

EMS at UCSD

Organization Constitution

Emergency Medical Services at UCSD Constitution

Article I – Statement of Organization Name:

The organization shall be called Emergency Medical Services at UCSD, and may also be abbreviated as EMS at UCSD.

Article II – Statement of Purpose:

EMS at UCSD is organized exclusively to educate students and staff through CPR certification and training, provide information and resources for individuals, and to positively impact the health and safety of the UCSD community. EMS at UCSD shall facilitate the flow of information on topics related to collegiate Emergency Medical Services. The Organization shall also serve as a resource to assist in the development and integration of an official, campus-based Emergency Medical Service staffed by trained, qualified students in cooperation with University resources. In addition, the Organization will provide education to UCSD students and staff by offering American Heart Association CPR certification courses as well as free, hands-only CPR events on campus.

Article III – Statement of Non-Profit Status:

EMS at UCSD is a non-profit Student Organization that strives to educate, provide resources, and positively impact the UCSD community as outlined above in Article II.

Article IV – Statement of Membership Requirements:

Section I – Membership Eligibility:

Membership shall be open to any group or individual who files an Application of Membership with the EMS at UCSD Executive Board (hereinafter referred to as the Board collectively and as Officer individually) and meets the membership criteria set forth in Section II of this Article.

EMS at UCSD shall provide an equal opportunity to all qualified individuals or groups without regard to race, sex, color, religion, national origin, age, sexual orientation, or handicap.

Section II – Requirements of Affiliation:

Applicants must have an official affiliation with UCSD as an undergraduate, graduate, or post-baccalaureate student. Individuals must have an interest in learning about Emergency Medical Services. Applicants to EMS at UCSD shall also be committed to the purposes set forth in Article II. There are no formal certification requirements required for initial membership.

Section III – Categorization of Membership

Members will file an Application of Membership with the EMS at UCSD Board and, by doing so, agree to comply with the following:

1. Non-members must sign a liability waiver before every event. Members will sign a liability waiver at their first GBM that will stay valid throughout the year that they have membership.
2. Members must currently be CPR-certified or become certified within the quarter upon joining EMS at UCSD.
3. Members must partake in at least one time-slot of tabling or volunteering per month to spread awareness for EMS at UCSD and its associated campaigns.
4. Membership dues for EMS at UCSD shall be \$20.00 per year. Members who fail to pay dues will no longer have membership status, but may re-apply in the future.

Article V - Statement of Organization Meeting Frequency:

EMS at UCSD will have weekly Board meetings to discuss operations and address the ongoing needs of the organization. CPR events, both community based and officially sanctioned CPR classes, will be offered on a basis that meets the needs of the community. These dates and times will be determined by instructor availability, feedback from the community and those specifically interested in being trained. All event dates, times and locations will be subject to change due to unforeseen circumstances or by the needs of the community or the organization. All attempts will be made to provide timely notice and rescheduling of events.

Article VI - Statement of Executive Board Qualifications and Replacement:

Section I – Officer Qualifications and Roles:

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the Organization's Officers. The election process for Board Members will occur during Week Six (6) of Spring Quarter. Confirmed electees will serve their positions in the upcoming academic year.

There will be five (5) Officers with the following titles and duties:

1. **President:** The President will exercise general supervision over the club. He or she will manage the committee, on-going projects, and Board activities. The President will manage the Organization at a local, regional, state, and national level. He or she will be

the main corresponder with One Stop, the Community Advisor, and Emergency Health Services. The President will act as a facilitator for all organizational events by appointing and delegating tasks efficiently. He or she will also ensure that these tasks are carried out correctly and completely. The President will lead the culture, purpose, and vision of the club. In order to be eligible for this position, the Candidate must have been a Board Member for at least one academic year and be currently or previously EMT-certified.

2. **Vice President:** The Vice President will assume the responsibilities of the President in his or her absence. He or she will represent the Organization at official functions in addition to the President. He or she will be a secondary contact with One Stop, the Community Advisor, and Emergency Health Services. The Vice President will also serve as an overarching Member of all Standing Committees. He or she shall appoint and delegate tasks and ensure that they are carried out both correctly and completely. In order to be eligible for this position, the Candidate must have been a Member for at least one academic year and be currently or previously EMT-certified.
3. **Treasurer:** The Treasurer shall establish a quarterly budget, financial goals, and membership dues. He or she shall oversee the establishment of fundraisers for the Organization's monetary needs and will apply for AS funding with the assistance of the Administrative Secretary. He or she will solicit donations from businesses such as ambulance companies, medical suppliers, hospitals, *etc.* The Treasurer shall record all financial transactions, collect deposits, and track money earned from fundraising events. He or she will evaluate the authorization of all expenditures and establish the allotment of funds for all Organization events. In order to be eligible for this position, the Candidate must have been a Member for at least two academic quarters.
4. **Administrative Secretary:** The Administrative Coordinator is responsible for maintaining a complete set of official Meeting Minutes of all Board meetings. He or she will work with the President and Vice President to schedule hands-only CPR events and certificate-based CPR courses. This position will be in charge of the Organization's calendar by working with the Community Outreach Coordinator and will reach out to ensure trainers are available for events. He or she shall work with the President and Vice President to prepare an agenda for all Board Meetings. In order to be eligible for this position, the Candidate must have been a Member for at least one academic year.
5. **Community Outreach Coordinator:** The Community Outreach Coordinator shall assist in the recruitment of potential Members for CPR training, and additional public outreach events. He or she will plan, design, and execute events. The Community Outreach Coordinator will also serve as an advocate of the Organization's goals when interacting with UCSD Faculty, Risk Management, HMP³, Emergency Health Services, UCSD Organizations, and other Entities. This person will provide aid to the other Board Members as necessary. In order to be eligible for this position, the Candidate must have been a Member for at least two academic quarters.

Section II – Failure to Comply with Board Position:

If an Officer fails to fulfill his or her obligations, a verbal warning may first be issued. After this, a verbal and written warning will be issued. The written warning will highlight what the issue is and what actions and behaviors need to improve. If he or she fails to improve after being issued the written warning, then a majority vote of all other Board Members may be used to remove the non-compliant Officer from his or her position. The vacant position may be filled by Members through an application process.

Section III – Renewal of an Executive Board Position:

If a current Officer wishes to renew his or her position for the upcoming year, he or she shall be evaluated by the current Board Members and may be re-elected for that position by a majority vote.

Section IV – Amending the Constitution:

The EMS at UCSD Constitution may be amended by a majority vote of Board members. The voting process will take place during Board Meetings which shall be open to all Members to observe.

Article VII – Statement of Risk Management Cooperation:

EMS at UCSD is a registered Student Organization at the University of California, San Diego, but is not part of the University itself. As such, EMS at UCSD understands that the University does not assume legal liability for the actions of this Organization. There will be little to no risk to members of EMS at UCSD as this club is primarily intended to educate and provide resources to the campus.

Section I – “In Case of Interaction with Minors and/or the Elderly”

“EMS at UCSD is aware that all registered Student Organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). EMS at UCSD will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.”

Section III – “In Case of International Travel”

“EMS at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student

Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important. International travelers are advised to research U.S. State Department Travel Advisories and the C.D.C. Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most U.S. Health Plans are not valid in foreign countries.”

Article VIII – Community Advisor:

Section I – Appointment of the Community Advisor:

The Community Advisor shall be appointed by the President and approved by a majority vote of the Board. This person shall be re-elected annually. The Community Advisor may opt out of his or her position at any time of the academic year, only if there is an appropriate replacement available to take over the position. He or she must have an affiliation to an Emergency Medical Service entity. The Community Advisor must also have experience as an Emergency Medical Service Provider. He or she must sign the Community Advisor Signature PDF to serve their position.

The Community Advisor also agrees to assist with the following:

1. Consulting and advising for EMS-related topics.
2. Interpretation of University Policies.
3. Regulation of safety risks within the Organization as per UCSD guidelines.
4. Advocating and supporting the Organization as a whole.