

University of Richmond Emergency Medical Services Constitution

As amended January 23rd, 2013

Article I - Name and Purpose

- A. The name of this Organization shall be University of Richmond Emergency Medical Services (UREMS).
- B. Formerly known as the Spider Advanced Volunteer Emergency Rescue Service, referred to as S.A.V.E.R.S. prior to October 20th, 2009.
- C. The purpose of UREMS is to promote the health and safety of every University of Richmond (UR) community member.
- D. This purpose shall be achieved through the following objectives:
 1. Provide non-transport, pre-hospital care to the sick and injured of the UR community. This is achieved by providing on-campus emergency medical services, in conjunction with the University of Richmond Police Department (URPD), as a recognized subsidiary agency of Richmond Ambulance Authority (RAA).
 2. Influence the spirit of the UR community through promoting safe behaviors and healthy lifestyle choices.

Article II - Membership

- A. Membership is restricted to the following:
 1. Students currently enrolled full-time at the University of Richmond (minimum of 3.5 units) with a minimum Grade Point Average (GPA) of 2.7 or above for the past semester.
 2. If a member falls below the 2.7 GPA minimum they will be placed on probation for the following semester. During this probationary semester they must achieve at least a 2.7 GPA or higher.
 3. Have skills that are beneficial to the accomplishment of UREMS purpose as defined in Article I Clauses C and D.
 4. Members, upon graduation, shall become honorary members if they have served this organization as a First-Responder for a period of at least two consecutive semesters.
- B. Membership shall be separated into distinct categories:
 1. Active Member:
 - a. Have completed an Active Member Application approved by the Executive Board.
 - b. Hold current certification in CPR from a RAA recognized organization (American Red Cross, American Heart Association, American Safety & Health Institute, or Emergency Care and Safety Institute).

2. First Responder:
 - a. Hold current certification as per the SOG's
 - b. Respond to emergencies per the URPD and RAA dispatchers and in accordance with UREMS Standard Operating Guidelines.
 - c. Participate in University sanctioned stand-by events identified as having a high potential for injury, such as intramural, club, or NCAA Division I sporting events.
- C. Rights, Privileges, and Responsibilities:
 1. Rights:
 - a. All active members shall have voting rights given that they are in attendance of all general membership meetings a semester or have submitted an excuse that is approved by the Executive Board.
 2. Privileges:
 - a. All first responders shall be entitled to all services and benefits of the organization (Spider Card access, parking rights while on duty, RAA benefits).
 3. Responsibilities:
 - a. All members shall be expected to fulfill duties relevant to their membership status as outlined in the Standard Operating Guidelines.
 - b. All members shall be expected to attend all mandatory meetings, functions, and sponsored events.

Article III – Governance

A. Executive Board:

1. Members must hold active member status and must have a Grade Point Average of a 3.0 or above for the past year in order to be able to be eligible for an Executive Board nomination.
2. All nominations must be submitted to and are pending approval from the RAA Liaison, URPD Liaison, and current President by a 2/3 vote.
3. The President shall be the Chairperson of the Executive Board
 - a. The Vice President shall be the chairperson of the Executive Board in the absence of the President
4. The Executive Board shall consist of every student officer
 - a. Student officers:
 - i. President
 - ii. Vice President
 - iii. Chief of Operations
 - iv. Training Officer
 - v. Finance Officer
 - vi. Communications Officer
 - vii. Membership Officer
 - viii. President-Emeritus, ex-officio
 - b. Terms of office for officers:
 - i. The term of office shall be one calendar year.
 - ii. Elections of the student officers shall be conducted by secret ballot prior to the end of the fall semester of each calendar year.
 - iii. Nominations for offices are open and members may nominate themselves.
 - iv. Nominees shall appear on the ballot. The ballot shall be dispensed unless only one candidate is running for any office.
 - c. Qualifications for student officers:
 - i. Student officers must possess a minimum GPA of 3.0 upon election to office.
 - ii. Only undergraduate UR students who are UREMS members may hold an office.

- iii. At the time of elections, the current President may elect to become the President-Emeritus or run for election for any other position for which they are qualified. No other members may run for the position of President-Emeritus.
 - d. Replacement of student officers:
 - i. If replacement is suggested by any of the Disciplinary Committee members, the Disciplinary Committee will complete a holistic review and decide if it is necessary to replace the officer.
 - ii. A representative of the University of Richmond's Dean's Office will advise on the academic standing of the Officer.
- B. Disciplinary Committee:
 - 1. The Chief of Operations shall be the Chairperson of the Disciplinary Committee
 - a. The President shall be the Chairperson of the Disciplinary Committee in the absence of the Chief of Operations
 - 2. The Disciplinary Committee shall consist of the following:
 - a. URPD Advisor(s)
 - b. RAA Advisor (s)
 - c. President
 - d. Vice President
 - e. Chief of Operations
 - f. President-Emeritus
 - 3. The Disciplinary Committee, URPD Liaison or RAA Liaison may take the following actions:
 - a. Penalty duty shifts or stand-bys
 - b. Suspension of membership
 - c. Revocation of membership
 - d. Revocation of student officer positions
 - 4. The Disciplinary Committee, URPD Liaison or RAA Liaison shall apply penalties to members only with just cause.
 - a. In the event that the Disciplinary Committee, URPD Liaison or RAA Liaison revokes membership, one appeal may be made to the URPD Chief of Police or the RAA CEO, permitting that they were involved in the initial disciplinary action.

Article IV – Duties of Student Officers

- A. Duties of the President:
 - 1. Interpret and enforce this constitution.
 - 2. Report to and meet as needed with the RAA and URPD Advisors.
 - 3. Prepare an annual budget with the Finance Officer to be approved by the Executive Board.
 - 4. Prepare an annual calendar with the Vice President of Administration to be approved by the Executive Board.
 - 5. Coordinate the spring EMS luncheon and fall EMS brunch with the Vice President of Administration.
 - 6. Follow-through with and modify the long-term strategic plan.
 - 7. Preside over and prepare agendas for all general membership and executive board meetings.
 - 8. Appoint committee chairpersons to be approved by the Executive Board.
 - 9. Appoint additional ad-hoc committees as needed to be approved by the Executive Board.
 - 10. Serve as an ex-officio member of all committees.
 - 11. Inform members regarding the activities and progress of the organization.
 - 12. Represent UREMS to the UR, local, and EMS community.
 - 13. Cast the deciding vote in the instance of a tie, either within the general membership or within the Executive Board. The president cannot vote except in the case of a tie.

14. Considering the duties incident to this office, it is necessary for the officer to hold an approved current certification in CPR as well as an EMT-Basic or higher EMT certification recognized by the Commonwealth of Virginia at the time of election and for the duration of the officer's term.
 15. Perform all other duties incident to the office.
- B. Duties of the Vice-President:
1. Assist the President as needed.
 2. Serve in the capacity of the President in the event that the President is absent or unable to fulfill the duties of the office.
 3. Prepare an annual calendar with the President to be approved by the Executive Board.
 4. Coordinate the spring EMS luncheon and fall EMS brunch with the President.
 5. Coordinate the preparation of an Annual Report to be approved by the Executive Board and shared with the General Membership, Advisors, UREMS alumni, and the UR, local and EMS community
 6. Oversee public relations, including, but not limited to:
 - a. University Communications, The Collegian, and other press organizations.
 7. Perform all other duties incident to the office.
- C. Duties of the Chief of Operations:
1. Assist the President as needed.
 2. Oversee all emergency dispatching, operations, and first response.
 3. Prepare a schedule for First Responders ~~to be approved~~ by the Executive Board.
 4. Procure and maintain all:
 - a. Medical equipment
 - b. Dispatching equipment
 - c. Identification badges
 - d. Uniforms
 5. Serve as the Chairperson to the Disciplinary Committee.
 6. Update the Standard Operating Guidelines as needed.
 7. Considering the duties incident to this office, it is necessary for the officer to hold an approved current certification in CPR as well as an EMT-Basic or higher EMT certification recognized by the Commonwealth of Virginia at the time of election and for the duration of the officer's term.
 8. Perform all other duties incident to the office.
- D. Duties of the Training Officer:
1. Ensure that all First Responders are proficient with:
 - a. UREMS First Responder Prehospital Patient Care Protocols
 - b. Medical equipment
 - c. Dispatching and radio equipment
 - d. All other topics covered in the Field Training Guidebooks
 2. Coordinate RAA/URPD field training.
 3. Coordinate the EMT-B class as necessary
 4. Coordinate all Continued Education (CE) courses offered at local hospitals, Richmond Ambulance Authority, and local emergency service offices.
 5. Conduct in-service training events at General Membership Meetings.
 6. Organize and take part in the administration of CPR, first aid, and EMT training events and courses for the UR community.
 7. Maintain and appropriately distribute:
 - a. UREMS First Responder Prehospital Patient Care Protocols
 - b. UREMS Field Training Guide
 8. Considering the duties incident to this office, it is necessary for the officer to hold an approved current certification in CPR as well as an EM-Basic or higher EMT certification recognized by the Commonwealth of Virginia at the time of election and for the duration of the officer's term.
 9. Perform all other duties incident to the office.

- E. Duties of the Finance Officer:
 - 1. Prepare an annual budget with the President to be approved by the Executive Board.
 - 2. Oversee the application process for all funding sources, including, but not limited to:
 - a. SOBAC Funding
 - b. Grants
 - 3. Oversee the receipt, care, and disbursement of funds to all offices.
 - 4. Inform General Membership regarding the financial status of the organization.
 - 5. Approve discretionary petty expenditures of the President.
 - 6. Perform all other duties incident to the office.
- F. Duties of the Communications Officer:
 - 1. Record, maintain, and distribute General Membership and Executive Board meeting minutes and attendance records.
 - 2. Maintain and update the UREMS website and Blackboard
 - 3. Publish the UREMS Newsletter on a bi-semester basis
 - 4. Perform all other duties incident to the office.
- G. Duties of the Membership Officer:
 - 1. Organize and conduct recruitment events.
 - 2. Review applications, conduct interviews in conjunction with the URPD Liaison and/or the RAA Liaison, and invite potential members to be voted upon at membership meetings
 - 3. Maintain membership files
 - 4. Maintain membership roster, e-mail contact list, and Blackboard account contacts.
 - 5. Perform all other duties incident to the office.
- H. Duties of the President-Emeritus:
 - 1. Serve as a non-voting member of the Executive Board and Disciplinary Committee.
 - 2. Perform all other duties incident to the office.

Article VI – Membership Meetings

- A. General Membership Meetings:
 - a. Held once a month at a time and location determined by the Executive Board at the start of the semester
- B. Special Meetings:
 - a. The President or Advisor(s) may call special meetings of the General Membership or Executive Board as needed.
- C. Executive Board Meetings:
 - a. Held once a month at a time and location determined by the Executive Board at the start of the semester.
- D. Majority: A majority shall consist of one-half of active members present at any given meeting.

Article VII – Constitutional and Standard Operating Guidelines Amendments and Revisions

- A. Proposed amendments or revisions of this constitution shall be submitted in writing to the Executive Board at least ten days prior to regularly scheduled meeting of the membership.
- B. Recommendations: The Executive Board shall make recommendations to the membership at the time the membership is to consider revision or amendment.
- C. Vote: An affirmative vote of two-thirds of the eligible voting members shall be required to amend this constitution.
- D. Members: A copy of the proposed amendment must be sent to each member at least one week prior to the meeting.
- E. All changes should be made for the benefit of the organization as a whole.

Article VIII - Parliamentary Authority

- A. The rules contained in the most current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Constitution or the special rules of order of the organization.

Article IX – University Policies

- A. This organization shall abide by all applicable policies instituted by the University of Richmond.