

## **Campus Rescue Squad By-Laws**

### **Article I Funding**

#### Section 1. Funding

Campus Rescue Squad shall be funded by the SUNY Potsdam Student Government Association. All monetary expenditures of CRS shall be regulated by the Financial Policies and Procedures set forth by the Student Government Association. Any financial support accepted from organizations other than the Student Government Association shall be placed in the regular operating budget.

### **Article II. Membership**

#### Section 1. Types of membership:

##### A. All types of membership status:

1. Shall consist of SGA fee paying students or SUNY Potsdam Faculty/Staff,
2. Shall not be selective, but may be subject to certain requirements or conditions for active membership with voting privileges,
3. May be revoked by the Advancement Committee after 15 weeks or one semester of inactivity,
4. May, upon the discretion of the Advancement Committee, have any or all requirements waived or altered.

##### B. Probationary Member:

1. Is not defined to be at risk,
2. Must complete a membership application to be submitted to the Vice President,
3. Must complete an orientation session and packet with the Vice President,
4. May not run emergency calls.

##### C. Observational Member:

1. Is defined to be at risk,
2. Must complete the Probationary packet and skills test with the Chief Line Officer and other Crew Chief before advancement,
3. Must apply for advancement and meet with Advancement Committee,
4. Must submit all required documentation, including but not limited to Blood-Borne Pathogens Training, and copies of shot records including up to date PPD,
5. Will have voting privileges
6. Must complete five (5) standbys per semester to remain in Observational Membership status,
7. Shall be 18 years of age before advancement in accordance with insurance policy,
8. Shall be assigned to a duty crew
9. Can participate only in an observational role on Campus Rescue Squad calls,
10. Shall not have any patient contact.

##### D. Active Membership with voting privileges:

1. All Active members with voting privileges shall:
  - a. Have voting privileges,
  - b. Have completed five (5) standbys and attended two (2) consecutive business meetings before advancement,
  - c. Apply for advancement with Advancement Committee,
  - d. Complete the probationary packet before being advanced,
  - e. Submit all required documentation, including but not limited to Blood-Borne Pathogens Training, and copies of shot records including up to date PPD,
  - f. Complete five (5) standbys per semester to remain in Active Membership status,
  - g. Be 18 years of age before advancement in accordance with insurance policy,
  - h. Complete American Heart Association Basic Cardiac Life Support (BCLS-CPR) within three (3) months of advancement, and maintain a valid certification to remain in Active Membership status,
  - i. Be defined to be at risk.

2. Active Member shall:
    - a. Be considered by the Advancement Committee on case by case basis,
    - b. Be a member of a duty crew.
  3. Auxiliary member shall:
    - a. Be open to all active members who live outside of the boundaries of the SUNY Potsdam Campus or who are able to prove that they can not fulfill the duty crew requirement,
    - b. Still be subject to the requirements needed as an Active Member including, but not limited to completing five (5) standbys, and attending business meetings on a regular basis,
    - c. Have voting privileges,
    - d. Be subject to additional requirements as deemed necessary by the Advancement Committee,
  4. Probationary Crew Chief (PCC) shall:
    - a. Be an Active Member before advancement,
    - b. Have a valid New York State Emergency Medical Technician Certification,
    - c. Have been a member of CRS for a minimum of one semester or fifteen (15) weeks before advancement,
    - d. Be considered for advancement based upon attitude, medical skills, proficiency, understanding of Squad policies, interaction with community, squad and patients, and overall capabilities of handling his/her crew,
    - e. Sit on the Advancement Committee, but is not able to vote on self-advancement,
    - f. Sit on the CQI Committee.
  5. Crew Chief (CC) shall:
    - a. Be a PCC before advancement,
    - b. Have completed the Probationary Crew Chief Training Packet before advancement,
    - c. Have a valid New York State Emergency Medical Technician Certification,
    - d. Have been a member of CRS for a minimum of two (2) semesters or thirty (30) weeks, or length of time deemed necessary by the Advancement Committee,
    - e. Be considered for advancement based upon attitude, medical skills, proficiency, understanding of Squad policies, interaction with community, squad and patients, and overall capabilities of handling his/her crew,
    - f. Sit on the Advancement Committee but is not able to vote on self-advancement,
    - g. Sit on CQI Committee.
- E. Inactive Members
1. Shall not have voting privileges,
  2. May not respond to emergency calls or standbys on campus,
  3. Shall not be permitted to use any squad facilities or equipment,
  4. Shall be terminated from all membership status if individual is inactive for more than one (1) semester, unless given permission by the President.
- F. Associate Member
1. Shall not be an SGA fee paying student,
  2. Must be a SUNY Potsdam College Faculty/Staff who has a New York State Emergency Medical Technician certification,
  3. Shall have no voting privileges in constitutional changes,
  4. Must be approved by CRS general membership.
- G. Members in Poor Standing
1. Shall not have voting privileges, but are still responsible for stand-bys and Duty Crew shifts,
  2. Shall remain in poor standing until requirements are met, or until status is lifted by a vote of confidence from the Advancement Committee after submission of an advancement form,

3. Shall remain in poor standing for one (1) semester, after which they may be removed from all membership status if requirements have not yet been met.
4. Members may be placed in poor standing for:
  - a. Two or more missed standbys or duty crew shifts in one academic semester without written excuse sent to the Chief Line Officer. Members are required to meet with Advancement Committee within two (2) weeks of notification. If poor standing is the result of missing standbys, they are required to attend one additional standby in that academic semester.
  - b. Two (2) or more missed meetings without written excuse sent to the President. Written excuses must be sent at least 24 hours prior to the missed meeting. Exceptions may be granted by the President. Members are required to attend two (2) consecutive meetings to be reinstated to the status they had prior to poor standing.
  - c. Two (2) or more missed trainings without written excuse sent to the Chief Line Officer. Written excuses must be sent at least 24 hours prior to the missed training. Exceptions may be granted by the Chief Line Officer. Members are required to attend two (2) consecutive trainings to be reinstated to the status they had prior to poor standing.
  - d. Failure to complete necessary requirements as an Active Member or as deemed necessary by the Advancement Committee needed for disciplinary reasons as a result of violations against or failure to obey all policies and procedures of CRS as outlined in the Constitution, By-Laws, and Standard Operating Guidelines. Members must meet with the Advancement Committee to determine requirements for Active Membership.

### **Article III. Cessation of Membership:**

#### Section 1. Cessation of Membership may be instated:

##### A. Voluntarily

##### 1. Emergency Leave of Absence

- a. Any member may be excused from duties and responsibilities by submitting a letter to the President and Vice President for a period up to 2 weeks.
- b. This letter shall include the dates desired for the start and end of leave of absence, and the reason for leave of absence.
- c. The member will be considered to be in Inactive standing during the leave of absence.
- d. The member will return to their former standing upon returning from leave of absence.
- e. If members do not return after this specified time period, they shall be placed into poor standing and must meet with Investigation Committee.

##### 2. Extended Leave of Absence

- a. Any member may be excused from duties and responsibilities by submitting a letter to the President and Vice President.
- b. This letter shall include the dates desired for the start and end of leave of absence, and the reason for leave of absence.
- c. The member will be considered to be in Inactive standing during the leave of absence.
- d. The member will meet with Advancement Committee to determine membership status upon return from leave of absence.
- e. If members do not return after this specified time period, their membership status shall be terminated.

##### 3. Resignation

- a. Any member may resign from the Squad by submitting notification in the form of a letter to the President and the Vice President.
- b. Upon resignation, any person may rejoin the organization as if joining for the first time, including starting at entry-level position.

B. Non- Voluntarily

1. Temporary Suspension

- a. Any member may be suspended (all rights, privileges, duties, obligations, etc.) for a period of up to seventy-two (72) hours by any CRS Crew Chief. Suspension may be enacted if a member has or is about to commit an act violating any of the By-Laws, Standard Operating Guidelines, Constitution or acts detrimental to this organization or patient care, contradictory to NYS-DOH BLS Protocol.
- b. The Crew Chief who issues the suspension must immediately document the reason on an incident report and turn it in to the chair of the Investigation Committee.
- c. The suspension may be extended for up to two (2) weeks by a majority vote of the Investigation Committee. Following the suspension and write up, an investigation shall be conducted by the Investigation Committee.
- d. Any misuse of power by an officer may be investigated by the Investigation Committee and may result in suspension or impeachment. In this particular case, any member may ask that the Investigation Committee be called to see if the officer abused his/her powers.

2. Automatic Indefinite Suspension

- a. shall be reserved for the Investigation Committee only, with the approval of the Advisory Board.

3. All suspended members shall have Inactive Membership status for the duration of their suspension.

C. The rights and privileges of any member revoked or suspended shall end immediately upon the cessation of their membership status.

D. The rights and privileges of any member suspended shall be reinstated at the end of the suspension period, with the approval of a joint session of the Advancement Committee and Investigation Committee with a joint vote.

**Article IV. Non-Membership Status:**

Section 1. Honor Roll Status

- A. must submit an application at least one (1) week before the last meeting of the semester. Applications are to be submitted to the Chief Line Officer. The decision of the Advancement Committee regarding Honor Roll applicants will be announced at the last meeting of the semester in which the application was submitted,
- B. is not a member of Campus Rescue Squad,
- C. each applicant must have been a member for at least two (2) years. Appeals of this rule may be made to the Advancement Committee,
- D. must have made a significant contribution to CRS,
- E. all eligible applicants shall be brought before the Advancement Committee,
- F. must re-enter as a Probationary Member if choosing to return to the squad. Appeals may be made to the Appeals Board.

Section 2. Advisor Status

- A. CRS must have a minimum of one (1) Advisor at all times,
- B. must be approved by the Advancement Committee and general membership by majority vote of a quorum of membership,
- C. has no voting privileges,
- D. may respond to calls if proper certifications are valid (EMT-B or higher),
- E. may also be in Associate status only if they also fulfill the requirements of Associate status,
- F. must be a SUNY Potsdam faculty or staff member.

Section 3. Medical Director Status

- A. CRS shall have a Medical Director as per NYS Department of Health protocols,
- B. shall preferably be a SUNY Potsdam Employee,

- C. has no voting privileges,
- D. must be approved by the Advancement Committee and general membership by majority vote of a quorum of membership.

## **Article V. Nominations, Voting and Probationary Executive Board**

### Section 1. Nominations:

- A. The member being nominated must be present to accept the nomination, or have sent written documentation accepting the nomination to the meeting in which the nomination was made,
- B. at the time of nominations, the member must be an Active Member with voting privileges.

### Section 2. Voting:

- A. All members with voting privileges present may vote at any meeting,
- B. any member may request an absentee ballot to vote for Executive Board elections only. A request for absentee ballot must be made to the President at least forty-eight (48) hours prior to the election. Exceptions will be granted at the discretion of the President. No appeals to the President's decision may be made,
- C. all votes shall pass with a majority vote, except those involving monetary value, which must pass with a 2/3 vote.

### Section 3. Probationary Executive Board:

- A. Elections for the new E-Board shall be held in the middle of the second semester.
  - 1. Middle of the semester is open to the interpretation of standing E-Board.
  - 2. This will allow time for Probationary E-Board members to familiarize themselves with leadership positions.
- B. Probationary E-Board shall shadow standing E-Board members by
  - 1. attending E-Board meetings.
  - 2. executing delegated tasks of respective E-Board members.
- C. Probationary E-Board will assume leadership of the Squad at the last meeting of the semester.

## **Article VI. Committees**

### Section 1. Standing Committees

#### A. Advancement Committee

- 1. shall change the membership status and/or promote or demote members as deemed necessary by the committee,
- 2. shall report all changes in membership status shall be to the general membership,
- 3. shall be chaired by the Chief Line Officer, unless the Chief Line Officer is the focus of the decision, in which case the committee shall be chaired by the Assistant Chief Line Officer. If the Assistant Chief Line Officer is not a Crew Chief, the committee shall be chaired by the next highest ranking Crew Chief,
- 4. shall include the Assistant Chief Line Officer, all Crew Chiefs, and all Probationary Crew Chiefs,
- 5. shall vote on all promotions or demotions, all votes decided by majority,
- 6. an appeal of the Advancement Committee's decision may be submitted to the Appeals Board within one (1) month.

#### B. Appeals Board

- 1. shall review any decision made by the Investigation or Advancement Committee that is presented to them within the specified time period,
- 2. all appeals shall be made in writing to the President, unless the focus of the appeal is the President, in which case the appeal shall be submitted to the Vice President,
- 3. all decisions of the Appeals Committee shall be final,
- 4. shall be chaired by the President, unless the President is unavailable or is the focus of the appeal, in which case the Vice President shall preside,

5. shall include the Chief Line Officer, one (1) advisor, and two (2) fair-minded Active members with voting privileges.

C. Budget Committee

1. shall create and submit a yearly budget to be passed by the general membership and submitted to SGA,
2. shall be chaired by the Treasurer,
3. shall include, but is not limited to, all Executive Board members, Comptroller, and two (2) members at large.

D. Communications Committee

1. shall be responsible for any matters dealing with any radios, pagers, or other communications equipment used by CRS,
2. shall handle all matters dealing with CRS communications and communications etiquette,
3. shall be chaired by the Assistant Chief Line Officer,
4. shall include, but is not limited to the Chief Line Officer, and two (2) members at large.

E. Continuing Quality Improvement (CQI) Committee

1. shall review and report on the quality of care given and quality of documentation of Pre-Hospital Care Reports (PCR's),
2. shall be chaired by the Chief Line Officer,
3. shall include all Crew Chiefs and Probationary Crew Chiefs.

F. Fundraising Committee

1. shall organize at least one (1) fundraiser per semester,
2. shall present all fundraising proposals to the general membership for approval,
3. shall be chaired by the Vice President,
4. shall include, but is not limited to the Treasurer, Comptroller and two (2) members at large.

G. Investigation Committee

1. shall investigate any wrongdoing, grievance, or charge regarding any CRS member,
2. any charge(s) against a CRS member must be brought to the chair of the Investigation Committee, who then informs the general membership of the charge(s),
3. shall be chaired by the President unless the grievance is directed at the President, in which case the committee shall be chaired by the Vice President,
4. shall report back to the general membership at the next business meeting of CRS,
5. an appeal of the Investigation Committee's findings may be made to the Appeals Board within one (1) month of the decision being made public,
6. shall include the Chief Line Officer, Assistant Chief Line Officer, Vice President, Parliamentarian, and two (2) members at large. In the event that one or more of these officers is the focus of the investigation, positions will be filled by the next available officer in the administrative chain of command. If no officers are available, any Active members with voting privileges at large will fill committee vacancies.

H. Mixer/Banquet Committee

1. shall plan and hold at least one (1) mixer every semester,
2. shall be responsible for planning and holding an end of the year Campus Rescue Banquet during the spring semester,
3. shall be chaired by the Treasurer
4. shall include, but is not limited to the Comptroller, Vice President, and two (2) members at large.

I. Policies and Procedures Committee

1. shall set forth all governing documents of CRS with the exception of the Standard Operating Guidelines,
2. shall be chaired by the Parliamentarian,
3. shall include, but is not limited to, all Executive Board members, Comptroller, and two (2) members at large.

J. Public Relations Committee

1. shall be responsible for all public relations coordination including fliers and advertisements through various forms of media,
2. shall be chaired by the President.
3. shall include, but not limited to, two (2) members at large.

K. Training Committee

1. shall create training sessions to be held on at least a bi-weekly basis,
2. the purpose of these trainings shall be to allow members to become accustomed with the policies, procedures, and equipment of the squad, and their application in the emergency medical field,
3. shall review and amend all documents related to training at least once per academic year,
4. shall be chaired by the Chief Line Officer,
5. shall include, but not limited to, the Assistant Chief Line Officer, President (if a Crew Chief), and two (2) members at large.

**Article VII. Advisory Board**

Section 1. Advisory Board

A. The Advisory Board

1. shall exist to provide support, ideas, and direction to Campus Rescue Squad,
2. shall be kept abreast of all significant happenings within the squad,
3. shall communicate and collaborate with the squad through the President and other officers,
4. all policy and action that the Advisory Board has given input on must be discussed with the President,
5. meetings with the Advisory Board shall be presided over by the President,
6. shall consist of a minimum of two (2) persons from the following list of suggested representatives:
  - a. Vice President of Student Affairs
  - b. Director of Student Conduct and Community Standards
  - c. Chief of University Police
  - d. University Police officer
  - e. Director of Campus Life
  - f. Representative of Student Health Services or Counseling Center
  - g. Representative of Resident Life
  - h. Director of Environmental Health and Safety
  - i. Representative of Student Involvement and Leadership
  - j. Professor from the SUNY Potsdam College Community Health Department
  - k. Any faculty, staff, or community member who is an active member of EMS

**Article VII. Organizational Structure**

Section 1. Organizational Structure

A. The organizational structure of CRS shall be:

1. Advisory Board
2. Administrative Officers/Operational Officers
3. General Membership