

CONSTITUTION OF
THE UNIVERSITY OF MASSACHUSETTS AMHERST
EMERGENCY MEDICAL SERVICES

Updated: Fall 2003

Article I: Introduction

Section 1:

This document, in its entirety, comprises the Constitution of the University of Massachusetts Amherst Emergency Medical Services, also known as UMass Amherst EMS, RSO Number 134. UMass Amherst EMS herewith assumes ownership of and responsibility for all property, materials, and accounts presently owned by the unit. UMass Amherst EMS currently conforms to, and intends to continue to conform to the rules and regulations relating to RSO's on the Amherst campus. UMass Amherst EMS does not encourage, support, or condone any form of discrimination or hazing in accordance with the policies of the University.

Article II: Goals and Objectives

Section 1:

The goals and objectives of UMass Amherst EMS are:

To help ensure the safety and welfare of members, guests, and visitors to the University community through the provision of trained and certified Massachusetts Emergency Medical Technicians (EMT's) functioning as a non-transporting first responder agency at University functions as arranged by the Director of Operations and under the oversight of University Environmental Health and Safety.

To promote a cooperative attitude between the agencies of UMEMS, Amherst Fire Department, and Environmental Health and Safety through open dialogue and communication. This cooperative function shall include but not be limited to frequent meetings between representative of each agency to help ensure that patient care and interagency cooperation is on the forefront of response operations.

To promote the welfare of members, guests, and visitors to the University community by establishing and operating an effective educational system to teach Cardiopulmonary Resuscitation (CPR) and First Aid to all interested persons.

To support the American Red Cross and their efforts on-campus by volunteering to promote and support blood drives and any other programs they may offer.

To increase awareness of and help provide solutions to safety and health hazards within the University community through cooperation with the Division of Environmental

Health and Safety (EH&S), University Health Services (UHS), University Police (UMPD), and other departments as necessary.

To help members maintain and improve their skill levels by making re-certification in CPR and continuing education courses available to them and by supporting and encouraging members to seek certification at higher levels of training in all fields relating to Emergency Medical Services (EMS).

To help plan and organize fire safety awareness and fire prevention services with University staff and departments.

Article III: Membership

Section 1:

All undergraduate, graduate and all others completing membership requirements who are recognized by the Board of Directors at the University of Massachusetts Amherst Campus are eligible to become active members of the Unit. New members will be inducted upon completion of the application requirements as outlined in Section 2 with the approval of a majority of current active members. No formal voting will take place as a general rule, rather it will be incumbent upon any active member to draw the attention to the Board of Directors to an applicant about whom they have a specific concerns or conflicts.

Section 2:

Interested individuals must complete an application form and all required training, consisting of at least, but not limited to: annual fire extinguisher training, radio training, a one time walk through of facilities on a non-paid basis, pass both written and practical exams (75% or better) unless the directors agree to waive the exam, and possess current Massachusetts Emergency Medical Technician and CPR (AHA, ARC CPR for Professional Rescuer) certifications. Failure to complete all application requirements in a timely manner, as established by the Board of Directors at the beginning of the recruiting period, will result in denial of the application. Discretion in this matter lies solely with the Board of Directors.

Section 3:

Members will wear a distinctive UMEMS patch on the left shoulder of their uniform shirt.

Section 4:

Active members must attend all Unit meetings unless specifically excused by the Executive Director or the Director of Operations prior to the meeting. Missed meetings must be made up with a director in accordance with Article VI, Section 1. Failure to attend two consecutive meetings with unexcused absences may result in disciplinary action in accordance with Article IX and possible dismissal from the Unit.

Section 5:

UMEMS reserves the right to limit membership at any time to let current members enjoy full membership benefits. In any case, UMEMS will conduct one recruiting session per academic year as a minimum.

Section 6:

Any active member of the Unit may nominate non-members for honorary membership. Honorary members may not vote on UMEMS business or work details but enjoy all other benefits of membership. Nominations for honorary membership are brought to the Board of Directors. Subject to approval of the Board of Directors, a majority of members may confer honorary membership. All departing members in good standing are automatically awarded with honorary membership. Honorary membership is indefinite and is revocable only by disciplinary action as outlined in Article IX.

Section 7:

First year members will be referred to as probationary members. Probationary members must complete one full semester at said status unless this time period is waived by the Board of Directors due to extenuating circumstances. During this period probationary members must work all events with a regular active member. At the completion of the full semester, the Board of Directors will evaluate the status of each probationary member. At this time the Board of Directors will decide whether promotion to regular member status will be granted.

Section 8:

The evaluation of probationary members by the Board of Directors will be based on, but not limited to the following:

Probationary member has worked at least two details at both the Mullins Center and Fine Arts Center.

Probationary member has worked a number of additional details, to be determined by the Board of Directors.

Probationary member has been an active member of UMEMS and has not had any major disciplinary problems requiring a hearing for a full calendar school semester.

Probationary member has performed a walk through at Bowker Auditorium.

Section 9:

All members must attend the annual defibrillation meeting and training session to be held at the beginning of October. The exact date and time of the meeting will be announced no later than

the preceding general meeting by the executive director. Members that are unable to attend this meeting will be required to take equivalent training by no later than October 31st and forfeit their ability to work events for UMEMS until such training is completed.

Section 10:

The board of directors may designate training as mandatory if it is deemed necessary by the majority of the board. This includes but is not limited to OWLs, equipment training, run form training, and training in all forms of patient care. Completion of any training that has been designated mandatory by the board of directors is a requirement for membership. If a member cannot attend a mandatory training session he or she shall be required to attend an equivalent training session within one month or forfeit their ability to work events for UMEMS until such training is completed or a waiver is given by the board of directors for extenuating circumstances.

Article IV: The Board of Directors

Section 1:

The Board of Directors shall consist of a minimum of five persons in the following chain of command: Executive Director, Director of Operations, Director of Training, Director of Administration and Director of Special Projects. The Parliamentarian will be an appointed position, retaining full director status. These positions are filled as outlined in Section 4.

Section 2:

Duties and responsibilities of the respective Directors are outlined herein:

The Executive Director (ED) is responsible for the overall administration and operation of UMEMS. The ED will schedule and run all meetings, oversee public and professional relations, and delegate tasks to other directors and members and ensure smooth operation of the Unit at all times. The ED will establish short-term goals and objectives for UMEMS and will adjudicate all matters not specifically covered in other Articles and Sections of this Constitution.

The Director of Operations (DO) will assume the duties of the ED in the absence of the latter. The DO is responsible for scheduling and maintaining records of details worked to determine order of detail selection in accordance with Article VII, Section 1. The DO will be responsible for maintaining stocks of supplies to support UMEMS operations and will keep a written record of all equipment that is on loan to UMEMS members or outside organizations.

The Director of Training (DT) will schedule, organize and oversee all training conducted by UMEMS. The goal of training will be to improve members' skills through practical exercises and to maintain knowledge and skills through continuing education. The DT will be responsible for setting up at least one continuing education class approved by OEMS within each term of office. The DT, in cooperation with the ED, DO and DA will attempt to ensure that new members are scheduled with veteran members for the first two details all new members work.

The DT will be responsible for any needs of the EMT class if a class or classes are run while the DT is in office. This includes organizing TA's, meeting times, meeting rooms, and coordinating all monetary issues surrounding the class as well as miscellaneous other duties.

The Director of Administration (DA) will have primary responsibility to maintain UMEMS financial records. The DA will have signature power, maintain copies of current certifications for all active members, and keep track of members with non-current certification. The DA will keep minutes of meetings, both general and executive, and will produce a typed newsletter summarizing each general meeting after each such meeting. The newsletter will include a list of all details, volunteer activities, and CPR or First Aid classes that were scheduled as well as who is working the latter.

The Director of Special Projects (DSP) will organize UMEMS fund raising activities, coordinate blood drives, and schedule CPR and First Aid classes and instructors. The DSP will chair special committees established if another Director is not specifically assigned by the board. The DSP will be the liaison for the Unit to the American Red Cross, have signature power, and replace the DA in the event of his or her absence.

The Parliamentarian will maintain the integrity of the UMEMS Constitution and assist the Executive Director with parliamentary procedures during all Unit meetings. The Parliamentarian will review all proposed constitutional amendments and present them to the Unit.

Section 3:

Unit officers will serve a minimum of one hour per week in office hours. During this time they will be in the office to assist members with any questions or concerns they may have. These hours will also be available for unit members to make up meetings they have missed. Except in extreme cases, any changes in scheduled office hours will be posted at least 24 hours in advance.

Section 4:

Officers, with the exception of Parliamentarian, are elected annually at the last meeting before the winter recess. Any active member in good standing may be nominated for any position. Nominations will be seconded. Any member may decline a nomination for any reason, stated or unstated. All nominees will be afforded an opportunity to speak on their own behalf for no more than three minutes. All active members will then be allowed the opportunity to question or comment on any or all nominees should they so desire. A nominee is elected by a majority of members. In the absence of a clear majority for a position, a run off election between the two nominees with the highest number of votes will be held. In the event of a tie after the run off election, the outgoing Board of Directors will vote to determine the winner. Officers will assume duties and responsibilities at the end of the last meeting before the winter recess.

The Parliamentarian will be an appointed position. All interested members must submit a letter of intent and a list of qualifications to the Executive Director no later than the meeting before the elections. The Board of Directors will review the applicants and appoint the new Parliamentarian at elections. This appointment may be overturned by a vote of at least 2/3 of the active members.

Section 5:

Any officer may be recalled at any time. A petition signed by not less than five active members stating the reason(s) for recall must be presented to the Executive Director (or the Director of Operations if the ED is the subject of the petition). A vote on the issue will be held at the next Unit meeting. The officer is recalled by a vote of at least 2/3 of the active members.

Section 6:

The Board of Directors will conduct weekly meetings. All members are permitted to attend, but only members submitting a written request at least 24 hours prior to the Board of Directors before the meeting will be recognized and allowed to address at the meeting. An exception is previous Directors who may be recognized at any time at the discretion of the meeting chairperson. The chairperson will be the highest member of the chain of command present. Executive (private) sessions of the Board of Directors are authorized, however no binding decisions can be made in executive sessions.

Section 7:

A committee is any group or individual connected with UMEMS that is carrying out unit business in any way shape or form. This includes purchasing equipment or supplies, investigating topics, or anything else related to unit activities. The Board of Directors is not considered a committee for the purposes of this article. All committees must take detailed minutes at every meeting and submit a copy of these minutes to the Executive Director within three working days. All committees must make presentations to the general membership at least twice a semester disclosing all material actions that have been taken by the committee and any progress that the committee has made.

Section 8:

The Board of Directors may approve appropriations of unit funds not to exceed \$100 between any two general meetings. Any appropriation above this amount must be approved by the general membership at either a general meeting or a "special meeting" called in accordance with Article VI, Section 3 of this constitution.

Section 9:

Once every two months a representative from the board of directors must meet with a representative from EH&S and AFD to discuss any concerns or problems that may have arisen and resolve all matters pertinent to the three organizations.

Article V: Advisors

Section 1:

UMEMS is advised by staff members from the Division of Environmental Health and Safety, UMass Police Department, University Health Services, and Amherst Fire Department. Additional advisors may be added as needed at the discretion of the Board of Directors. The Board of Directors will determine the roles of advisors at the beginning of each academic year.

Article VI: General Meetings

Section 1:

UMEMS will conduct meetings at least twice each month that the University is in session. A meeting schedule for the entire semester will be posted no later than the first meeting of each semester. Attendance at all UMEMS meetings is mandatory. If you feel you need to be excused from a scheduled meeting you must request an excused absence from either the Executive Director or the Director of Operations. A maximum of two excuses per semester per person will be authorized in this manner. Any additional requests must be submitted in writing to the Board of Directors for a majority decision. Members working details that are concurrent with a meeting are automatically excused. This will not count as one of the two authorized excuses.

Any missed meeting, including excuses absences, must be made up within 7 days from the date of the meeting unless authorized an extension by the ED or DO prior to the absence. After 7 days, all previously scheduled details for that member will be rescheduled. If the absence is unexcused and the member is scheduled for a detail within 10 days after the absence, the absence must be made up within three days prior to the detail or the detail will automatically be rescheduled.

Example # 1: John is scheduled to work a detail on 3/13/xx; he forgets about the meeting on 3/6/xx, John only had through 3/10/xx to make up the unexcused absence.

Example # 2: Jenny is scheduled to work a detail on 4/20/xx; she was given an excused absence prior to the meeting on 4/18/xx; Jenny has until 4/25/xx to make up her excused absence before any details will be rescheduled. Her detail on 4/20/xx will not be rescheduled.

Example # 3: Tom is scheduled to work a detail on 2/23/xx; he received an excused absence from the meeting on 2/15/xx; because Tom did not make up his excused absence within 7 days of the meeting date, his detail on 2/23/xx will be rescheduled.

If a member has more than 2 unexcused absences in any one semester a review board will be convened to decide on an appropriate corrective action to be taken. This could include, but is not limited to, suspension of working privileges or removal from the Unit. Meetings may be made up during any directors posted office hours or by prior special arrangement with an officer if none of the office hours are convenient.

Section 2:

Members are expected to be on time to all scheduled meetings. If you will be late to a meeting let either the ED or DO know prior to the meeting. Members that are more than 10 minutes late to a scheduled meeting and have not talked to either the ED or DO will lose ½ of a point; members that are more than 20 minutes late to a scheduled meeting and have not talked to either the ED or DO will lose an additional ½ point for a total of a 1 point deduction for that meeting. This will be applied to the point total for the next scheduling meeting. Members are responsible for all information that is presented at a meeting.

Section 3:

The Executive Director may call a special meeting with 48 hours notice to deal with extraordinary events. A minimum of 10% of active members may compel the ED to call a special meeting by delivery of a signed, written request to the ED stating the reason that a special meeting is requested. The ED must convene the meeting within 72 hours of receipt of such a request.

Section 4:

No binding decisions subject to vote may be made at any meeting at which less than one half of all active members are present. In no case shall any motion pass without the approval of at least one third of all active members.

Article VII: Details

Section 1:

Members of UMEMS will work paid and voluntary details. The total number of points accumulated since the previous scheduling meeting determines the choice of details. Ties are resolved by lottery. Points are awarded as follows:

Working a volunteer detail/ promoting UMEMS (rounded to nearest hour)	1pt/hr
Attendance at scheduled Directors meeting	1pt/wk
Working a detail scheduled	1pt
Working with a special committee	1pt
Participating on a disciplinary board	1pt
Working a detail when notified by a Director (within 24hrs)	2pts
Failure to show for a scheduled detail (and suspension of working privileges for 30 days)	-2pts

Unexcused absence from a scheduled meeting	-2pts
Unexcused absence from an Executive meeting (Directors only)	-2pts
Failure to hold office hours (Directors only)	-1pt

Section 2:

(i) It is each member's responsibility to be present in the proper uniform at the designated time for all details for which they are scheduled. If a member is unable to work, it is their responsibility to locate a replacement except in cases where the shift is of significant interest in the group. (E.g. concerts see subsection ii) Finding a replacement will negate the 2-point penalty imposed for not working. The member must alert the director of operations of who they found to replace them prior to the start of the scheduled shift. The member who does work will receive the 1 point as if they had been scheduled to work the detail at the scheduling meeting.

(ii) If a member scheduled to work a detail that is of significant interest can not work then the Director of operations will assign the shift to the EMT who was next on the points list at the time the detail was originally assigned. If this person does not want to work the shift it will pass to the person next down the list until the shift is filled. Significant interest will be determined by the board of directors or by a majority vote of the members during the meeting that the shift is scheduled. Any member may call for such a vote at any time.

Section 3:

September and February scheduling will be based on points earned since the previous scheduling meeting, to include any points earned during intercession. Scheduling order for new members will be selected by lottery for the first scheduling meeting.

Section 4:

Members on duty will be in full uniform. This includes:

Dress uniform: dark blue EMS pants, black belt, black boots, white uniform type shirt with UMEMS patch on left shoulder, EMT patch on right shoulder, a watch, and a pen. Uniforms will be obtained solely at Sentry Uniform in Chicopee, MA.

Directors (optional): gold nametag over right pocket, gold collar brass, and gold captain's bars

Members (optional): silver nametag over right pocket and silver collar brass

Alterations and/or additions to this uniform will be at the discretion of the Board of Directors and will be announced at the scheduling meeting prior to the detail.

Section 5:

Members working details will have a clean and neat appearance. Hair will be clean and neatly groomed. No hats that are not issued by UMEMS will be worn at any detail except at outdoor events in extreme cold weather.

Section 6:

Members will have a professional attitude while working and will not be under the influence of any drug and/or alcohol while on duty or in uniform.

Section 7:

Violation of these uniform requirements will result in disciplinary action by the Board of Directors to include forfeiture of credit for working the detail as a minimum. Violation of Section 6 will carry a suspension of no less than 30 working days and will be subject to review by a full disciplinary board as outlined in Article IX.

Section 8:

No event shall be staffed by less than two members of UMEMS, one of whom must be a full member, (non-probationary) with the exception of events that take place at Bowker auditorium or special events that have been cleared by the board of directors. Events at Bowker auditorium may be staffed by a single member who is either non-probationary, or a probationary member that has completed a walkthrough to the satisfaction of a member of the board of directors.

Article VIII: Large Events

Section 1:

A large event is defined as an event where more than 6 EMTs and/or more than eight patients are treated, and/or an event where more than 5000 people are in attendance, or at the discretion of the Board of Directors. Such examples are Undergraduate Commencement, a large concert, and Haigis Hoopla.

Section 2:

An Incident Command (IC) must be established prior to the event when the event involves more than six EMT's, or under the discretion of the Board of Directors. He or she must have direct communication with the Event Staff (i.e. Mullins Center or Haigis), the Triage Room, AFD (i.e. Mullins Center or Commencement), and/or UMPD (i.e. Commencement). If none of these have been established the IC will participate during the event in the same manner as any other member unless a large incident occurs that requires a central command structure be established. The IC must document all injuries and patients and have a proper map (i.e. large dry-erase board) for marking EMT location and patient involvement.

Section 3:

There must be proper documentation after each large event to ensure improvement for future events. At least two people who worked the event must be involved with the report, one must be a director, one must be a general member, and one of those must be the IC. The Director of Operations must oversee this report is done properly. The report must include but not be limited to the event title, the number of EMT's working, the location, the setup of the event, the number of patients treated and types of injuries, the type of and amounts of supplies used, what went well and what can be improved in the future.

A separate file in the filing cabinet must be made for all such Large Event Reports to be filed in. All members should have access to this file upon request to a member of the Board of Directors.

Section 4:

All relative reports (see Section 3) must be reviewed prior to the event and it's setup by at least but not limited to the Board of Directors.

Article IX: Discipline of Members

Section 1:

All active members on-duty at a detail or in UMEMS uniform are subject to the rules and regulations of this Constitution and the current revision of the UMEMS Training Manual. Any breach of these rules constitutes an offense, punishable as outlined below.

Section 2:

A "Significant Incident Form" is available for any member who while working a detail experiences something that needs to be examined in detail by the Board of Directors. This would include, but is not limited to improper uniform of members, improper attitude while working, or improper patient care. This form will be reviewed by the Board of Directors and kept on file.

Section 3:

Upon being made aware of a possible offense the Board of Directors will decide whether a Disciplinary Hearing before a Disciplinary Board is warranted. If a hearing is unwarranted the matter is ended. If a hearing is warranted, the alleged offender will receive a Notice of Hearing at least 48 hours prior to the hearing. The hearing will be before the Board of Directors formed as a Disciplinary Board. If the alleged offender so desires, at the time of notification they may request that two general members of their choice to sit with the Board of Directors on the Disciplinary Board. Failure to attend a hearing will result in an automatic decision against the member.

Section 4:

The member will be allowed adequate time to explain themselves at the hearing. At the conclusion, the members of the Disciplinary Board will vote on the outcome, the member being guilty of the alleged offense by a majority vote of the Disciplinary Board. The Board of Directors will then meet to decide the action(s) to be taken.

Section 5:

Penalties include, but are not limited to suspension or forfeiture of working privileges.

Article X: Amendments

Section 1:

This Constitution may be amended at any time with the approval of two thirds of all active members. Amendments are listed, dated, and signed by the current Executive Director at the end of this Constitution.

Approved by Committee:

(Date) (Constitutional Committee Chair)

Approved by UMEMS:

(Date) (Executive Director)

(Director of Administration)

Ratified by UMEMS:

(Date) (Executive Director)

(Director of Operations)

(Director of Training)

(Director of Administration)

(Director of Special Projects)

(Parliamentarian)