

Bylaws of Lehigh University Emergency Medical Services

Last revised and formally adopted September 18, 2018

ARTICLE ONE: Name

This organization shall be known as Lehigh University Emergency Medical Services. Lehigh EMS and the acronym LUEMS may also be used to identify this organization.

ARTICLE TWO: Organizational Mission, Prohibitions, and Restrictions

2.1 Primary Mission

The primary mission of LUEMS is to care for any sick or injured person on the Lehigh University campus, leased buildings occupied by Lehigh University, and public areas adjoining these locations as a Pennsylvania EMS agency.

2.2 Secondary Mission

The secondary mission of LUEMS is to provide event standby services for-hire at Lehigh University events where the presence of medical professionals is desirable. LUEMS may also provide standby services for-hire at off-campus and/or non-Lehigh events as staffing levels permit.

2.3 Tertiary Mission

The tertiary mission of LUEMS is to educate the Lehigh University community by supporting CPR / AED / First Aid training efforts, emergency preparedness, and general safety. This shall include administration of Lehigh University's public access defibrillator (PAD) AED program.

2.4 Financial Restrictions

LUEMS is an all-volunteer organization of which no individual member(s) shall receive fees, monetary rewards, or wages for their services. LUEMS may accept donations of funds, services, equipment, or other assets. LUEMS may utilize its assets in furtherance of supporting the LUEMS mission(s) as directed by the Executive Board.

2.5 Substance Prohibitions

Neither alcoholic beverages, nor legalized marijuana, are ever permitted at any LUEMS event, gathering, meeting, celebration, or inside an LUEMS vehicle or station space. It is permissible for LUEMS to hold an official function at a bonafide restaurant that serves alcohol so long as members do not consume alcohol themselves and the function area is physically partitioned from the alcohol service area.

2.6 Firearm and Directed Energy Weapon Restrictions

No member shall carry a firearm or directed energy weapon (such as Taser, stun gun, etc.) while on-duty or at any LUEMS event, gathering, meeting, celebration, or inside an LUEMS vehicle or station space. This restriction shall not apply to bonafide law enforcement officers

and/or members of an actively-deployed tactical emergency medical services team operating under the direction of a law enforcement agency.

ARTICLE THREE: Recognition

3.1 University Recognition

This organization shall be recognized as a student organization as specified by the Lehigh University Student Senate. LUEMS will comply with all requirements thereto. Nothing in the LUEMS bylaws, however, shall prohibit LUEMS from operating as an independent entity in the event LUEMS dissolves its student organization status.

3.2 PA Department of Health Recognition

This organization shall operate as a state-licensed EMS agency recognized by the Pennsylvania Department of Health. LUEMS will comply with all state laws and regulations at all times. This organization will immediately stop providing medical care if state EMS agency licensure becomes expired, rescinded, or suspended.

ARTICLE FOUR: Membership

4.1 Eligibility

An LUEMS member must be a Lehigh University student, faculty, alum, or staff member. Members must be in good health, of good moral character, free from drug/alcohol addiction, and physically able to perform the duties of an EMS provider. Members must maintain valid CPR and AED certification at all times. Members lacking CPR and AED certification may not participate in clinical EMS operations and are subject to disciplinary action.

4.2 Application for Membership

Application for membership shall be made in a manner prescribed by the Executive Board. Upon submittal of a membership application, LUEMS shall inform the applicant of his/her status in 30 days or less, notwithstanding applications made outside of the normal fall/spring semesters. All new members must complete a New Member Training Course unless specifically exempted by the Executive Board.

4.3 New Membership Training Course

LUEMS will regularly administer a New Member Training Course to familiarize new members with the policies and procedures of this organization. Individuals who are not certified prehospital healthcare providers are also required to take CPR, AED, and First Aid training as part of this course. No absenteeism is allowed for the duration of this course unless pre-approved by the Executive Board or their designee. The Executive Board or their designee shall determine the requirements to successfully pass this course.

4.4 New Member Transition Period

During the New Member Training Course, and for the duration of the Fall or Spring semester immediately following course completion, a member will be considered a Transitional Member

with no voting rights. Transitional Members must attend all LUEMS meetings unless excused by the Executive Board or their designate.

4.5 Full Member

An individual will be considered a Full Member of LUEMS when he/she satisfies all of the following requirements:

- (1) Meets the eligibility requirements described in section 4.1
- (2) Completes the application process described in section 4.2
- (3) Completes the New Member Training Course as described in section 4.3
- (4) Has completed the New Member Transition Period as described in section 4.4
- (5) Has completed First Aid training, unless that individual is already a certified EMS provider
- (6) Holds a valid CPR / AED certification recognized by the Pennsylvania Department of Health

4.6 Termination of Membership (for non-disciplinary reasons)

Membership is automatically terminated once a member is no longer enrolled in Lehigh University classes or is no longer employed by Lehigh University. In the case of recent graduates and alumni, members may remain active by informing the Executive Board of their intentions and by continuing to meet all general membership requirements.

Members on university-approved study abroad programs, leaves of absence, or sabbaticals shall not be considered terminated. These members, however, will not be used in calculating quorum counts nor will have any voting rights.

All LUEMS equipment must be returned within 72 hours of termination of membership.

ARTICLE FIVE: General Membership Ranks & Duties

5.1 Explorer

The purpose of the Explorer program is to give individuals lacking Pennsylvania EMS provider certification greater insight into Emergency Medical Services with the intention of ultimately becoming a Pennsylvania EMS provider serving Lehigh University.

Any member who lacks certification as a Pennsylvania EMS provider shall hold the rank of Explorer. If not already CPR / AED / First Aid certified, Explorers must attain such certification within a timeframe specified by the Executive Board. An Explorer with valid CPR / AED / First Aid certification may perform skills within the scope of CPR / AED / First Aid certification. The Executive Board may exempt valid out-of-state EMS providers from the First Aid certification requirement.

At any time, and for any reason, the Executive Board may limit both the total number of Explorers and the duration of time an individual member may hold this rank.

5.2 Probationary Patient Care Provider

The purpose of the Probationary Patient Care Provider rank is to allow new providers to demonstrate competency in their clinical and operational skills. The Captain will determine how long a member remains a Probationary Patient Care Provider before promoting that person to the rank of Patient Care Provider. A Probationary Patient Care Provider provides medical care for the sick and injured. In the event a Probationary Patient Care Provider arrives on-scene before a Patient Care Provider or Crew Chief, the provider shall initiate patient care and provide direction until the arrival of a higher-ranked member. Valid Pennsylvania EMS provider certification and CPR/AED certification is required to hold this rank.

5.3 Patient Care Provider

A Patient Care Provider provides medical care for the sick and injured. In the event a Patient Care Provider arrives on-scene before a Crew Chief, the provider shall initiate patient care and provide direction until Crew Chief arrival. Valid Pennsylvania EMS provider certification and CPR/AED certification is required to hold this rank.

5.4 Patient Care Provider & EMS Vehicle Operator

A Patient Care Provider & EMS Vehicle Operator provides medical care for the sick and injured as noted above in Section 5.3. This person may also operate LUEMS vehicles. Valid Pennsylvania EMS provider certification with EMSVO designation, CPR/AED certification, valid driver's license, and authorization from LU Transportation Services is required to hold this rank.

5.5 Crew Chief

A Crew Chief has operational responsibility for each call he/she is dispatched to. The Crew Chief is responsible for ensuring LUEMS responds to a dispatch, provides appropriate medical care, effectively transfers care as required, and completes a patient care report. The Crew Chief must also operate LUEMS vehicles and maintain possession of temperature-sensitive medications while ensuring the storage parameters are not violated. The Crew Chief is responsible for contacting a Line Officer anytime an unusual operational circumstance occurs or is discovered. Valid Pennsylvania EMT (or higher) provider certification with EMSVO designation, CPR/AED certification, valid driver's license, and authorization from LU Transportation Services is required to hold this rank.

It is possible that another member may hold a higher level of Pennsylvania EMS provider certification than a Crew Chief. In accordance with Department of Health regulations, the EMS provider holding the highest valid Pennsylvania EMS provider certification level is responsible for directing patient care. Non-medical operational authority, however, remains with the Crew Chief.

5.6 Requirements of All Members

All members must attend all general membership meetings as set by the Executive Board. No member may miss two consecutive general membership meetings unexcused. Any member that will be unable to attend a general membership meeting must contact the Secretary at least 24 hours prior to the meeting and request excused absence. Failure to attend or be excused from

one-half of all general membership meetings in a given semester may result in disciplinary action.

All members are required to submit a minimum number of standby and duty shift requests per month, as determined by the Executive Board. The exact number may vary semester-to-semester based on membership size and staffing levels.

All members are required to follow all Federal, State, and Local laws; all Pennsylvania Department of Health regulations; all Lehigh University regulations; any lawful order from a higher-ranking member; and all LUEMS regulations and procedures. Members may only provide medical care and/or interventions that are within the scope of their practice.

The possession of alcoholic beverages, and/or legalized marijuana, is strictly prohibited by any member while wearing EMS apparel and/or carrying EMS equipment on their person. No member may consume alcohol, nor utilize legalized marijuana, within 12 hours of performing LUEMS duties.

No member shall represent LUEMS to the media, other agencies, or other Lehigh University departments without explicit permission of the Captain, Medical Director, or Advisor.

No member shall have engaged in any activity that, in the majority opinion of the Administrative Staff, damages or has the potential to damage the reputation of LUEMS.

Any violation of the above requirements may result in disciplinary action.

ARTICLE SIX: Administrative Staff

6.1 Captain (Elected Position)

The Captain shall serve as the Principal Officer of LUEMS, acting as the chief operational and executive officer. The Captain, in conjunction with the Advisor and Medical Director, shall have complete operational authority concerning all aspects of LUEMS. The Captain shall also act as the President of the organization for the purposes of Student Senate and represent the LUEMS to the media and Lehigh University officials.

The Captain is responsible for ensuring LUEMS has appropriate equipment for use, is operational 24/7 during the regular fall/spring semester, conducts drills/training, maintains an accurate membership roster, evaluates the clinical skills of all clinicians, is fiscally sound, and is complainant with all Pennsylvania Department of Health rules and regulations. The Captain has final and ultimate authority for promoting and demoting members through the ranks of LUEMS.

The Captain is free to delegate tasks to capable members of his/her choosing.

The Captain must meet all requirements of and hold the rank of Crew Chief. The Captain must have significant experience in Emergency Medical Services outside of LUEMS.

6.2 Lieutenant of Training (Elected Position)

The Lieutenant of Training may assume the duties of the Captain in his/her absence and will assist the Captain with administrative duties. He/she will also direct training sessions and hold drills, as delegated by the Captain. The Lieutenant of Training will also personally fill any empty Patient Care Provider or Crew Chief shift within 24 hours notice if a replacement cannot be found. The Lieutenant of Training must meet all requirements of and hold the rank of Crew Chief.

6.3 Lieutenant of Administration (Elected Position)

The Lieutenant of Administration may assume the duties of the Captain in his/her absence and will assist the Captain with administrative duties. He/she will prepare the LUEMS monthly schedule and personally fill any empty Patient Care Provider or Crew Chief shift within 24 hours notice if a replacement cannot be found. The Lieutenant of Administration must meet all requirements of and hold the rank of Crew Chief.

6.4 New Member / Explorer Coordinator (Elected Position)

The New Membership / Explorer Coordinator shall oversee recruitment, new member orientation, and shall act as the liaison between Explorers and the Executive Board. He/she shall also work with the Lieutenant of Training to plan and implement Explorer trainings in conjunction with regular group training events. The New Membership / Explorer Coordinator shall also be the instructor for the New Membership Training Course. The New Membership / Explorer Coordinator must minimally meet all the requirements and hold the rank of Patient Care Provider.

6.5 Treasurer (Elected Position)

The Treasurer will manage the LUEMS budget, handle billing for standby services, and assist in administrative duties as delegated by the Captain. The Treasurer must minimally meet all the requirements and hold the rank of Explorer.

6.6 Secretary (Elected Position)

The Secretary will take meeting minutes, track meeting attendance, publish meeting minutes within 5 days, maintain all agency records, and assist in administrative duties as delegated by the Captain. The Secretary must minimally meet all the requirements and hold the rank of Explorer.

6.7 Advisory Officer (Appointed Position)

The Advisory Officer is directly appointed by the Captain to aid in the administration of LUEMS. Historically, the Advisory Officer position has been held by former LUEMS captains to provide new captains advice and insight into running the organization. This position has no minimum or maximum duration of tenure; the duties and appointment length are set at the discretion of the Captain. The Captain is free to leave this position vacant if he/she desires. From a command

perspective, the Advisory Officer is equal to the rank of Lieutenant. The Advisory Officer must meet all requirements of and hold the rank of Crew Chief.

6.8 Advisor (Appointed Position)

LUEMS must have an Advisor who is a member of the Lehigh University faculty or staff with significant experience in Emergency Medical Services. The Advisor must meet all requirements of Crew Chief. The Advisor must be willing to take primary responsibility for long-term administration of the campus public access defibrillator (PAD) AED program. The Advisor is not a membership-elected position but rather installed/removed via a simple majority vote of the Executive Board and consent of the Captain.

6.9 Medical Director (Appointed Position)

LUEMS, as required by Pennsylvania Department of Health regulations, must provide all medical care under the license of a properly-credentialed Doctor of Medicine (MD) or Doctor of Osteopathy (DO). The Medical Director has full, final, and ultimate authority to decide which members may provide patient care under his/her medical license. LUEMS will immediately stop providing patient care if such medical direction ceases to exist. The Medical Director is not a membership-elected position but rather installed/removed via a simple majority vote of the Executive Board and consent of both the Captain and Advisor.

6.10 Other Executive Positions (Appointed Positions)

At any time, the Executive Board has the authority to create and terminate other Administrative Staff positions on an as-needed basis via a three-fourths vote of the Executive Board and consent of the Captain. This flexibility is provided to the Executive Board so that they can respond quickly to the needs of the organization without modifying the Bylaws each time a position change is needed. These positions include Executive Board voting rights 31 calendar days after the individual has been appointed into such a position. These positions automatically terminate at the end of each Executive Board term.

6.11 Administrative Staff Resignations & Vacancies

Any member of the Administrative Staff may resign their position by providing 14 days written notice to the Executive Board. Elected positions left vacant due to resignations, or disciplinary action, will not be refilled except by a Special Election of the general membership as authorized by the Captain. The Executive Board may create ad-hoc positions, as defined in Section 6.10, to assist with remaining duties in the interim.

6.12 Unavailability / Incapacitation / Impeachment of Captain

In the event the Captain is temporarily or permanently unable/unwilling to faithfully perform his/her duties, the remaining Lieutenant(s) shall assume the responsibilities of Captain in addition to their Lieutenant responsibilities. Implementing this procedure requires a three-fourths majority vote of the Executive Board (less the current Captain) and consent of the Advisor.

ARTICLE SEVEN: Administrative Bodies

7.1 Line Office

The Line Office shall be comprised of the Captain, Lieutenant of Training, Lieutenant of Administration, and the Advisory Officer. From a command perspective, each Lieutenant and the Advisory Officer are of equal rank.

7.2 Executive Board

The Executive Board shall be comprised of the Line Office in addition to all other Administrative Staff mentioned in Article Six of the Bylaws, with the exception of the faculty/staff Advisor and Medical Director. The Executive Board shall permit the Advisor and Medical Director to attend Executive Board meetings.

ARTICLE EIGHT: Election of Administrative Staff

8.1 Term of Administrative Staff

Elected Administrative Staff positions are elected by the general membership. Terms begin following the last exam day of the Fall semester and last for one year.

8.2 Nominations for Administrative Staff

Nominations for the elected Administrative Staff ballot will take place for a period of one week beginning at an LUEMS general membership meeting held in October or November. A minimum of two weeks must pass between the close of nominations and elections. Nominations will be overseen by the Captain.

8.3 Eligibility for Candidacy

A candidate must meet the requirements of the office, as listed in these bylaws, at the time the term will begin. The candidate must also commit to serving the entire term. A candidate must be a Full Member with voting rights as defined in Section 9.3. A candidate must also not currently be on Academic Probation, Disciplinary Probation, or Emergency Suspension. Candidates may be nominated for any number of Administrative Staff positions but may only hold one position per term.

Any Full Member may nominate eligible candidates, including self-nomination, for any position. Each nomination must be seconded by another Full Member, and accepted by the nominee, in order to be placed on the election ballot.

8.4 Elections

The election of Administrative Staff will be held as part of a general membership meeting, and will be presided over by the Captain. Another member will be selected by the Captain to preside over any specific election in which the Captain is also a candidate. Election of Administrative Staff will be held in the following order: Captain, Lieutenant of Training, Lieutenant of Administration, New Member/Explorer Coordinator, Treasurer, and Secretary. Only candidates that were nominated during the designated nomination period will be permitted to run for office. Each candidate will be given up to three minutes to speak prior to each election. A candidate not elected for the position for which he/she was nominated is permitted to be a candidate for

any equal or lower office. Voting shall occur by secret ballot unless there is only one candidate for a particular office. Absentee voting is not permitted.

If the first adjourned meeting fails to reach a quorum so successors can be elected, a second general membership meeting will be called. If the second adjourned meeting fails to reach a quorum so successors can be elected, the current Administrative Staff will serve until the next regular semester when another election shall take place.

8.5 Voting Eligibility

Voting eligibility for Administrative Staff elections is defined by Section 9.3 "Voting Rights".

8.6 Tallying of Votes

A candidate must receive an absolute majority of all votes cast in order to be elected. If no absolute 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 absolute majority occurs in an election with two (2) candidates, re-balloting will occur. In the event that there is only one (1) candidate for a position, the candidate must receive an absolute majority of the votes cast, plus one, in order to hold the position. Two members of the organization will be selected by the Captain to count the votes. A candidate shall be permitted to have his/her own representative observe the counting process.

ARTICLE NINE: Meetings

9.1 Time of Meetings

Biweekly general membership meetings shall be held during the Fall and Spring semesters at a time and day selected by the Captain and shall be announced to all members. The Captain may authorize additional meetings as necessary.

9.2 Conduct of Meetings

The Captain shall preside over all meetings. In the absence of the Captain, a Lieutenant will preside over a meeting. Conduct in meetings shall adhere to a level of courtesy commensurate with Lehigh University community member expectations.

9.3 Voting Rights

Only Full Members who have attended at least 50% of meetings in the current and previous fall/spring semesters shall be eligible to vote. Excused meeting absences, in terms of Voting Rights, shall count as though the member had attended the meeting. Transitional Members, members on Disciplinary Probation, and members on Emergency Suspension are ineligible to vote.

9.4 Excused Absences from Meetings

Any member wishing to receive an excused absence from a meeting must notify the Secretary of the reason why they are missing the meeting. Excused absences include but are not limited to: doctor visits, sports practices, and scheduled classes. The Secretary has the authority to

approve or deny an excused absence request. 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 determining voting eligibility, shall count as though the member had attended the meeting.

9.5 Quorum

One-third of all voting-eligible members shall constitute quorum.

ARTICLE TEN: Rules, Regulations, and Procedures

The Line Officers shall establish, publish, maintain, and disseminate LUEMS Standard Operating Procedures.

ARTICLE ELEVEN: Discipline

11.1 Disciplinary Probation

Any member who violates LUEMS bylaws/rules/regulations/procedures may be placed on Disciplinary Probation, as determined by a simple majority vote of the Executive Board and consent of the Captain. Should the Captain disagree with imposing Disciplinary Probation, a three-fourths vote of the Executive Board and consent of the Advisor is required to impose Disciplinary Probation. No member on Disciplinary Probation may be nominated for, run for, or hold any Administrative Staff position. The Executive Board will notify member of the decision via email and copy the Advisor. The notification must include the reason(s) for Disciplinary Probation and the conditions that must be met by the member to return to good-standing status.

11.2 Duration of Disciplinary Probation

Disciplinary Probation is normally one semester in length, but the Executive Board has discretion to lengthen or shorten as they deem fit.

11.3 Ending Probation

A member will return to good-standing status when the duration of Disciplinary Probation has elapsed and the member has met the conditions set forth in their initial Disciplinary Probation notification, as determined by the Executive Board.

11.4 Emergency Suspension

The Captain, Advisor, or Medical Director shall have direct authority to immediately place any member on Emergency Suspension for misconduct he/she believes to be egregious, dangerous to patient or crew safety, grossly incompetent, or detrimental to the organization for a period ranging 1 to 30 days. No member on Emergency Suspension may be nominated for, run for, or hold any Administrative Staff position, attend meetings, participate in LUEMS activities, nor run any shifts. The Executive Board must be notified of this action and may impose additional discipline as they see fit. Emergency Suspension may be rescinded at any time by the person initiating it or via an Appeal of Disciplinary Action.

11.5 Expulsion

A member who has received prior disciplinary action may be expelled from LUEMS based on a simple majority vote of the Executive Board and consent of the Captain. Notification to the Advisor is required. Should the Captain disagree with imposing expulsion, a three-fourths vote of the Executive Board and consent of the Advisor is required to impose expulsion. Expelled members have 72 hours to return all LUEMS property or risk prosecution by the Lehigh University Police Department.

11.6 Appeal of Disciplinary Actions

Any member may appeal Disciplinary Probation and Expulsion to the Executive Board and Advisor jointly in-person. Following the appeal, the Executive Board and Advisor will adjudicate the matter in private. The member in question shall not be present during adjudication. The Executive Board, based on a simple majority vote and consent of the Captain, may take any further action as they desire. Should the Captain disagree, a three-fourths vote of the Executive Board and consent of the Advisor is required to take further action. If no appellate action is taken, the disciplinary action stands as-is. The outcome of the appeal is final and not subject to further appeal or reconsideration. The member in question will be notified of the decision within three days of the appeal via email.

ARTICLE TWELVE: Amendments & Revisions to Bylaws

Any Full Member in good-standing may propose amendments to these bylaws at any general membership meeting where quorum is met. The written text of the proposed amendment must be distributed to all members no later than three days following the proposal. The proposed amendment(s) will be voted on at the next meeting. Quorum, and a three-fourths majority of affirmative votes from the voting-eligible members present, is required for adoption. Adopted amendments shall become immediately in-force.

ARTICLE THIRTEEN: Survivability of Bylaws

No member, including Administrative Staff, may act contrary to these Bylaws. It shall be the responsibility of every member to bring violations of the Bylaws to the attention of the Executive Board and Advisor. The Executive Board must take immediate action to investigate and abate such violations, including imposing disciplinary action as needed.

