



Lehigh University Emergency Medical Services Bylaws

ARTICLE ONE: Name

This organization shall be known as Lehigh University Emergency Medical Services (LUEMS).

ARTICLE TWO: Purpose

Lehigh University Emergency Medical Services exists to provide emergency medical care, without cost, to the students, faculty, staff, and community, which comprise the Lehigh University family.

ARTICLE THREE: Recognition

This organization shall be fully recognized as a student organization, as specified by the Lehigh University Student Senate. LUEMS shall comply with guidelines set by the Lehigh University Student Senate, the Lehigh University Police Department, and the Pennsylvania Department of Health.

ARTICLE FOUR: Membership

4.1 Eligibility

A LUEMS member must be a Lehigh University student, faculty, alumnus, or staff member in good health, of good moral character, and be able to physically perform the duties of membership of this organization. Any reference to "he", "his" or the male gender otherwise within the LUEMS constitution or standard operating procedures shall refer to a member of either gender. Any person wishing to seek Full Membership within LUEMS must complete all parts of section 4.2 of the LUEMS Bylaws.

4.2 Application for Membership

4.2.a Application Process

Application for membership shall be made in writing on the form provided by LUEMS. Upon submittal of the application, the candidate must complete the New Membership Course, which will culminate in a final exam.

4.2.b New Membership Course

The purpose of this course will be to teach candidates interested in joining LUEMS of the inner workings of the organization. Additionally, candidates will learn skills necessary to function on calls as Observers (4.3.a). Any person, including those who are currently certified as Emergency Medical Technicians (EMT) by the Pennsylvania Department of Health, wishing to join LUEMS shall be

required to complete this course. The New Member/Observer Coordinator (5.1.g) will instruct this course and determine its length. Candidates may be absent from the course if a valid excuse is presented to the New Membership/Observer Coordinator within twenty-four (24) hours of the class, but they will be responsible for learning all covered material.

The New Member/Observer Coordinator shall administer the final exam and determine conditions necessary for a passing grade. This class will be held once per semester.

During the New Membership Course, Cardio Pulmonary Resuscitation (CPR) Certification Courses, in accordance with the American Heart Association, will be scheduled at the discretion of the LUEMS Captain and Lieutenant Training (section 5.1 of the LUEMS Bylaws). In accordance with section 4.3 of the LUEMS Bylaws, all members at any level of membership must have a CPR certification. Therefore, all candidates seeking membership will not be allowed to run on calls or hold Full Membership until they are CPR certified. Candidates already holding a valid CPR certification will not be required to take the CPR course. Holding a CPR certification is a requirement for completion of the course. Candidates may also choose to take a CPR course offered outside of LUEMS.

The end of the New Membership Course for any particular candidate will, therefore, be the later of either: 1) the date the candidate passes the final exam, or 2) the date a CPR certification is obtained by the candidate.

4.2.c Transition Period

During the New Membership Course and for the duration of the semester following its completion, the candidate will be considered a transitioning member who has no voting rights. During the transition period, candidates will be required to attend all scheduled LUEMS meetings, as well as all scheduled New Membership Classes; any absences will require a valid excuse within twenty-four (24) hours of the meeting or class.

Candidates who miss a meeting or class and do not notify the New Membership/Observer Coordinator within the allotted twenty-four (24) hours must petition to the Executive Board for a reprieve within two (2) days of the absence, or they will be removed from the Application Process.

Upon successfully completing all requirements of the New Membership Course, candidates will be allowed to run as Observers (4.3.a).

4.2.d Becoming a Full Member of LUEMS

Any person(s) who have satisfied all requirements of the LUEMS Bylaws, section 4.2, shall henceforth be considered full members of LUEMS.

Candidates may attempt application to LUEMS the following semester if, at any time, they are removed from the Application Process (4.2.a).

4.3 Classification

4.3.a. Observer

An observer member is one who currently holds no valid EMT certification from the Pennsylvania Department of Health. At any time, only one observer shall be permitted to respond to an emergency call, unless otherwise instructed by a Line Officer. Observers must hold CPR certification, and shall not provide care beyond the scope of their training. The observer member will take direction from the Crew Chief or Line Officer on all emergency calls.

4.3.b Probationary EMT

The rank of Probationary EMT shall be granted in two instances:

(1) All recent graduates of an EMT certification course will be given the rank of Probationary EMT until it is decided by the Line Office (5.1.h) that they are qualified and prepared to be promoted to the rank of EMT (4.3.c).

(2) EMT-certified members who are deemed by the Line Office (upon objective evaluation) to need improvement with EMT skills. Once these members are reevaluated by the Line Office and considered to be up to the standards of care outlined by LUEMS and the Pennsylvania Department of Health, they may be promoted to the status of EMT, at the discretion of the Line Office.

4.3.c. EMT

An EMT must hold both (1) a current Pennsylvania EMT certification issued by the Pennsylvania Department of Health (revised 2/3/05), and (2) either a current American Red Cross CPR for the Professional Rescuer certification or a current American Heart Association CPR for the Healthcare Provider Certification. If, at any time, the member's CPR or EMT certification becomes invalid, he will be reduced in status to that of Observer. The EMT will take direction from the Crew Chief or Line Officer on all emergency calls.

4.3.d. Crew Chief

A Crew Chief must meet all of the requirements of an EMT (4.3.c) and be recognized as a Crew Chief by the Captain (5.1.a). The Crew Chief shall be responsible for ensuring that a call sheet is completed for each emergency call, shall be in contact with the LUPD dispatcher, and shall have operational authority on emergency calls, unless a Line Officer (5.1.h) is present.

4.4 Duties of Members

4.4.a. Meetings

All members are expected to attend all LUEMS meetings. No member shall miss two consecutive meetings. Any member that will be unable to attend a meeting must contact the Secretary within twenty-four (24) hours of the meeting. Failure to attend one half of all meetings by the end of the each semester may result in probation (8.1.a), at the discretion of the executive office. See Article 6 for further information on meetings.

4.4.b. Shift Assignment

All members shall be required to submit at least 6 shifts per month and take all on-call duty shifts assigned by the Lieutenant Administration (5.1.c) each month to maintain active membership.

4.4.c. Conduct

All members shall be required to act within the standards set forth by this Constitution, the Standard Operating Procedures, the University, their certifying entity, and the laws of the Commonwealth of Pennsylvania.

ARTICLE FIVE: Administration

5.1 Titles and Duties of Officers

5.1.a. Captain

The Captain shall serve as the chief operational and executive officer of LUEMS. The Captain shall act as the President of the organization for the purposes of Student Senate. As such, he shall, in conjunction with the Staff Advisor, have complete operational authority concerning all aspects of

LUEMS. The Captain must be a certified EMT by the Pennsylvania Department of Health, and should have significant experience in the area of Emergency Medical Care. It shall be the duty of the Captain to call drills at his discretion. It shall be his duty to make certain that all required equipment is available for use. He shall also maintain a duty roster and a file of emergency medical skills in which members must demonstrate proficiency as a requirement for active membership. He shall appoint Crew Chiefs. Although these bylaws suggest specific tasks for the Line Officers, the Captain is herewith granted the authority to delegate administrative duties to other officers, as he deems necessary. The Captain should be in contact with all necessary University Officials, represent LUEMS to members of the press, and be available by pager at all times.

5.1.b. Lieutenant Training

The Lieutenant will assume the duties of the Captain in his absence and will assist the Captain with administrative duties. He will also direct training sessions and hold drills, as delegated by the Captain. The Lieutenant will also fill in any empty shift within 24 hours notice if a replacement EMT cannot be found. The Lieutenant must be a certified EMT by the Pennsylvania Department of Health and must be available by pager at all times.

5.1 c. Lieutenant Administration

The Lieutenant will assume the duties of the Captain in his absence and will assist the Captain with administrative duties. He will prepare the LUEMS schedule each month and fill any empty shift within 24 hours notice if a replacement EMT cannot be found. The Lieutenant must be a certified EMT by the Pennsylvania Department of Health, and must be available by pager at all times.

5.1d. Treasurer

The Treasurer will, along with the Captain and Equipment Manager, prepare the LUEMS budget. He will act in compliance with policies set forth by the Student Organizations Accounts Office and will assist in administrative duties, as delegated by the Captain.

5.1.e. Secretary

The Secretary shall keep a record of the proceedings at all meetings, shall publish the minutes of the meetings within five days, shall take attendance at all meetings, and shall assist in administrative duties, as delegated by the Captain.

5.1.f. Equipment Manager

The equipment manager shall ensure proper stocking of the LUEMS base station, as well as the LUEMS vehicle(s), the EMT kits, and Standby Kits. He shall make sure all equipment is in good working order and shall notify the Captain of any equipment failures and supply shortages. He shall see that truck checks are performed, as regulated by the Standard Operating Procedures.

5.1.g. New Membership/Observer Coordinator

The New Membership/Observer Coordinator shall oversee recruitment, new member orientation and shall act the liaison between the observers and the executive board. He shall also work with the training lieutenant to plan and implement observer trainings in conjunction with regular group training events. The New Membership/Observer Coordinator shall also be the instructor for the New Membership/Course. He shall work, alongside the Executive Office, to create and administer the final exam for the New Membership Course. The New Membership/Observer Coordinator must be a certified EMT by the Pennsylvania Department of Health.

5.1.h. Line Office

The Line Office shall be comprised of the Captain, the two Lieutenants, and the Advisory Officer

(5.1.j).

5.1.i. Executive Office

The Executive Office shall be comprised of the Captain, the Advisory Officer, the Lieutenants, the Treasurer, Secretary, Equipment Manager, and the New Membership/Observer Coordinator.

5.1.j. Advisory Officer

The Advisory Officer shall act in an advisory fashion to the organization and shall be a voting member of the Executive Office for a term of one semester. The Advisory Officer may assist in administrative duties, as delegated by the Captain. The Advisory Officer will be appointed by the Captain and approved by the Executive Office.

5.1.k. Staff Advisor

LUEMS shall have an Advisor who is a member of the University Faculty or Staff. The Advisor should have experience in the area of emergency medical services.

5.1.l. Webmaster

The Webmaster will maintain and update the LUEMS website (www.lehigh.edu/ems). He will also be responsible for ensuring accurate information is placed on the website. He must have experience with computer programming. The Webmaster will hold office for a term of one (1) semester.

5.1.m. Social Committee Chair

The Social Committee Chair will be responsible for forming a Social Committee, which will comprise of the general membership. He will also organize all meetings for the Social Committee. The Social Committee Chair will act as the point person between the Committee and the general membership of LUEMS; he will also be responsible for planning and executing social events for LUEMS. The Captain and Treasurer must approve all events at least 1 week prior to their occurrence. The Social Committee Chair will hold office for a term of one (1) semester.

5.2 Election of Officers

5.2.a. Term of Executive Office

All Executive Officers (except the Advisory Officer) shall serve for a term of one year, beginning in December after the close of exams for the fall semester.

5.2.b. Nominations for the Executive Office

Nominations will take place for a period of one week following a LUEMS meeting held in November. A minimum of two weeks must pass in between the close of nominations and elections. The Advisory Officer will be appointed, as described in Section 5.1.j.

5.2.c. Eligibility for Candidacy

A candidate must in good faith plan on meeting the requirements of the office listed above at the time the term will begin. The candidate must also plan on serving the entire term. A candidate must have been a full member of LUEMS for at least two (2) months prior to holding an office and must have attended at least 50% of the meetings since the beginning of the fall semester in order to be eligible to be nominated. A candidate must also not currently be on probation (8.1.a). Candidates may be nominated for any number of Executive Office positions but may only hold one (1) position per term.

5.2.d. Election

The election of officers will be held as part of a December meeting, and will be presided over by the

Captain. Another officer will be selected by the Captain to preside over any specific election in which the Captain is a candidate. Election of officers will be held in the following order: Captain, Lieutenant Training, Lieutenant Administration, Treasurer, Secretary, Equipment Manager, and New Membership/Observer Coordinator. Only candidates that were nominated during the designated period will be permitted to run for that office. Unsuccessful candidates will be permitted to be candidates for any lower office. Each candidate will be given up to three minutes to speak prior to each election. Only members who have made 50% of the meetings since the beginning of the fall semester shall be allowed to vote. Any transitioning members and any members on probation shall not be allowed to vote. Voting shall occur by secret ballot unless there is only one candidate for a particular office.

5.2.e. Tallying of Votes

A candidate must receive a majority of the votes cast in order to be elected. If no majority occurs when more than two candidates are running for a given office, the candidate receiving the lowest number of votes will be dropped from the election and a runoff election will be held. If no majority occurs in an election with two (2) candidates, reballoting will occur. Two members of the organization will be selected by the Captain to count the votes. A candidate may request that his own representative be permitted to observe the counting process. In the event that there is only one (1) candidate for a position, the candidate must still receive the majority of the votes in order to hold the position.

5.2.f. Nominations for Social Committee Chair and Webmaster

Nominations for these positions shall occur during the second to last meeting of the semester. A candidate must have been a full member of LUEMS for at least one (1) month prior to being nominated, and must have attended at least 50% of the meetings in the semester for which they are nominated.

5.2.g. Election of the Social Committee Chair and Webmaster

Elections for these positions will take place at the final meeting of the semester. Elections will go in the order of Webmaster, then Social Chair. A candidate may be nominated for multiple positions, but may not hold more than one (1) position. Each candidate will be given up to two (2) minutes to speak prior to each election. Only members who have made the requirements listed in the Voting Rights section of the LUEMS Bylaws shall be allowed to vote (Section 6.3). Voting shall occur by secret ballot unless there is only one candidate for a particular position, in which case the candidate will automatically be put into the position in question. Tallying of votes shall occur as in 5.2.e. Candidates who win the election shall serve for the semester immediately following the vote.

ARTICLE SIX: Meetings

6.1 Time of Meetings

Biweekly meetings shall be held during the fall and spring semesters at a time and day set by the Captain and shall be announced to all members.

6.2 Conduct of Meetings

The Captain shall preside over all meetings. In the absence of the Captain, the Lieutenant will fulfill the Captain's duties. In the event of conflict at any meeting, upon the request of any one member, *Robert's Rules of Order Newly Revised* will be used for the remainder of the meeting.

6.3 Voting Rights

Only those members of LUEMS who have attended at least 50% of the meetings in the semester prior to any particular vote shall be eligible to vote. Those members who are in the transition

period or on probation shall not be eligible to vote.

6.4 Excused Absences from Meetings

Any member wishing to receive an excused absence must notify the Secretary of the reason why they are missing the meeting. Excused absences include but are not limited to: doctor's visits, sports practices, and other scheduled classes. Members who do not inform the Secretary, with proof, prior to the deadline of twenty-four (24) hours may appeal to the Executive Office to have the absence count as excused. Excused Absences, in terms of Voting Rights, shall count as though the member had attended the meeting.

6.5 Quorum

One-third of the total membership shall constitute quorum at all general membership meetings.

ARTICLE SEVEN: Rules and Regulations

The Line Officers shall establish and publish a set of standard operating procedures. The Regular membership may, by a two-thirds majority, amend the standard operating procedures. Observers may not vote in these matters.

ARTICLE EIGHT: Disciplinary Action

8.1.a. Probation

Any member who violates the rules and regulations outlined in these LUEMS Bylaws and the LUEMS Standard Operating Procedures (SOPs) may be placed on Probation, as determined by the Executive Office. The Executive Office, via a Terms of Probation contract, will notify members of this decision. This contract will outline the terms and conditions of the probation, which continue to enforce all rules and regulations outlined in the Bylaws and SOPs and may include additional stipulations, as determined by the Executive Office. The standard length of probation will be one semester, but the Executive Office may alter this length at the time of sentencing. The contract must be signed and dated by the member in question, the Captain, and the Staff Advisor. Any violation of this contract may result in suspension of that member, as determined by the Executive Office.

Any member who feels that he is unjustly placed on probation may appeal the decision to the Executive Office and the Staff Advisor. In this instance, a Disciplinary Hearing may be held, as outlined in Section 8.2.

No member on probation may run for or hold office.

8.1.b. Suspension

All members shall conduct themselves in a professional manner. Any conduct, especially infractions of the law, which could blemish the good name of Lehigh University Emergency Medical Services, shall be considered grounds for disciplinary action. All members are required to act in accordance with the LUEMS Bylaws, the Standard Operating Procedures, the rules of Lehigh University, and the laws and guidelines set forth by the Commonwealth of Pennsylvania. In addition, members of LUEMS are expected to use good judgment and common sense. The Captain shall have the authority to place a member on temporary suspension or reduce a member's status for any minor or major misconduct for a period of one week, and report such action to the Staff Advisor. The Captain may, with the consent of the Staff Advisor, extend the suspension or status reduction to thirty days. The member in question will be notified in writing of any disciplinary action within two days, and shall be entitled to respond in writing to the Captain and Staff Advisor.

No suspended member may run for or hold office. A suspended member shall not be allowed to

vote in any decisions and shall not be allowed to be on any on-call duty shifts.

The Captain or Staff Advisor may suspend a member of LUEMS for dereliction of duty, which includes the following:

1. Failing to respond to a call without due reason
2. Endangering a patient, LUEMS member, or other person at any time
3. Revealing details of a call to anyone outside LUEMS except through appropriate legal procedures
4. Refusing to follow a reasonable order from a Crew Chief or Line Officer
5. Removing LUEMS equipment from LUEMS vehicles and/or buildings without authorization from a Crew Chief or Line Officer.

8.2 Disciplinary Hearing

A Disciplinary Hearing will be held when either the Captain believes that additional disciplinary action beyond that described in 8.1 is warranted, or when the member in question would like to appeal the decision of the Captain. In such cases, the Captain shall notify the member in question, the Executive Board, and the Staff Advisor in writing that a Disciplinary Hearing will take place. The hearing will be held in a timely manner to hear the charges against the member in question. The hearing will be closed to all except those listed in this section and shall be conducted in accordance with Robert's Rules of Parliamentary Procedure except when in conflict with the LUEMS Bylaws. Upon completion of the hearing, the Executive Officers shall deliberate and vote on any actions that may be taken. The member in question shall not be present during deliberations. The Officers shall have the power and the right to dismiss the charges, to suspend for any term, to remove from membership, and to otherwise alter or restrict membership status. Three Officers shall constitute a quorum for a Disciplinary Hearing, and a two-thirds majority of those Officers present shall be required to produce a formal judgment. If a two-thirds majority cannot be reached, the decision of the Captain in accordance with 8.1 shall stand for the prescribed period.

The decision of the Officers is final. The member in question will be notified of the decision in writing within two days of the Hearing.

ARTICLE NINE: Amendments

9.1 Amendment Proposals and Adoption

A voting member may propose an amendment to the bylaws at a regular meeting. The written text of the proposed amendment must be posted within three days following the proposal. The proposed amendment will be voted on at the next meeting. A two-thirds majority of affirmative votes of the members present and voting is required for adoption. All amendments shall be dated with their approval date.

9.2 Adopted Amendments

- Changes proposed on March 29, 2011; Amended April 12, 2011
 - Grammar/wording: 2, 4.2.a, 4.2.b, 4.2.c, 4.2.d, 4.3.c, 4.3.d, 4.4.a, 5.1.a, 5.1.c, 5.1.d, 5.1.e, 5.1.f, 5.1.g, 5.1.i, 5.1.j, 5.1.l, 5.1.m, 5.2.a, 5.2.b, 5.2.c, 5.2.d, 5.2.e, 5.2.f, 5.2.g, 6.1, 6.3, 6.4, 6.5, 7, 8.1.b, 8.2, 9.1
 - Content changes: 4.2.b (changed administration and grading of final examination), 4.2.c (changed title from Probationary Period to Transition Period and "probationary member" to "transitioning member"), 4.3.c (changed title from Regular Member to EMT), 4.4.b (changed from "take at least two on call duty shifts per month" to "submit at least 6 shifts per month and take all on-call duty shifts assigned by the Lieutenant Administration (5.1.c) each month"), 5.1.c (change title from Lieutenant Scheduling to Lieutenant Administration, 5.1.j (change title of Past Captain to Advisory Officer), 5.1.m (remove section and change subsequent section lettering), 5.2.a (add "(except the Advisory

Officer)", 5.2.b (add "The Advisory Officer will be appointed, as described in Section 5.1.j."), 5.2.c (add "A candidate must also not currently be on probation (8.1.a)."), 5.2.d (change "Lieutenant(s)" to "Lieutenant Training, Lieutenant Administration"; add "Any transitioning members and any members on probation shall not be allowed to vote."), 5.2.e (change "The ballots will be counted by both the presiding officer and one other member of the organization selected by the Captain" to "Two members of the organization will be selected by the Captain to count the votes."), 5.2.f (remove section and change subsequent section lettering), new 5.2.f and g (change "Committee Chairs" to "Social Committee Chair"), 6.3 (add "Those members who are in the transition period or on probation shall not be eligible to vote."), 6.5 (change quorum from 5 members to one-third of the total membership), consolidate sections of 8.1 into 8.1.b), separate Article 9 into 9.1 Amendment Proposals and Adoption and 9.2 Adopted Amendments, bullet section 9.2

- Additions: 4.3.b (added rank of Probationary EMT), 5.1.h (added Advisory Officer to Line Office), 8.1.a (added Probation)
- Revised to include the New Membership Course as a standard of eligibility for membership, also include the creation of the three Non-Executive Board positions of Webmaster, Social Chair, and Membership Evaluation Committee Chair. Voted and approved by the members of LUEMS on April 8, 2009.
- Revised, and adopted by the membership of LUEMS on March 25, 2008.
- Amended so as to change the name of ALERT to Lehigh University Emergency Medical Services on November 26, 2001.