Vassar College EMS Constitution

1. Staff Administration
   a. The Medical Director for VCEMS is Irena T. Balawajder, M.D.
   b. The Development Coordinator for VCEMS is Doug Kugel, R.P.A.

2. Student Administration Appointments
   a. Student Administration Positions are open to all members of VCEMS and elections are held each year in April.
   b. The term of each office is from June until the following June.
   c. May and June are transition months, during which the former and future officers will work together to ensure a smooth transfer of leadership.
   d. Eligibility
      i. Candidates for the position of Captain must:
         1. be a current EMS1.
         2. have been active members of VCEMS for at least two semesters prior to running for office.
      ii. Candidates for the position of Training Officer(s) must:
         1. be a current EMS1.
         2. have been active members of VCEMS for at least one semester prior to running for office.
      iii. Candidates for the positions of Assistant Captain (Asst. Captain), Equipment Officer, Public Relations Officer(s) and CPR Coordinator must:
         1. be a current EMS3, EMS2 or EMS1.
         2. have been active members of VCEMS for at least 1 semester prior to running for office.
   e. Candidates will inform the Captain, or Asst. Captain of their intentions to run for office at least two days before appointments.
   f. In April, an appointment meeting will be scheduled including the current EMS1s and current elected members of the Student Administration. This meeting is to be held at a time deemed to be convenient for those invited to attend.
   g. Appointments will be done in the following order: Captain, Training Officer(s), Assistant Captain, Equipment Officer, Public Relations Officer(s) and CPR Coordinator.
   h. Candidates may only be elected for the positions they have applied for.
      i. Candidates may apply for any and all positions for which they are eligible as defined in Section 2, d.
   i. Appointment decisions are reached by a majority vote of those attending the appointment meeting. A majority is defined as more than 50% of the voting party. Individuals of the voting party who are also candidates for an appointment are to abstain from voting for that appointment. Should no candidate obtain a majority vote, the candidate with the fewest votes will be eliminated and the vote repeated. In the event of a tie, the current Captain makes the deciding vote. Individuals not in attendance will not be eligible to vote.

3. Meetings

Edited by Fiona Chen, 2015
a. Student Administration Meetings
   i. The Student Administration consists of the VCEMS Captain, Training Officer(s), Asst. Captain, Equipment Officer, Public Relations Officer(s), and CPR Coordinator.
   ii. The Captain will organize monthly meetings for the Student Administration of VCEMS at a time deemed to be convenient for the entire Student Administration.
   iii. Only members of the VCEMS Student Administration will be present at meetings, unless the Captain explicitly invites others to attend.
   iv. All parties will report any pertinent business.

b. Governing Board Meetings
   i. The Student Administration combined with EMS1s will constitute the Governing Board.
   ii. The Captain will organize monthly meetings for the Governing Board of VCEMS at a time deemed to be convenient for the entire Governing Board.
   iii. Governing Board Meetings may be held instead of or in addition to Student Administration Meetings. There is no need to hold monthly meetings for both the Student Administration and the Governing Board.
   iv. Only members of the VCEMS Governing Board will be present at meetings, unless the Captain explicitly invites others to attend.
   v. All parties will report any pertinent business.
      1. The Training Officer will present any nominations for status changes (i.e. EMS1, EMS2).
         a. Nominees must have fulfilled promotion requirements outlined in VCEMS Promotion Guidelines
         b. Nominations will be confirmed by consent of the Training Officer and majority vote of the Governing Board.

c. General Body Meetings
   i. The Captain will organize monthly meetings for all members of VCEMS at a time deemed to be convenient for as many members as possible.
   ii. Minutes will be recorded during the meetings by the Asst. Captain. If the Asst. Captain is not present, his or her designee will record minutes.
   iii. Minutes will be distributed to all members in attendance
   iv. Members of the Student Administration will report any pertinent business from the Student Administration or Governing Board meetings.
      1. Status changes will be announced.
      2. In-service information will be announced.
      v. Active and inactive members may bring up items for discussion.
      vi. In-services may take place directly after the monthly meeting.

4. Quality Improvement Activities
   a. VCEMS should strive to hold at least 8 in-services each academic year.
      i. In-services will occur during General Body Meetings
   b. In-services will be organized by the Training Officer(s) in consultation with VCEMS Captain

Edited by Fiona Chen, 2015
c. In-services will be lead either by the Training Officers(s) or by qualified 3rd parties selected by Training Officer(s). For example, Vassar Counseling Service

d. In-services topics may include but are not limited to:
   i. CPR;
   ii. Taking and interpretation of vital signs;
   iii. Athletic injuries;
   iv. Drug and alcohol abuse;
   v. Allergy and asthma emergencies;
   vi. Psychiatric emergencies;
   vii. Scene safety;
   viii. Driving safety.

e. VCEMS should strive to hold a weekend training, lasting approximately two hours, every weekend Vassar is in session.
   i. Weekend trainings will expand upon recent in-service topics and allow members a space to review NYS BLS skills and treatment protocols
   ii. Weekend trainings will be lead by members of the Student Administration
   iii. Weekend trainings are not intended to replace or fulfill hands-on training requirements as established by NYS BLS education programs.

5. Amendments and Changes to the Bylaws

   a. All amendments and changes to the Bylaws are to be approved by a majority vote of the currently elected VCEMS Student Administration.
     i. Changes to the Bylaws will be considered approved after one week (7 days) has elapsed from the date they are submitted to the aforementioned parties, providing that no word to the contrary has been submitted.

   b. Once approved by the VCEMS Student Administration, amendments and changes to the Bylaws are to be approved by Irena T. Balawajder, M.D. and Doug Kugel, R.P.A.
     i. Changes to the Bylaws will be considered approved after one week (7 days) has elapsed from the date they are submitted to the aforementioned parties, providing that no word to the contrary has been submitted.

c. After the criterion set forth in Section 5, a and Section 5, b are met, changes will go into effect immediately.