: Any active committee representative or coordinator will give an update on their progress at the President's or Captain's request, respectively.
- D. New Business: Any new business may be discussed here that has not already been mentioned in any of the previous meetings. Members may bring up any points pertaining to RPI Ambulance at this point.
- E. Performance Reviews (General Body Meetings only): As necessary, performance reviews of officers are to be presented at this time.

ARTICLE VI: COMMITTEES AND COORDINATORS.

Section 1: The Officer Board.

- A. The Officer Board is comprised of all elected officers. Quorum is four of the five elected officers.
- B. The Officer Board may exercise any powers of the organization whenever a question cannot be brought before the organization in a timely manner.
- C. Any decision made by the Officer Board may be prevented from further implementation by one-half plus one of the voting membership at a General Body Meeting.
- D. An approved decision from the Officer Board requires a minimum of four votes in the

affirmative.

Section 2: The Advisory Committee.

- A. The Advisory Committee consists of the Medical, Public Safety, and Union advisors, the President, and the Captain.
- B. The Advisory Committee meets at least once a month to review and discuss the activities of the organization.

Section 3: Coordinators.

- A. The officers may delegate any of their responsibilities to a coordinator or chairman, with exception to the signing of reimbursements, in which only Administrative Officers may sign. However, that officer is still responsible for ensuring the execution of any duties delegated.
- B. The appointing officer can remove a coordinator from that position at any time for any reason with documentation.
- C. A vote of at least four of the officers at an officer meeting or one-third of the membership at a General Body Meeting can remove any coordinator. Any person removed from a coordinator position in this manner may not serve as a coordinator with the same duties for the same officer for the rest of that officers' term.
- D. All Coordinators outlined in the RPI Ambulance Standard Operating Procedures (CPR, QI, etc.) will follow the guidelines provided for the particular Committee.
- E. All Coordinators not outlined in the RPI Ambulance Standard Operating Procedures will serve their position as long as the Officer Board sees fit.

Section 4: Temporary committees may be appointed and approved by the Officer Board to handle certain special projects or tasks that regard administrative or medical duties. The chairman will report directly to the officer who appointed them, and/or the Officer Board as a whole.

- A. All committees outlined in the RPI Ambulance Standard Operating Procedures (Training, QI, etc.) will follow the guidelines provided for the particular committee.
- B. All committees not outlined in the RPI Ambulance Standard Operating Procedures will serve their position as long as the Officer Board sees fit.

ARTICLE VII: FINANCE.

Section 1: A vote of at least four of the officers is required for all expenditures and reimbursements. Only the Administrative Officers may sign expenditures. Any major purchase over the amount of \$500.00, if not already approved and budgeted for, must first be approved by the Rensselaer Union Executive Board before the actual purchase is made.

Section 2: All officers and authorized personnel with the approval of the President may charge appropriate Rensselaer Union Administrative duplicating services to the organization.

Section 3: Only the Vice President or President may charge for "Polytechnic" advertisements.

ARTICLE VIII: STANDARD OPERATING PROCEDURES ("SOPs").

Section 1: The Standard Operating Procedures shall outline the organization and define the protocols, procedures, and crew positions used by RPI Ambulance.

Section 2: The Standard Operating Procedures conform to all federal, state, and local laws and

regulations, and also to the Constitution of the Rensselaer Union.

Section 3: Approval of the Standard Operating Procedures and its amendments require unanimous approval by the Officer Board and the Medical Director. The Captain is responsible for overseeing any changes made to the Standard Operating Procedures.

Section 4: All members are to adhere to the procedures defined in the Standard Operating Procedures.

ARTICLE IX: CONDUCT

Section 1: Alcohol and Drug Policies.

- A. Alcohol and other controlled substances are forbidden from all RPI Ambulance properties including but not limited to: the 92 College Ave. office, garage, field house PCF, within the ambulance, and the First Response Vehicle.
- B. No member shall consume and/or purchase alcohol or other controlled substances while wearing any RPI Ambulance apparel or identification including but not limited to: jackets, uniforms, t-shirts, or any article bearing the RPI Ambulance name/logo in any form.
- C. No member shall participate in any ambulance activity (participating in crews, hockey games, graduations, attending calls etc.) within eight hours of consuming alcohol or other controlled substances. All members are forbidden to enter any RPI Ambulance property while under the influence of alcohol or any other controlled substance.
- D. In accordance with RPI policy, no member shall provide alcohol to any member or student who is not of age at any time. In addition, no member shall provide any member or student with controlled substances at any time.
- E. In accordance to RPI policy, RPI Ambulance will not participate in any events considered to be hazing. RPI Ambulance is committed to the promotion of safety, and, therefore, is opposed to any reckless or intentional endangerment to health or forced consumption of alcohol for the purpose of initiation or affiliation.

Section 2: Disciplinary Action.

- A. Constitution Violation:
 - 1. In the event of a violation of the Constitution by any member it shall be the duty of the Administrative Officers to initiate disciplinary action regarding that member. The initiating officer will hereby be referred to as the “presiding” officer for the remainder of this section.
 - 2. If the violation presents a clear and immediate threat to the agency or any members’ well-being, an emergency officer meeting shall be called by the presiding officer to discuss the issue. In this case the board may revoke any agency appointed title, duties, and privileges temporarily with a majority vote of officers present. (Note: quorum is not needed to exercise this action) for up to one week or until the next routine officers meeting. At this time the violation will be dealt with as per Article IX Section 2 Part A Subsection 3.
 - 3. In the event of lesser violation it will be the duty of the President to initiate disciplinary action at the next routine officer meeting. During this time, the officers may impose the following penalties on the member in question if a quorum is reached finding the member in violation of the constitution.
 - a. For first time offenses the member may be issued an oral warning explaining the violation if the violation is seen as being benign. This warning is to be issued by the presiding officer.
 - b. For first or second time offenses the member may be issued an official

written warning from the presiding officer on behalf of the Officer Board.

- c. For third or repeat offense the board may choose to revoke (either temporarily or permanently) the member's membership status and/or agency appointed positions or eligibility to engage in Emergency Operations. These actions may and shall be taken by the board if the violation is deemed to be a clear and immediate threat to the agency or any agency member.

B. SOP Violations.

1. In the event of a violation of the SOPs by any member it shall be the duty of the medical officers to initiate disciplinary action regarding that member. This person shall hereby be referred to as the "presiding officer".
 2. SOP Violations must be dealt with in accordance to the RPI Ambulance SOPs.
 3. This constitution shall uphold any decision reached via the SOPs. However, any decision and actions taken shall be reached and served in a manner consistent with parts C, D and E of this section.
- C. During the discussion of any violation, no non-officer member may be present unless invited by the board. In addition, if the person in question is an officer, he or she may not be present while discussion concerning the violation is taking place nor may they participate in any votes concerning the violation.
 - D. Upon reaching a decision regarding disciplinary action, the presiding officer will serve the decision to the member in question within one week of reaching the decision.
 - E. Any member served a warning or penalty from the board concerning a violation may appeal the decision of the board in writing to be delivered to the president or presiding officer within one week receiving the decision. Appeals are to be discussed at the next routine officers meeting following the guidelines set above.
 - F. In the event both SOP and Constitutional violations if the incident occurs while the member has a duty to act, the SOPs violation will be considered primary and investigated first.

ARTICLE X: SOCIAL MEDIA POLICY

Social utility is defined as a public online network designed to post and share information, photographs, videos, and other forms of media. This includes, but is not limited to, social networking profiles, blogs, or individual websites.

The only online social media to be affiliated with RPI Ambulance, outside of all websites promoted by the Institute, are the RPI Ambulance website, www.rpiambulance.com, and the RPI Ambulance Facebook page, which are both moderated by the Officer Board, the Webmaster, and appointed Coordinators, with permissions to be revisited every semester. All other websites, blogs, profiles, or other forms of media are not to be created in the name of the club or be moderated by any member not approved by the Officer Board.

Members are encouraged to associate themselves with the club through the following ways:

- A. Listing RPI Ambulance as an activity or interest.
- B. Wearing any clothing with an RPI Ambulance name/logo in any pictures or videos published.
- C. Publishing pictures of attendees at RPI Ambulance events and tagging them in such.

When publishing media, members must be aware that they are responsible for upholding a positive image of RPI Ambulance. To do so, members must be aware of the following:

- A. Properly referring to events and documenting correct credentials of personnel when using captions.
- B. All media that is published or tagged of RPI Ambulance must follow the Alcohol and Drug

Policy outlined in Article IX Sections 1 and 2.

- C. No media may be posted or tagged without explicit permission of those present in the media.
- D. Any media that may embarrass, offend, or defame RPI Ambulance or any of its members is strongly discouraged. Any media posted with the intent to threaten, harass, bully, or insult is not allowed.

Because RPI Ambulance is primarily an organization that provides emergency medical services, efforts must be made to protect patient confidentiality. No media may be published of any member performing patient care, patient information, or information detailing any actions done while engaging in emergency operations in accordance to the HIPAA Privacy Rule, unless written consent is explicitly given by the patient. Any member who is caught publishing media violating these guidelines will be subject to disciplinary review as outlined in Article IX Section 3 Part A.

If a member expresses desire to be untagged from a medium or to have media removed, the member who published the media has 48 hours to remove it. If the member does not remove it within the time limit, he/she will be subject to disciplinary review as outlined in Article IX Section 3 Part A.

ARTICLE XI: APPROVAL AND AMENDMENTS.

Section 1: Approval of this Constitution and its amendments require a three-fourths vote of quorum at a General Body Meeting. Proposed amendments to the Constitution must be announced at a previous meeting, and posted for at least seven days prior to the meeting at which they are to be voted upon.

Section 2: Approval of the Constitution and its amendments become effective upon approval by the Rensselaer Union Executive Board.

Section 3: Sections of this Constitution may be temporarily suspended at a General Body Meeting by an affirmative vote of at least three-fourths of the voting members present.

Section 4: This organization is bound by, and this Constitution is subservient to, the Constitution and Policies of the Rensselaer Union and RPI.

This Constitution was revised and updated by Alli Morgan and Elise Romberger on August 21, 2014 to replace the constitution written by Gautam Kobla on August 3, 1996, revised by Justin Teixeira on December 5, 2004, Jonathan Davis on March 5, 2008, Douglas Longnecker on January 26, 2010, and Matthew Monaco on March 18, 2014.