

**EMS at UC San Diego  
Organization Constitution**

**Emergency Medical Services at UC San Diego  
Constitution**

Article I – Statement of Organization Name:

The organization shall be called Emergency Medical Services at UC San Diego and may also be abbreviated as EMS at UC San Diego.

Article II – Statement of Purpose:

EMS at UC San Diego is organized exclusively to educate students and staff through CPR certification and training, provide information and resources for individuals, foster a community of like-minded students interested in EMS, and to positively impact the health and safety of the UC San Diego community. EMS at UC San Diego 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 UC San Diego students and staff by offering American Heart Association CPR certification courses, as well as hands-only CPR events on campus.

Article III – Statement of Non-Profit Status:

EMS at UC San Diego is a non-profit Student Organization that strives to educate, provide resources, and positively impact the UC San Diego 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 UC San Diego 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 UC San Diego 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 UC San Diego as an undergraduate, graduate, or post-baccalaureate student. Individuals must have an interest in learning about Emergency Medical Services. Applicants to EMS at UC San Diego 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

EMERGENCY MEDICAL SERVICES AT UC SAN DIEGO CONSTITUTION - 2024-2025  
ACADEMIC YEAR

Members will file an Application of Membership with the EMS at UC San Diego 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 attend a training in Bystander CPR or become certified within the quarter upon joining EMS at UC San Diego.
3. Members must partake in at least one time-slot of tabling or volunteering per quarter to spread awareness for EMS at UC San Diego and its associated campaigns.
4. Membership dues for EMS at UC San Diego 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.

#### Section IV – Hazing Prevention

EMS at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents’ policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

#### Article V - Statement of Organization Meeting Frequency:

EMS at UC San Diego 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 UC San Diego students may hold office in the organization. Only registered UC San Diego 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.

EMERGENCY MEDICAL SERVICES AT UC SAN DIEGO CONSTITUTION - 2024-2025  
ACADEMIC YEAR

There will be nine (9) Officers with the following titles and duties:

1. **President:** The President will exercise general supervision over the club. They will manage the committee, ongoing projects, and Board activities. The President will manage the Organization at a local, regional, state, and national level. They will be the main correspondent with Revive and Survive, the Community Advisor, and Emergency Health Services. The President will act as a facilitator for all organizational events by appointing and delegating tasks efficiently. They 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 External :** The Vice President External will assume the responsibilities of the President in their absence. They will represent the Organization at official functions in addition to the President. They will be a secondary contact with Revive and Survive Collaborators, the Community Advisor, and Emergency Health Services. They will manage collaboration efforts and initiatives with external community stakeholders and organizations. The Vice President will also serve as an overarching Member of all Standing Committees. They 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. **Vice President Internal:** The Vice President Internal will assume the responsibilities of the President in their absence. They will represent the Organization at official functions in addition to the President. The Vice President Internal will also serve as an overarching Member of all Standing Committees. They shall appoint and delegate tasks and ensure that they are carried out both correctly and completely. They will focus on strengthening organization and collaboration within the executive board. 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.
4. **Administrative Secretary and Risk Management Officer:** The Administrative Secretary is responsible for maintaining a complete set of official Meeting Minutes of all Board meetings. They will work with the President and Vice Presidents to schedule hands-only CPR events, Emergency Medicine Education events, and certificate-based CPR courses. This position will be in charge of the Organization's calendar by working with the Publicity and Social Chair and will reach out to ensure trainers are available for events. They will be responsible for creating and sending weekly Newsletters during the academic year. . In order to be eligible for this position, the Candidate must have been a Member for at least one academic year and must be currently or previously EMT-certified.
5. **Publicity Chair :** The Publicity Chair shall assist in the recruitment of potential Members for CPR training, and additional public outreach events. They will serve as an advocate of the Organization's goals and promotion of Club Events across all media platforms. The Publicity Chair will also serve as an advocate of the Organization's goals when interacting with UC San Diego Faculty, Revive and Survive, Risk Management, HMP<sup>3</sup>, Emergency Health Services, UC San Diego Organizations, and other Entities. In order to be eligible for this position, the Candidate must have been a Member for at least two academic quarters.

EMERGENCY MEDICAL SERVICES AT UC SAN DIEGO CONSTITUTION - 2024-2025  
ACADEMIC YEAR

6. **Training Chair:** The Training Chair will be charged with coordinating all training events on and off campus, excluding Basic Life Support Certification Classes. They will be in charge of keeping track of materials and equipment. They will coordinate with the Vice President External to contact third parties, medical professionals, UCSD organizations, etc. in finding times to organize training. They will be responsible for leading the Training Committee. 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. Preference for this position is given to members who are BLS instructor Certified.
7. **Basic Life Support Training Chair:** The BLS Instructor Chair will be charged with coordinating Basic Life Support Certification Courses both on and off campus. They will be in charge of keeping track of materials and equipment. They will coordinate with the Vice President External to contact third parties, medical professionals, UCSD organizations, etc. in finding times to organize training. They will be responsible for leading the Basic Life Support Instructor Reimbursement Program. 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. This candidate must be BLS instructor Certified.
8. **Social Chair :** The Social Chair will be charged with holding club socials, gathering members for closer member relations, and providing opportunities to grow our club outside of medical services provided. The Social Chair will also work alongside the treasurer to find relevant fundraising opportunities as a way to grow the club and provide money for expenses. The Social Chair will lead programming funds for club events and meetings and manage room bookings. 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.
9. **Treasurer:** The treasurer will be responsible for managing the organization's funds, including Venmo, bank account and cash funds. Fundraising efforts will also be led by the treasurer working alongside the Social Chair. The Treasurer will identify and apply to sources of funding with the assistance of the President and Vice President Internal. They will also be the official bookkeepers of the club.

Section II – Failure to Comply with Board Position:

If an Officer fails to fulfill their 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 the officer 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 their position for the upcoming year, they shall be evaluated by the current Board Members and may be re-elected for that position by a majority vote.

EMERGENCY MEDICAL SERVICES AT UC SAN DIEGO CONSTITUTION - 2024-2025  
ACADEMIC YEAR

Section IV – Amending the Constitution:

The EMS at UC San Diego 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 UC San Diego is a registered Student Organization at the University of California, San Diego, but is not part of the University itself. As such, EMS at UC San Diego 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 UC San Diego 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”

“Emergency Medical Services at UC San Diego 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 UC Learning <https://uclearning.ucsd.edu>. Emergency Medical Services at UC San Diego 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 II - “In Case of the Provision of Medical Assistance”

In the event that Emergency Medical Services at UC San Diego provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

Section III – “In Case of International Travel”

“EMS at UC San Diego 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 healthcare 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 their position at

EMERGENCY MEDICAL SERVICES AT UC SAN DIEGO CONSTITUTION - 2024-2025  
ACADEMIC YEAR

any time of the academic year only if there is an appropriate replacement available to take over the position. They must have an affiliation with an Emergency Medical Service entity. The Community Advisor must also have experience as an Emergency Medical Service Provider. They 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 UC San Diego guidelines.
4. Advocating and supporting the Organization as a whole.