

# **Campus Rescue Squad Constitution**

## **2012-2013**

### **Article I –Name**

Section 1. The name of this organization shall be Campus Rescue Squad (CRS).

### **Article II – Purpose**

Section 1. The Campus Rescue Squad shall be a Basic Life Support (BLS) unit consisting of the Student Government Association (SGA) fee-paying students and SUNY Potsdam Faculty/Staff dedicated to providing Emergency Medical Aid to the SUNY Potsdam college community.

### **Article III – Conjunctivity**

Section 1. This constitution is designed to be used in conjunction with the By-Laws and Standard Operating Guidelines (SOG's) of CRS.

Section 2. The By-Laws shall be written and amended by the Policies and Procedures Committee and then presented to the general membership for a vote of approval. Once approved, copies of the By-Laws must be available to all members.

Section 3. The Standard Operating Guidelines (SOG's) are to be written and amended by the Chief Line Officer and the Assistant Chief Line Officer. Copies of the SOG's must be available to all members.

### **Article IV – Membership**

Section 1. The following levels of membership in CRS shall be defined in Article II, Section 1 of the By-Laws, and shall be open to any SGA fee-paying student:

- A. Probationary Member
- B. Observational Member
- C. Active Member
  - 1. Active Member
    - a. Active Member with Voting Privileges
    - b. Auxiliary Member
    - c. Members in Poor Standing
  - 2. Probationary Crew Chief
  - 3. Crew Chief
- D. Inactive Member

Section 2. The following levels of membership in CRS shall be defined in Article II, Section 1 of the Bylaws, and shall be open to any SUNY Potsdam Faculty/Staff member:

- A. Associate Member

Section 3. The following levels of non-membership in CRS shall be defined in Article IV of the By-Laws:

- A. Honor Roll Status
- B. Advisor Status
- C. Medical Director Status

Section 4. Except where regulated by governmental agencies, there shall be no age restrictions in membership status or privileges.

## **Article V – Executive Branch**

### **Section 1. Elections/Vacancies**

- A. Elections for Executive Board (except for treasurer) shall take place during the second semester, according to guidelines Article 5 of the Bylaws.
- B. Nominations shall take place during the two (2) meetings prior to and including the meeting of the election.
- C. A plurality of votes with quorum of members with voting rights cast via secret ballot is needed to be elected to a position.
- D. Officers shall serve a term of one (1) academic year.
- E. Candidates for the position of President or Chief Line Officer must have been a member for at least one (1) academic year, and must have shown clear interest in CRS. If no members are eligible for candidacy, members who joined CRS prior to September 30<sup>th</sup> of the previous fall semester may run for President or Chief Line Officer.
- F. Upon offices being vacated before the end of an officer's term, a special election will occur. Special elections shall take place according to Article V, Section 1, Parts B and C of this constitution. The candidate elected shall serve in their position for the remainder of the vacated term.
- G. Members in poor standing may not vote during general meetings, and may not run for any Executive Board or non-Executive Board positions.

### **Section 2. Officer Duties and Responsibilities**

#### **A. All Officers shall:**

- 1. Maintain a GPA of 2.0 or higher during their term in office,
- 2. Attend meetings regularly,
- 3. Hold a minimum of one (1) office hour per week.

#### **B. Administrative Positions**

##### **1. The President shall:**

- A. Oversee all matters of business and public relations relating to CRS, and ensure that the regulations as written in the Constitution and By-Laws are followed,
- B. Represent CRS in all matters of importance, but not directly related to line officer functions,
- C. Act as a business liaison between college administrators, University Police, Potsdam Volunteer Rescue Squad, as well as other EMS and public safety agencies,
- D. Have voting privileges in general meetings only in the event of a tie,
- E. Have full voting privileges on Executive Board,
- F. Direct all executive and regular meetings according to Robert's Rules of Parliamentary Procedures,
- G. Draw up and distribute meeting dates for the academic semester/year,
- H. Chair Appeals Board,
- I. Chair Investigation Committee,
- J. Chair Public Relations Committee,
- K. Sit on the Budget Committee,
- L. Sit on Policies and Procedures Committee,
- M. Act as liaison with other campus organizations,
- N. Work in conjunction with CLO in appointing all committee members,
- O. Keep up, restock, and reorder equipment and office supplies,
- P. Attend SGA President's Council.

2. The Vice President shall:
  - A. Keep accurate records of all CRS personnel,
  - B. Create and carry out orientation sessions for new members of CRS,
  - C. Develop fundraisers for Campus Rescue Squad,
  - D. Chair Fundraising Committee,
  - E. Sit on the Investigation Committee,
  - F. Sit on the Policies and Procedures Committee,
  - G. Sit on the Budget Committee,
  - H. Preside over meetings if the President is unable,
  - I. Fulfill duties and responsibilities of the President if he/she is unable to do so.
3. The Treasurer shall:
  - A. Attend the appropriate SGA meetings,
  - B. Provide a monthly financial statement,
  - C. Keep a financial ledger and record all transactions,
  - D. Be responsible for all expenditures and collection of funds pertaining to CRS,
  - E. Prepare the Comptroller to assume position of Treasurer following cessation of duties,
  - F. Meet with Executive Board and the Comptroller as needed,
  - G. Act as advisor for budget in SGA,
  - H. Chair Budget Committee,
  - I. Chair Mixer/Banquet Committee,
  - J. Sit on the Fundraising Committee,
  - K. Sit on the Policies and Procedures Committee.
4. The Comptroller shall:
  - A. Be elected during the first business meeting of the spring semester,
  - B. Assume the position of Treasurer at the start of the following academic year,
  - C. Meet with the Treasurer for monthly review,
  - D. Sit on the Fundraising Committee,
  - E. Sit on the Budget Committee,
  - F. Sit on the Mixer/Banquet Committee.
  - G. Sit on the Policies and Procedures Committee,
5. The Secretary shall:
  - A. Record and disburse all minutes for general and Executive Board meetings,
  - B. Be responsible for general and executive attendance records,
  - C. Notify the President of all members in Poor Standing due to attendance as defined in Article II, Section 1, Part F of the By-Laws,
  - D. Sit on the Policies and Procedures Committee,
  - E. Sit on the Budget Committee,
  - F. Create any forms or applications to be filled out by members as deemed necessary by the organization,
  - G. Be responsible for maintaining all paper work as deemed necessary by the Executive Board.
6. The Parliamentarian shall:
  - A. Ensure all rules and regulations set down in Constitution and Bylaws are followed by all members,

- B. Review and update CRS constitution and bylaws every academic year or as necessary,
- C. Chair Policies and Procedures Committee,
- D. Sit on the Investigation Committee,
- E. Sit on the Budget Committee.

C. Operational Positions:

1. The Chief Line Officer (CLO) (Training Officer) shall:

- A. Be a New York State Emergency Medical Technician and have completed any/all required Intermediate ICS courses including but not limited to ICS 100, 200, 700, and 800,
- B. Be a CRS recognized Crew Chief,
- C. Make up monthly schedules of events to be distributed to general membership,
- D. Be responsible for creating monthly duty crews, and sees that stand-by crews are available when requested,
- E. Summarize CRS activity for the previous month,
- F. Chair the Continuing Quality Improvement (CQI) Committee,
- G. Chair Advancement Committee,
- H. Chair Training Committee,
- I. Sit on the Budget Committee,
- J. Sit on the Communications Committee,
- K. Sit on the Policies and Procedures Committee,
- L. Sit on the Appeals Board,
- M. Sit on the Investigation Committee,
- N. Act as an operational liaison for CRS with University Police and Potsdam Volunteer Rescue Squad, as well as other EMS and public safety agencies,
- O. Coordinate training sessions on at least a bi-weekly basis,
- P. Make arrangements for CPR and Blood-Borne Pathogen trainings.

2. The Assistant Chief Line Officer (ACLO) (Equipment/Communications Officer) shall:

- A. Be a New York State Emergency Medical Technician and have completed any/all required Intermediate ICS courses including but not limited to ICS 100, 200, 700, and 800,
- B. Be a CRS recognized Crew Chief,
- C. Keep up, restock, and reorder medical equipment and supplies,
- D. Work with Chief Line Officer to organize stand-bys and duty crew schedules,
- E. Chair Communications Committee,
- F. Sit on the Training Committee,
- G. Sit on the Budget Committee,
- H. Sit on the Investigation Committee,
- I. Sit on the Advancement Committee,
- J. Sit on the Policies and Procedures Committee,
- K. Make arrangements for CPR and Blood-Borne Pathogen trainings, in conjunction with the Chief Line Officer
- L. If no members are eligible for candidacy, a member may be elected to the position who has a level of training of EMT-B or above, has applied for Probationary Crew Chief status, and has shown leadership capabilities during Campus Rescue Squad emergency calls and trainings,
- M. Fulfill duties and responsibilities of Chief Line Officer if he/she is unable to do so.

## **Article VI – Chain of Command**

Section 1. For all administrative issues, the chain of command will be as follows:

- A. President
- B. Vice President
- C. Chief Line Officer
- D. Assistant Chief Line Officer
- E. Treasurer
- F. Secretary
- G. Parliamentarian

Section 2. For all operational issues, the chain of command will be as follows:

- A. Chief Line Officer
- B. Assistant Chief Line Officer
- C. Senior Ranking Crew Chief
- D. Any available Probationary Crew Chief
- E. President (only if a Crew Chief)

## **Article VII – Committees**

Section 1. Standing Committees

- A. The duties of, and membership requirements for all standing committees in CRS shall

be defined in Article VI, Section 1 of the By-Laws.

- B. The Standing Committees of CRS shall be:

1. Advancement Committee
2. Appeals Board
3. Budget Committee
4. Communications Committee
5. Continuing Quality Improvement (CQI) Committee
6. Fundraising Committee
7. Investigation Committee
8. Mixer/Banquet Committee
9. Policies and Procedures Committee
10. Public Relations Committee
11. Training Committee
12. Uniform Committee

Section 2. Ad-Hoc Committees

- A. The President shall establish all non-standing (Ad-Hoc) committees as needed.
- B. The President, along with the Chief Line Officer, shall assign members to these committees if needed.
- C. The chair of any Ad-Hoc committee shall be appointed during the time at which the committee is established.

## **Article VIII – Amendments**

Section 1. Any section of the Constitution may be adopted, amended, annulled or temporarily waived by a quorum of the members. Such amendments shall be proposed in writing and be seconded for consideration. All amendments must be submitted and approved by SGA.

## **Article IX – Affirmative Action**

Section 1. There shall be no discrimination on the basis of race, sex, nationality, religion, sexual orientation or politics within this organization. Any reference to the male gender in this organization will likewise refer to the female gender.

#### **Article X – Supremacy Clause**

Section 1. This Constitution shall be subsidiary to the Constitution of the SGA of SUNY Potsdam and shall operate in accordance with the SGA Constitution, the Student Code of Rights, Responsibilities and Conduct, except where federal, state or local protocols deviate from those of SGA and the Student Code. CRS will follow New York State EMT-B protocols due to the delicate nature of emergency health care as administered in the field. This constitution shall void, supersede and rule over all previous CRS constitutions.

#### **Article XI – Hazing Clause**

Section 1. Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes any acts of domination by students over others, which may lead to physical or emotional injury or discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with this organization is strictly prohibited by Campus Rescue Squad, SGA, and the State University of New York at Potsdam.