

University of Rhode Island Emergency Medical Services



CONSTITUTION OF THE CORPS

Revised November, 2002

Commander Robert T. Hart
Vice Commander Christopher Dupuis - Vice Commander Charles Ashworth
Captain Shad Ahmed
Policies & Procedures Secretary Andrew Moses

**The University of Rhode Island Emergency Medical Services
Constitution**

Article 1.0 Name

The name of this organization shall be the University of Rhode Island Emergency Medical Services, a non-profit organization, herein referred to as URIEMS.

Article 2.0 Purpose

The purpose of URIEMS shall be to provide emergency medical services to the Kingston Campus of the University of Rhode Island in a timely and professional manner, to assist surrounding EMS providers on a mutual aid basis, and to train URIEMS volunteers in the skills of emergency medicine.

Article 3.0 Membership

Any interested individual is eligible to apply for Probationary Membership of URIEMS. This organization shall not discriminate against any person on the basis of race, color, sex, sexual orientation, age, handicap, national origin, religious affiliations, or religious beliefs.

Article 3.1 Membership Classifications

Membership shall consist of five classifications; Probationary, Active, Reserve, Honorary and Auxiliary.

Article 4.0 Year Operations

Article 4.1 Fiscal Year

The fiscal year of URIEMS shall begin July 1 and end June 30 on the following year.

Article 4.2 Business Year

The business year of URIEMS shall begin September 1 and end on August 31 of the following year and may exclude university vacations.

Article 4.3 Officer Year

The officer year of URIEMS shall begin May first at 1200 hours and end on May first at 1200 hours of the following year.

Article 5.0 Meetings

Article 5.1.1 Business Meetings

The business meetings shall be held once a month, and chaired by the Executive Board Chairperson.

Article 5.1.2 Meeting Etiquette

All meetings shall be run according to URIEMS abridged version of Robert's Rules of Order.

Article 5.2 Executive Board Meetings

The Executive Board meeting shall be open to all members, unless closed for personnel matters. Executive Board meetings will occur every two weeks and chaired by the Executive Board Chairperson.

Article 5.3 Annual Meeting

The annual meeting shall be held during the first week of April. The general membership of the corps must be notified at least twenty-one (21) days prior to the appointed date. The purpose of the meetings will include the election of: Executive Board members, Officers, and department heads.

Article 5.4 Special Meetings

A special meeting may be called by the Commander after notification of the Executive Board and Executive Board members. A special meeting will be called if a member submits a written request to the Commander. The request must additionally include the signature of two voting members, excluding the author of the letter.

Article 6.0 Elections

Elections shall be held at the annual meeting and may be held at any business meeting to fill a vacant position. Elections shall be completed under the Vice-Commander of Personnel's Business, and jointly run by the Vice-Commander of Personnel and the Executive Board Chairperson.

Article 6.1 Results

The Secretary shall post the results of the elections no later than ten(10) days after the meeting.

Article 7.0 Command Staff

The officers of the corps shall include the Commander, Vice-Commander of Personnel, Vice-Commander of Equipment.

Article 7.1 Administrative Staff

The administrative officers of the corps shall include the Commander, Vice-Commander of Personnel, Vice-Commander of Equipment, Captain, Secretary, and Executive Board Chairperson.

Article 7.2 Medical Officers

The medical officers of the corps shall include the Commander, Vice-Commander of Personnel, Vice-Commander of Equipment, Captain, and Lieutenants.

Article 8.0 Chain of Command

During daily operations the highest ranking officer involved has authority over any issues that arise. During medical incident the medical officer who initiates patient care has final say over said patient, in conjunction with RI laws regarding scope of practice.

Article 8.1 Commander

ELIGIBILITY	Must be a member in good standing, at least twenty (20) years of age, and be a currently approved URIEMS Lieutenant with oral endotracheal intubation certification, and be cleared as a driver and a driver trainer under the driver training policies.
REPORTS TO:	Director of Health Services
OVERSEES:	Entire staff of URIEMS
SUPERVISES:	Public relations department head Policies and Procedures department head Vice Commander of Personnel Vice Commander of Equipment Executive Secretary Executive Board Chairperson
BASIC FUNCTION:	To supervise and direct all aspects of URIEMS
DUTIES:	Inter-Departmental relations Receive and direct Incident Reports for resolution by the administration Oversee all officers and their activities Implementing and enforcing policies and procedures Implementing and enforcing Emergency Response S.O.P.'s Purchasing decisions and approvals Disciplinary enforcement Approval of all promotions Approval of all financial expenditures Ensure proper use of the Standing operating procedures

Article 8.2

Vice-Commander of Personnel

ELIGIBILITY: Must be a member in good standing, at least nineteen (19) years of age and be a currently approved URIEMS Lieutenant with oral endotracheal intubation certification, and be cleared as a driver and a driver trainer under the driver training policies

REPORTS TO: Commander

OVERSEES: lieutenants
General Members
Probationary Members

SUPERVISES: Special Activities department head
Captain
Probationary advisors

BASIC FUNCTION: To direct and oversee logistics or personnel operations and records

DUTIES: To serve as acting Commander in the absence of the Commander from office or when otherwise specified by the Commander
Implementing and enforcing policies and procedures
Receive and direct Incident Reports for resolution by the administration
To direct recruitment and retention of URIEMS
To present to the executive board all requests for membership changes
To keep an eligibility list of members for elections
Supervision of all matters and departments dealing with the personnel of the corps
Ensure proper use of the Standing operating procedures

Article 8.3

Vice-Commander of Equipment

ELIGIBILITY: Must be a member in good standing, at least nineteen (19) years of age and be a currently approved URIEMS Lieutenant with oral endotracheal intubation certification, and be cleared as a driver and a driver trainer under the driver training policies

REPORTS TO: Commander

OVERSEES: Drivers

SUPERVISES: House Department Head
Captain
Driver trainers

BASIC FUNCTION: Direct and oversee logistics or equipment and vehicle operations.

DUTIES: Organize and record the corps' finances
Collect funds and deposit into proper accounts
Quality insurance quality improvement of
All run sheets, to include submission to the department of health.
Complete medical and personnel run statistics monthly for the Corp.
Disciplinary enforcement
Implementing and enforcing policies and procedures
Receive and direct Incident Reports for resolution by the administration
Stocking and maintenance of the ambulance
Arrangement and placement of the equipment on the emergency vehicle(s).
Supervision of matters and departments dealing with the material items of the corps and its financial standing.
Ensure proper use of the Standing operating procedures

Article 8.4 Captain

ELIGIBILITY

Must be a member in good standing, at least nineteen (19) years of age and be a currently approved URIEMS Lieutenant with oral endotracheal intubation certification, and be cleared as a driver and a driver trainer under the driver training policies

REPORTS TO:

Command Staff, particularly the Vice Commanders

SUPERVISES:

Lieutenants

BASIC FUNCTION:

In conjunction with the Vice Commanders oversees the daily activities of the corps, and directs and oversees Training and Driver Training for the corps

DUTIES:

Conduct and supervise training for Lieutenants with emphasis on job description and duties.
Coordinates with Lieutenants in outlining training for all members
Oversee the Driver training program
Oversee training of EMT's to become lieutenants
Evaluate and monitor job performance of Lieutenants in conjunction with the Command staff
Enforcement of policies and procedures
Ensure proper use of the Standing operating procedures

Article 8.5 Lieutenant

ELIGIBILITY

Must be a member in good standing, hold a current American Heart Association Health Care Provider certification or equivalent, be trained in use of the Automated External Defibrillator (AED), hold a current RI-EMT license, and be cleared as a driver under the driver training policies. All Lieutenants are required to be certified in oral-endotracheal intubation within two semesters of promotion, with the semester of appointment not qualifying as the first semester.

REPORTS TO:

Captain

BASIC FUNCTION:

To supervise the daily operations of the corps during their shift

DUTIES:

Responsible for the proper and efficient handling of all medical emergencies to which the crew responds.
Management of on-duty crew including activities in headquarters
Training of all members
Supervision and assistance in the upkeep of headquarters and other operating areas
Enforcement of policies and procedures
Maintaining accountability of all equipment and personnel
Proper use of the Standing operating procedures

Article 8.6 Executive Board Chairperson

ELIGIBILITY

Must be a member in good standing, which has been a member of the Executive Board for at least six (6) months, at any point prior to the time of election.

REPORTS TO:

Commander

SUPERVISES:

Executive Board

BASIC FUNCTION:

Chair all general, special, annual, and executive meetings and co-sign all executive decisions with the Commander.

DUTIES:

Sign and date all approved letters of resignation and leaves of absence
Schedule and post all business meetings
Schedule and post annual meeting
Chairs meetings according to URIEMS abridged version of Robert's Rules of Order

Article 8.7 Executive Secretary

ELIGIBILITY Must be a member in good standing
REPORTS TO: Commander
BASIC FUNCTION: Perform all secretarial duties as needed
DUTIES: Post results of all elections no later than ten(10) day following
Take minutes of all general, special, and executive meetings
Post all minutes no later ten(10) days following
Any other duties ordered by the command staff

Article 8.8 Executive Board

CONSISTS OF Executive Board Chairperson, Commander, Vice-Commander of Personnel, Vice-Commander of Equipment, EMS Captain, Secretary, and six general members. The board's six general members shall be elected by a simple majority vote of the general membership at the annual meeting.

Reports to Executive Board Chairperson
Basic Function The Board is responsible for the approval of all changes in membership status except in cases of EMS Lieutenant and elected positions. The Executive Board is responsible for contributing to the education and training of the corps as well as propositioning of amendments to this Constitution. They are also responsible for contributing to the general balance of the corps, including approving changes to the Policies and Procedures of the corps, review and approval of new policies not covered by the Constitution and Policies and Procedures, monitoring decisions by officers, approving the use of any assets belonging to the corps, satisfying personnel conflicts, approving and determining the course of disciplinary actions taken against members, and administrative business which relates to all areas of operations.

Eligibility Any general member is eligible for membership on the Executive Board, unless their voting privileges have been suspended. Upon reinstatement of their voting rights, members are once again eligible to run for executive board positions.

Appeal Any decision rendered by the Executive Board may be appealed to the general membership. Any appeal must be brought to the attention of the Executive Board Chairperson no less than seven (7) days prior to the next business meeting, and a notice of appeal will be posted by the Executive Board Chairperson upon receipt of the appeal. All appeals of Executive Board decisions will be handled under Executive Board Chairperson business at the next general meeting. The decision may be revised with a two-thirds majority vote by the full general membership.

Article 9.0 Advisory Positions

Article 9.1 Medical Advisor

A physician of the professional community, selected from the Washington County area, to interpret RI State pre-hospital care protocols and to view medical reports on a regular basis. This person is usually the Medical Director of Health Services.

Article 9.2 Departmental Advisor

Representatives of URI Health Services, and URI Public Safety, shall be available to act as advisors and to intercede in the event of conflict or emergency situations.

Article 10.0 Departments

The standing committees of the corps shall include: Public Relations, Policies and Procedures, House, Special Activities, driver training, and training.

Article 10.1 House

This Department shall be responsible for enforcing the upkeep of headquarters, to include exterior, and the sleeping quarters. It shall be responsible for supervising cleaning and laundry details, and ensuring all supplies are kept in stock. This Department is responsible to its head as well as the Vice-Commander of Equipment.

Article 10.2 Policies and Procedures

This Department shall be responsible for securing suggestions for changes in the Department as well as Policies and Procedures, and to present their proposals for changes to the body for approval. This Department is responsible to its head as well as the Commander.

Article 10.3 Public Relations

This Department shall be in charge of all advertising, media interviews, and promotional appearances, and is responsible to its head and to the Commander.

Article 10.4 Special Activities

This Department shall be responsible for promoting corps interaction through special events. It is responsible to its head and to the Vice-Commander of Personnel.

Article 10.5 Department Heads

Article 10.5.1 Eligibility

Any General Member may be a department head. An administrative staff member may not chair any of the departments.

Article 10.5.2 Responsibilities

Each department shall be under the direct control of its department head and to their respective commander. Each department head shall present a report at each business meeting of all current activities of their department.

Article 11.0 Special Committees

The Executive Board shall have the power to establish special committees as the need arises. The chairperson of these special committees shall be a member with full voting privileges. The committee shall be discontinued only by majority vote at any business meeting or shall be immediately dissolved upon the completion of their assigned task.

Article 11.1 Purpose

The purpose of special committees shall be to accomplish any task not covered by a standing Department.

Article 12.0 Amendments

The power to make, amend, or repeal this Constitution shall be vested in the general members of the corps by a majority vote at the December meeting. Notice of any changes or appeals must be filed no less than twenty-one (21) in-service days prior to the December meeting at which they are to be voted upon.

Article 13.0 Corps documents

This constitution gives power to the following document for the membership to follow any infraction will result in disciplinary action.

Article 13.1 Medical Protocols

RI State EMS protocols and University of Rhode Island pre-hospital care protocols shall be the accepted and followed medical protocols.

Article 13.2 Policies and Procedures

Policies and Procedures shall include all items not covered by the medical protocols. The Commander at his/her discretion may implement a policy, which shall be brought to the next Executive Board meeting for approval. Other members may suggest amendments to the chairperson of Policies and Procedures.

Article 13.3 Emergency Response Standing Operating Procedures

Emergency Response S.O.P.'s shall include items involving operations associated with the emergency response by URIEMS. The Commander is responsible for keeping S.O.P.'s up to date and in accordance with the latest safety and efficiency concepts. Implementations of new S.O.P.'s and changes in old ones occur when a copy of the S.O.P is posted and all of the medical officers have been notified.

Article 14.0 Finances

The signature of the Commander shall authorize all financial expenditures and commitments. It shall primarily be the duty of the Vice-Commander of Equipment to maintain accurate records of financial status of the organization. All money from fundraisers and other activities shall be given to the Vice-Commander of Equipment, and the Commander jointly. Only a majority vote by the Executive Board can grant approval for withdrawal or spending of these funds.

The URI EMS must operate under the guidelines of URI purchasing procedures, out of a budget within the Department of Health Services, designated for the sole use of the organization. The ambulance corps is considered part of the Department of Health Services and is directly responsible to its director.

Article 15.0 Dissolution

Except as may otherwise be required by law, the corps, at any time, by a vote of a majority of its members legally qualified to vote, authorize a motion of petition for dissolution to be filed in accordance with the law or the provisions of this Constitution.

THIS DOCUMENT HAS BEEN APPROVED AS THE CONSTITUTION FOR
THE UNIVERSITY OF RHODE ISLAND EMERGENCY MEDICAL SERVICES,
ON THIS NOVEMBER 14, 2002

Robert T. Hart,
Commander

Diana Brink,
Executive Board
Chairperson