**Paul Smith’s College Medical Emergency Response Team**

**By Laws (as of 09/27/2016)**

**Article I- Purpose**

Section 1: The general purpose of this organization shall be to provide quality emergency medical services and training to students of Paul Smith’s College (PSC).

**Article II- Name**

Section 1: This organization shall be known as “Paul Smith’s College Medical Emergency Response Team.”

**Article III- Powers**

Section 1: This organization shall have all the powers permitted by law and/or PSC policies and procedures for campus student clubs, which are necessary or desirable for carrying out the purpose for which it was founded. Ultimately, the Advisor and the President will share the final say of any programs that the organization shall recommend.

**Article IV- Membership**

Section 1: Membership shall be open to students of the college who have paid their student activities fee for the current semester.

Section 2: Members are considered to be active if they attend and/or participate in two thirds of PSC MERT meetings and activities, unless pre-approved/excused from these meetings/events due to other valid commitments.

Section 3: Students that have a judicial action against them or are in violation of Campus Policy or New York State Law or that have performed inadequately in any way on a call, will have their membership status reviewed by members of the MERT executive board on a case-by-case basis and may result in no change, probation, suspension, or termination.

* First offence: Member will be placed on probation, length of which will be determined by the executive board.
  + If member is in violation of Campus Policy, MERT Policy or New York State Law during their probation period, their case will be referred to the executive board for review.
* Second offence: Member will be given a final warning and placed on permanent probation.
* Third offence: Member will be terminated from the Medical Emergency Response Team.
* Members will be able to appeal their termination only, to the advisors of MERT.

Section 4: Every new member will have to clear

* Every new EMT and/or first responder will have to get an endorsement from a current EMT stating that they (the current EMT) feels that the new member has the ability to operate a call alone (for an EMT) or are competent assistants(for CFRs).
* If a cleared first responder becomes an EMT they will have to be cleared again in order to operate as an EMT
* Once the new CFR or EMT has an endorsement the endorsement will go before the executive board for approval.
* A new member has up to two semesters to clear, at this point the member to be cleared will have a meeting with the board to discuss a plan (or if the result of lack of calls) of action to get the member to clear or determine their future with the club.

Section 5: Hazing

* MERT shall not engage in hazing or hazing-type behavior, whether required as a condition for membership, expected as part of a group tradition, or carried out as a spontaneous action. New York State law prohibits hazing. Any student who feels he or she has been subjected to hazing is encouraged to bring the matter to the attention of a member of the Campus Safety and/or Campus Life Staff.

College sponsored clubs, and/or organizations, found “Responsible” – via the college’s internal judicial process - for hazing and/or hazing-type behavior (as defined below) may be placed within a period of “Probation”, “Suspension”, or permanently “Dissolved” as a college club and/or organization.

Section 6: Title IX

* Paul Smith’s College investigates all reports of sexual misconduct. As emergency medical care providers you are required to report incidents of sexual misconduct to your supervisor or to the Title IX coordinator. As part of any Title IX investigation that may be conducted as a result of such reports, emergency medical care providers must provide details including the names of those involved in the incident. Requests for confidentiality will be respected but cannot be guaranteed.

**Article V- Organization or Government**

Section 1: PSC MERT business shall be conducted by the general members.

**Article VI- Officers**

Section 1: Officers shall consist of a/an President, Vice President, Training and Recruitment Officer, Secretary, and Treasurer. Officers will be selected by the members. See Appendix A for duties and responsibilities of officers.

Section 2: The PSC EMS Board of Directors shall consist of one club advisor, President, Vice President, Sectary, Treasurer, two non-voting general members or “members at large”. This Board shall preside over disciplinary hearings, regular meetings, new responder applications, and other occurrences and necessities as seen fit by the membership.

**Article VII- Annual Meeting**

Section 1: The annual meeting for the election of officers shall be held at a time and place to be determined by the Executive Board, but shall be no later than May 1st of the current school year.

Section 2: Initially, the entire Board will be elected at a special meeting by popular vote of the general membership.

**Article VIII- Meetings & Special Meetings**

Section 1: The number of meetings held each year shall be determined by a majority of PSC MERT members.

Section 2: If any Board positions are open, vacancies will be filled by a popular vote of the general membership.

Section 3: Special meetings shall be called at the discretion of the Executive Board with at least five (5) days written notice to all members.

Section 4: Meetings that only require the members of the board to attend will be given at least five (5) days’ notice, unless all members of the board agree to meet sooner than five (5) days.

**Article IX- Rules of Order**

Section 1: All meetings and deliberations therein shall be conducted in accordance with the rules set forth in **Robert's Rules of Order**, except where the same shall conflict with the specific provisions of these bylaws.

**Article X- Amendments**

Section 1: This constitution and bylaws may only be amended by a two-thirds vote of all members present and voting at the annual meeting, or at any special meeting called expressly for that purpose, on at least five (5) days written notice to all members specifying in full the amendments proposed.

**Article XI- Removal From Office**

Section 1: Any officer may resign from his/her position with a 14 day notice to the advisors and remaining officers.

Section 2: If an officer is still not performing his/her duties after three separate advisements from the other members of the Executive Board, he/she may be removed by a two-thirds majority vote of the membership. An interim replacement may be chosen by the Executive Board through its selection process, and a permanent replacement will be chosen by the membership at the next meeting with at least five (5) days’ notice.

Section 3: If club advisor or technical supervisor is still not performing his/her duties after three separate advisements from the other members of the Executive Board, he/she may be removed by a two-thirds majority vote of the membership. A replacement will be chosen by the Executive Board the following week (with the majority approval of the general membership).

**Appendix A**

Clearing

Endorsement

Probation

Suspension

Termination

Club Advisor

Technical Supervisor

President

Vice President

Training & Recruitment Officer

Treasurer

Secretary

Clearing

* The process a member must go through to be considered by the club to have the skill sets to operate on a call without two other MERT members

Endorsement

* A written statement from an EMT stating why they feel a new member is ready to be cleared

Probation

* Operating under strict supervision and in a scene support capacity (holding doors, waiting for ambulance, etc.) at the on call EMT’s discretion. A member on probation is still expected to attend meetings and trainings. Duration of probation will be determined by the board on a case by case basis. Probation may be indefinite, meaning that the duration is undefined and probation may be lifted at a time that the board feels fit. Probation may be permanent, if so determined by the board, meaning that the individual will be on probation for the remainder of their time with MERT

Suspension

* Barred from active duty such as responding to calls, attending meetings, and attending trainings

Termination

* Removal from the MERT club

Club Advisor and Technical Supervisor

* Link College administration to MERT staff and provide upper-level direction

Officers

Requirements: President-2 consecutive semesters of MERT membership, Vice President 1 semester, other positions none.

Responsibilities of the individual officers include, but are not limited to…

President

* Manages and collects reports from all Officers; delegates tasks as appropriate
* Represents PSC MERT in formal meetings with other agencies
* Conducts day-to-day affairs and ensures compliance with protocols and laws
* Reviews all treatment calls, either in person or through documentation and reports
* Ensures that all PSC MERT personnel provide effective care and act appropriately on call and during any other MERT operations

Vice President

* Supervises responding personnel, correcting disciplinary issues when necessary
* Coordinates staffing for special events and prepares operations plans
* Cooperates with Training Officer in implementation of training programs
* Prepares supply orders based on inventory and information collected from field personnel
* Delegates equipment maintenance and ensures completion

Training & Recruitment Officer

* Researches, arranges, and informs staff of Continuing Education opportunities
* Oversees CPR classes and other public outreach educational programs
* Takes measures to keep the campus community informed of PSC MERT activity
* Administers recruiting program and assists with in-service training

Treasurer

* Coordinates uniform purchases and approval of uniform items
* Prepares budget proposal to Student Government (SGA) and/or administration every spring
* Keeps track of expenditures and credits
* Assists other officers with resource needs and purchases

Secretary

* Prepares schedules and agendas for meetings as well as taking meeting minutes and developing the on-call coverage schedule
* Responsible for gathering and organizing certifications, confidentiality agreements, call narratives and PCR’s, and any other paperwork