



PROPOSAL FOR STUDENT RUN CAMPUS EMERGENCY MEDICAL SERVICE

R. MATTIMORE



Contents

Contents	3
INTRODUCTION	4
That’s My SUNY Canton	4
EMS IN THE COMMUNITY	4
EMS and SUNY	4
EMS and the North Country	4
EMS and SUNY Canton	5
THE PROPOSAL	5
The Name	5
Timeline	5
The Finances	6
Insurance	6
Funding	6
Physical Location	8
Proposed Organizational Structure	8
<i>New York State Department of Health</i>	8
<i>University Police</i>	8
<i>Davis Health Center</i>	8
<i>Student Government</i>	8
<i>Other Entities</i>	8
Obstacles	9
The Timeline	9
OTHER POTENTIAL BENEFITS	9
Educational Outreach	9
Standbys	9
CLOSING	10
APPENDIX	11
Example Constitution	12
Example By-Laws	17
Revision History	23

*Please note this is a working document, and thus should not be released to unauthorized parties without permission from the author.

INTRODUCTION

That's My SUNY Canton

For more than 40 years SUNY Canton has been providing Emergency Medical Technician (EMT) training courses to St. Lawrence County. As the only course sponsor in St. Lawrence County approved by the New York State Department of Health to conduct these courses, SUNY Canton has been an integral part of training our communities First Responders. This in conjunction with the criminal justice, nursing and emergency management program places SUNY Canton in the running for becoming the Emergency Management Training Center for Northern New York.

Part of SUNY Canton's culture is providing a hands-on career skills that prepare students for the future. Hands on learning is critical in many specialties, but especially in EMS as people's lives are in the hands. What better way to continue to provide a hands education on then a campus based rescue squad where students can practice living what they are learning?

EMS IN THE COMMUNITY

EMS and SUNY

EMS Runs deep within SUNY. Of the 35 non-community colleges that are part of the SUNY system, more than 20 have some sort of student run emergency response team that are NYS Certified. Below is just a short list of some of these groups.

- SUNY Geneseo First Response
- SUNY New Paltz Rescue Squad, Inc.
- SUNY Oneonta State Emergency Squad
- SUNY Oswego Student Association Volunteer Ambulance Corps
- SUNY Potsdam Campus Rescue Squad
- SUNY Purchase Emergency Response Team
- Stony Brook Volunteer Ambulance Corps Inc.

All of the above organizations, are able to function under the direction of the Department of Health, with support from the University and SUNY. While each organization may be structured in a manner that best fits its own home institution, the goals of each are the same, to provide Emergency Medical care to the sick and injured, and to protect and preserve life when deemed necessary.

EMS and the North Country

SUNY Canton has maintained a great working relationship with the local EMS agencies. Canton Fire/Rescue has helped to keep the campus safe since the beginning in 1906. As primarily a volunteer agency servicing not only SUNY Canton, but the community as well as St. Lawrence University their services can sometimes be stretched thin.

Average response time can take between 5 and 25 minutes for an on-campus response, sometimes having to be dispatched as far away as Potsdam. Having a campus based first response agency would help limit the time an individual goes without care as well as limit the number of times we need to call volunteers out of their beds and away from their families.

EMS and SUNY Canton

As visible from the call numbers below, around 60 people have some type of medical situation on campus during an average semester. Those are 60 opportunities for students to not only get hands on training, but provide service back to their community, help another person in need, and possibly prevent Canton rescue from

Type of Call	
Transported via Canton Rescue/ UPD	33
Transported by Friends/Family or Taxi	8
Cleared by Canton Rescue/ UPD	3
Refused Medical	12
Health Center	2
After Hours Clinic	1
Did Not Locate	1
Total Medical Emergencies	60

having to make an unnecessary trip here.

Campus Medical calls from 8/22/14 – 11/29/14

Of the four Universities in the North Country, the only one without a student run EMS agency is SUNY Canton. As the training center for the County we should be leading by example, as well as offering the opportunity for hands on learning.

THE PROPOSAL

SUNY Canton is a perfect position to foster the development of a Student Run Campus Emergency Medical Service. Canton is relatively financially stable, there is no fear of large scale budget cuts that could limit such a program from being created. The EMS department is thriving and the college is lobbying to become the “premier training center for homeland security, emergency preparedness and cybersecurity”.¹

All of these moves, along with Canton’s hands on learning style would help distinguish SUNY Canton as the premier training center they are lobbying for.

The Name

There are many complications when coming up with a name for any Organization. It not only must be professional enough to show on State Reports but must convey the identity of both the individual organization as well as the school, and must be easily recognizable by the community. Three potential names follow:

- SUNY Canton Campus Rescue Squad(CRS)
- SUNY Canton EMS (CEMS)

Timeline

While it would be ideal to start the organization fully funded with a large pool of members this is not the best way to grow a volunteer based organization. Starting with a core group of members, with the necessary resources to succeed and grow slowly over the years and as the needs arise. The hope for the first year would be 10 members, of which at least half would be NYS EMT-B’s who would start operations in the spring of 2017. By starting in the spring it gives the fall semester to establish the members and train them.

¹ <http://www.watertowndailytimes.com/article/20140328/NEWS05/703289862>

The Finances

Running an EMS agency is not a cheap undertaking, much less starting one from the ground up. There is no doubt that this will not be a cheap endeavor, but the benefits to the community will far outweigh the costs.

It is very hard to estimate the exact amount of money that will be needed to start as there are many factors to be considered. How many members will you have? What type of response are you looking to do? These factors any many more contribute to the overall startup costs of the Rescue Squad. The yearly budget will ideally be more manageable with the biggest expenses going to any medications or supplies used.

Very rough estimates would put the startup costs of the rescue squad around \$15,000 with a yearly operating budget of around \$7,000 (including insurance). The initial startup costs would cover radios and/or pagers for calls, medical supplies such as backboards, jump bags, as well as any medication required by the DOH. Donations from surrounding agencies/organizations and grants could help to minimize this cost.

Insurance

SUNY Potsdam has a campus based rescue squad that could be similar to what Canton would have. The insurance for the squad is funded by the Student Government Association through their insurance company Austin & Co., brokers, who insure many of the SUNY Student Government Associations across the state. The actual insurer is McNeil & Company, who insures Fire Departments and Rescue Squads across the country. The estimated cost for SUNY Potsdam SGA is \$6,000

Funding

Again, working from the Potsdam model (other Universities function similarly as well) the squad works as partly a SGA organization (They are a NYS Certified agency, and have to follow NYS laws first) as they provide a benefit the students, and thus is provided a yearly budget from SGA of approximately \$4,000 a year as well for supplies and medication.

Draft Itemized Budget

Personal Protective Equipment				
Item	Unit Price	#	Total	Notes
Gloves	\$62.00	1	\$62.00	10 boxes of 100
Biohazard Bags	\$5.00	1	\$5.00	Pack of 100
Safety Glasses	\$3.00	2	\$6.00	
Sanitizing Wipes	\$7.00	2	\$14.00	
N95 Respirator	\$18.00	1	\$18.00	box of 20
Pocket Masks	\$4.00	10	\$40.00	
Safety Vests	\$27.00	6	\$162.00	
EMS Uniforms	\$35.00	20	\$700.00	Estimates
Patient Assessment and Examination Equipment				
Stethoscope	\$5.50	2	\$11.00	
Pulse-ox	\$30.00	6	\$180.00	
Penlight	\$8.00	1	\$8.00	pack of 6
Sphygmomanometer	\$9.00	2	\$18.00	
emscharts	\$1	500	\$500	Minimum price possible- provides 500 calls
Medications				

Glucose Paste	\$17.00	3	\$51.00	*Expires Yearly - Pack of 3
Narcan	\$6	6	\$0	*Expires Yearly
Epinephrine	\$440.00	3	\$1,320.00	(Pack of 2)*Expires Yearly
Airway Management Equipment				
Portable Suction w/catheters	\$76.59	6	\$460.00	
Nasal Pharyngeal Airways	\$2.00	6	\$12.00	
Oral Pharyngeal Airways	\$2.00	6	\$12.00	
Nasal Cannula	\$0.50	20	\$10.00	
Non-rebreather	\$1.40	40	\$56.00	
Bag-Valve-Mask	\$11.00	6	\$66.00	
Portable O2 with Regulator	\$0.00		\$0.00	*Comes with Jump bag
Bandaging and Splinting Equipment				
Sterile Bandage Compresses	\$20.00	1	\$20.00	Various Sizes- Estimate Only
Non stick Gauze	\$20.00	1	\$20.00	Various Sizes- Estimate Only
Large Trauma Dressings	\$20.00	1	\$20.00	Various Sizes- Estimate Only
Triangular Bandages	\$10.00	2	\$20.00	Pack of 12
Roller Bandages	\$20.00	1	\$20.00	Various Sizes- Estimate Only
Trauma Shears	\$5.00	10	\$50.00	
Cervical Collar	\$10.00	8	\$80.00	
SAM Splints	\$6.00	8	\$48.00	
Backboard	\$400.00	3	\$1,200.00	
Sterile Burn Pack	\$13.00	6	\$78.00	
Tourniquet	\$10.00	6	\$60.00	
Occlusive Dressing	\$10.00	6	\$60.00	
Tape	\$40.00	1	\$40.00	Various Sizes- Estimate Only
Irrigation Solution	\$3.00	6	\$3.00	
Communication Equipment				
Radios	\$250	6	\$1,500	Donations?
Pagers	\$350	2	\$700	Used as backup – Donations?
Active 911	\$12	20	\$120	
Other Equipment				
Hot Packs	\$16.00	1	\$16.00	pack of 24
Cold Packs	\$8.50	1	\$8.50	pack of 24
Bag Security Seals	\$12.00	2	\$12.00	
Jump bags	\$430.00	6	\$2,580.00	
Triage Tags	\$22.00	2	\$44.00	
Emergency Blanket	\$1.00	10	\$10.00	
Sterile OB Kit	\$7.00	5	\$35.00	

Office Items				
EMS Clipboards	\$25.00	6	\$150.00	
Insurance				
Insurance	\$4,000.00	1	\$4,000.00	Quoted Between \$2,000-\$4,000

*Blue Highlighted Items are items that expire/run out and will need to be purchased yearly.

Total Starting Cost
\$14,505.50
Estimated Yearly*
\$6,397.50

Physical Location

While most campus clubs do not require an office to run their meetings the rescue squad would require a secure room, not only to store their equipment but to secure their PCR (Patient Care Report) forms, which are required by HIPAA to be secured after a call.

Proposed Organizational Structure

In order to mitigate cost as well as provide the best possible service for the campus community the best course of action would be for the EMS Squad to fall under a few different departments.

New York State Department of Health

The overarching organization that the Student EMS Squad must answer to is the NYS Department of Health. As the agency that issues certifications and sets training and regulations the Student EMS Squad must adhere to these above all else.

University Police

It will be critical for the Student EMS Squad to work closely with University police in many capacities. From dispatching the Student EMS Squad to calls, to working with the officers it will be critical to have the support and input from University Police.

Davis Health Center

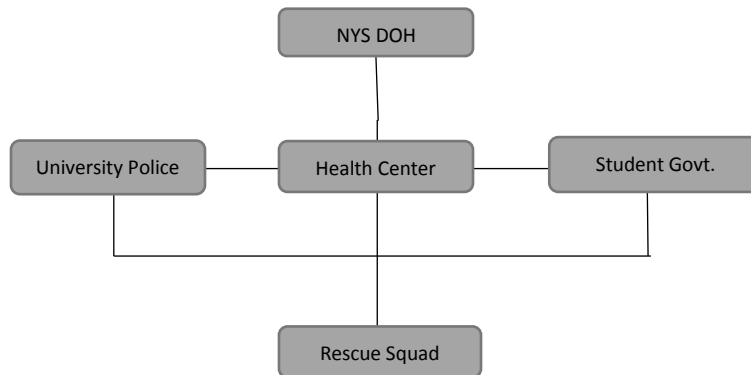
Each DOH responding agency must have a medical director. It would be the hope of the organization to utilize the current college Physician as the organizations medical director.

Student Government

As a student organization we should be held to many of the same standards as other student organizations (except where those standard's conflict with those of the DOH). Being under the umbrella of the Student Government will also allow the organization be to be better known by the student population and help to increase its membership.

Other Entities

It is recognized that there are many other departments on campus that could benefit from having involvement in the organization. Canton Fire/Rescue would be a group that would need to be pulled into the planning process as well as Athletics. More obvious entities such as North Country EMS and the EMT program could also offer assistance. Also entities that share the same general purpose such as Nursing or Criminal Justice could benefit from this program. Each of these departments work with students that share the same values.



Obstacles

The road to getting a successful Rescue Squad up and running will not be an easy one or a fast one, but the work and trouble required brings so many advantages to the campus. From creating a safer community to providing a hands on experience, the benefits far outweigh the trouble.

The Timeline

Ideally the best time to start a new organization would be the beginning of an academic year, however as this will be a unique organization there are some other things to consider. Student involvement will be critical in running a successful squad and coming back from a long summer break will provide a challenge getting new students interested as well as trained. A more practical goal would be starting the squad in the spring semester and use the fall semester to recruit and train. The other advantage to this model is the calendar would go from spring semester to spring semester, allowing any e-board members to have the previous officer for an entire semester to assist in a smooth transition.

OTHER POTENTIAL BENEFITS

Educational Outreach

There are many opportunities for the members of the squad to provide education to the campus community. From teaching CPR classes to trainings on various safety topics, peer to peer education has been proven to be more effective than traditional educational methods.²

Standbys

Many of the student run Rescue Squads in NYS also assist the Athletics department with their games. Having members of the squad attend athletic games serves many purposes. The primary reason is for injuries in the crowd, but it also provides exposure to the squad and helps get the name out, as well as shows the college is committed to safety.

² (Boud, Cohen and Sampson)

CLOSING

While the obstacles to getting a Student Run Campus Emergency Medical Service up and running are vast, the potential benefits of having such a program are well worth the time and investment. Providing a safe, healthy campus where students have the opportunity to use their education first hand in helping others.

APPENDIX

Example Constitution

Rescue Squad Constitution

Preamble: Whereas we believe that a group of college students interested in the Emergency Medical Field and Service for the campus should organize for mutual benefit. We hereby establish an organization which shall be known as The State University of New York at Canton Emergency Medical Services or SUNY Canton EMS.

Article I – Purpose

SUNY Canton EMS's role is to provide the campus with twenty-four hours a day seven days a week Emergency Medical care to the sick and injured, and to protect and preserve life when deemed necessary without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status, and socioeconomic status, , and visitors of the college community during the academic school year.

The organization will be available to provide CPR and First Aid course, to assist the Nursing, Criminal Justice and Physical Therapy students with their yearly CPR/AED certificates and/or other needs. In addition, the organization will also be available to provide medical coverage for any campus events when requested or deemed necessary.

Calls for emergency care received by University Police will notify the Rescue Squad via portable radio. Where a certified responders will promptly proceed to the scene.

The Rescue Squad will be structured as a student run organization. The administration, will be overseen by an executive board officers and advisor(s). The organization will be open to any student or member who is interested in the Emergency Medical Field. The administrative roles of the organization will be overseen by this executive board. To be a member one does not need any specific medical training, but must within the first six months receive and pass First Responder training (including American Heart Association CPR/AED certification) or receive any higher-level certification by a credible institution citing proper identification. Any member that does not meet these minimum requirements may still be a part of the organization but may not assist with any medical calls. All applicants must be in good standings with the college and not be on any probations.

Article II – Officers

Section – The Executive Board:

The Executive Board shall be made up of the Director, Assistant Director, Secretary, Treasure, and advisor(s).

The duties of the Executive Board shall be to:

- A) Coordinate organizational activities, while working to serve the College and Squads interest.
- B) Ensure full compliance with the Constitution, Standard Operating Procedures (SOP's), by-laws, and any other binding documents entered into by the club.
- C) Ensure equal opportunity for all who participate as well as those who wish to participate in organizational activities.
- D) Ensure that all organizational documents are available to club member seeking such documents (medical and personal information are not considered club documents).
- E) Meet regularly with the administration to ensure that the organization is serving the needs of the student body. Hold a minimum of one meeting per academic month.

- F) Listen to any and all grievances by all organization members.
- G) All elected officers must be full time students in good standings as deemed by the Dean of Students.

Section 2 – Officer Duties

Director:

The Director’s duties shall be to act as moderator at all meetings, to appoint all special committees, and to be the chairperson of the Executive Board. The Director shall oversee all officers’ duties and act as the liaison between the squad and the DOH, with assistance from the Advisor(s). The Director is also responsible for communicating with Advisor(s).

Assistant Director:

The Assistant Director shall be responsible for assuming the responsibilities of maintaining and monitoring current certifications, and keeping the club updated on when certifications need to be renewed with assistance from the Advisor(s). The Assistant Director is also responsible for keeping up with the maintenance and the quality of equipment. The Assistant Director will work with in conjuncture with the Treasurer and keep up a proper inventory of all medical and training supplies and to ensure it remains adequately stocked. In addition to these duties, the Assistant Director will, be the liaison with the college administration.

Treasurer:

The Treasurer shall collect all funds and deposit them in the Rescue Squad account provided by the SGA. The Treasurer will be responsible for making all necessary expenditures when authorized by the club, keeping financial record, and will submit a written financial report to the club at the last once a month at any of the scheduled meetings during the semester. A report will also be submitted to the SGA and any other campus department assisting in the funding of the rescue Squad. The Treasurer will perform such related duties in accordance with the College’s established business office procedures. The Treasurers will also order and keep an inventory of all supplies necessary and will assist the Chief Life Officer in keeping all emergency medical supplies restocked in jump bags.

Public Relations Officer:

The Public Relations Officer (PR) is responsible for all communications between the Rescue Squad and all other clubs represented on campus. The PR Officer is responsible for graphic designs and representations of Rescue Squad to the college community. They also attend any SGA meeting to inform the campus community of the ongoing of the club.

Advisor(s):

The Advisor(s) shall be any interested full-time or staff member the College. The Advisor(s) shall assist the club in meeting its goals and ensuring that Rescue Squad operations are deemed safe and within college and NYS policies.

Section 3 – Voting of Executive Board Members:

Elections for executive board members will be held the first club meeting in April All candidates will have 3 minutes to give last speeches. The order candidates will be picked at random. It is mandatory that at least two thirds voting majority must be present for the vote to be valid. Absentee ballots from members are allowed before the meeting. If there is not a voting majority present, an emergency meeting must be held the following week. The completed ballots will then be sent to the advisor(s) for approval.

Section 4 – Removal of Executive Board Members:

If the ability or conduct of an executive board member is in question, the remaining club members may vote that person out of the executive board position; this may be done by any member submitting a petition of five or more names of current members of voting status at a Rescue Squad Meetings.

An executive board member may be removed with 2/3 majority vote. This may only be done at a special meeting designated for this purpose all voting members may have a chance to speak one time for 2 minutes regarding their view. In addition, the officer that is subject to removal will be allowed to speak on their behalf for no longer than five minutes.

Section 5 – Formation of Committee:

A committee maybe formed at any time by decision of the Director and on other executive board member; these comities maybe formed to perform a specific activity, event, or goal. The chairperson or co-chairperson(s) of the committee maybe appointed by the executive board members and special consideration should be given to the person who has brought the need to the Rescue Squad.

Article III – Meeting Procedures

General membership meeting shall be held at minimum monthly, but typically every other week. Date and time will be set in accordance with all members current school schedule.

48 hours prior notice must be given for any special meetings.

All meetings will be conducted in accordance with *Robert’s Rules of Orders*. Notice of general meeting is to be given two weeks in advance to all members of the club. Special membership meetings will require notification by the committee chairperson or other executive board officer via verbal announcement, or campus e-mail.

Section 1 – Committee Meetings:

The chairperson or co-chair shall call committee meetings, as he/she feels necessary. The chairperson shall schedule a committee meeting at a time convenient to all committee members. The issues discussed during such meetings shall be summarized and present at the next general meetings.

Article IV – Membership

Membership shall be open to any student or member of the College who has a genuine interest in the emergency medical field.

Section 1 – Active Membership:

Active membership is obtained when each individual follow the current Standard Operating Procedures and must attend regular club meetings/events and completes the probationary packet. Members wishing to run calls must be have received and passed training for the First Responder level, AHA Health Care Provider CPR/AED certified, or received any certification of a higher level to respond to medical emergencies at the college. They must also be with good standings with the college.

Section 2 – Reserve Membership:

Reserve Membership is available to all personnel that do not feel they are able to serve full duty. They are allowed to act as substitutes or run a restricted duty to be determined in conjunction with advisors. They are allowed to attend all meetings and trainings sessions. Reserve membership must be voted on and approved by active members with a 2/3 majority.

Section 3 – Honor Roll Membership:

Any member that has served at least one academic year in the Rescue Squad and is in good standings can request Honor Roll membership. Honor Roll members are no longer serving in the Rescue Squad but have contributed cannot be denied on basis of race, creed, religion, age, sex, color, sexual orientation, disability, veteran status, marital status, or country of origin.

Article VI – Emergency Medical Response

The Rescue Squad is on call twenty-four hours a day, seven days a week during the regular school semester. Standbys for any school sponsored events that are scheduled; including social events, athletic events, or any other event that may require medical services are on a signup basis. The Rescue Squad may also provide on-site detail for any school sponsored event upon request given prior notice.

Article VII – Activation of Rescue Squad

The Rescue Squad will respond to any medical emergency as soon as a caller activates the local EMS system with University Police. First Responders and Emergency Medical Technicians can be activated by university police or any witnessing party. At the scene, the rescue squad will begin necessary medical treatment. Treatment will be surrendered to higher ranking certified personnel when/if requested to do so (EMT/Paramedic). Treatment of the individual(s) will follow NYS DOH Guidelines and the SOG's

Article VIII – Education of Campus and Community

The Rescue program will offer CPR/AED classes for campus community, and other training courses as available. The cost will be determined by the instructor(s) with profits going back to support the club.

Article IX – Constitution

Section 1 – Amendments:

Amendments to the constitution maybe suggested by any member of the club. They must be presented at a scheduled meeting in writing. The proposed changes will be brought to the attention of the club by a chosen representative(s). Once the amendment has been presented, additional changes will be discussed and a final version of the new amendment will be voted upon by all active club members (Voting procedures will follow as described in Article II, Section 3).

Section 2 – Submission and Authorization:

Once passed, the new amendment must be added to the existing constitution and must then be submitted to the SGA for approval. Pending authorization, an updated copy of the Constitution must be posted where all members of the club have access. It is not until the updated constitution is posted that it will be considered effective.

Article X – Funding

All listed forms of revenue are accepted as funding sources. The Rescue Squad is presently funded through XXX. In addition, the squad may seek additional funding to support the needs of the club.

Article XI – Statement of Non-Discrimination

Rescue Squad will assist, treat, and/or transport any person in need regardless of race, creed, religion, age, gender, sexual orientation, disability, veteran status, marital status, or country of origin.

Article XII – SOC Enabling Clause

The Rescue Squad agrees to abide by the policies of the College as well as all federal, state, and local laws. This contribution and any revisions or amendments must be approved by the Dean of Students and SGA prior to implementation.

Example By-Laws

Rescue Squad By-Laws

The by-laws are a set of general rules of conduct. The by-laws will be updated as amendments are made to them. This will be the responsibility of the policies and procedures committee which will review the by-laws when deemed necessary, but no less than once each academic year.

Section I, Chapter I

Policy: It shall be the policy of the Rescue Squad to respond to emergency calls, which are confined to the boundaries of the State University of New York College at Canton.

Section II, Chapter I

Funding: The Rescue Squad is funded by the Student Government Association and State Funding, and will be governed by and follow all financial procedures which the association sets. Any financial support from organizations other than the Student Government Association or State Funds are accepted and deposited into the squad's regular operating budget.

Section III, Chapter I

Membership: As reflected in the constitution (Article IV - Membership), membership shall be open to any student or member of the College who has a genuine interest in the emergency medical field. The following is a breakdown of the qualifications and requirements necessary to have been completed to hold any of the following positions:

Probationary Member:

1. Must complete a membership application.
2. Must be approved by the Membership Committee
3. If Approved must complete an orientation with the Assistant Director.
4. Must complete probationary member training packet.
5. Will remain Probationary until requirements for advancement are met or a resignation is received.
6. Any or all of these requirements may be waived or altered at the discretion of the membership committee.
7. This position is not defined to be at risk.
8. May not run emergency calls.

Active Membership:

1. Must complete probationary member training packet.
2. Must complete 3 standbys and 3 consecutive meetings before advancing to Active Status.
3. Must apply for advancement with Membership Committee.
4. All active members will have voting privileges.
5. To remain active a member must complete three (3) stand-bys per semester.
6. To remain active a member must attend ½ of the meetings per semester.
7. Must turn in all required documentation to the Assistant Director.
8. Must be at least 18 years old in accordance with insurance policy.

Inactive Membership:

1. When a member is on a leave of absence they are an inactive member.
2. Inactive members do not have voting privileges.
3. An Inactive Member may not respond to any calls or stand-bys on campus.
4. An Inactive Member is banned from using any squad equipment or facilities.

5. If any member is inactive for more than one semester without permission from the Director then they will be terminated from all membership status.

Section III, Chapter II

Levels of Active Membership

Active Member:

1. Must have completed the requirements for a probationary member.
2. Must demonstrate basic knowledge of all equipment, radios, and procedures.
3. Must complete necessary training packet and orientation with the Assistant Director.
4. Must be approved by the Membership Committee.
5. Must be a current SUNY Canton student in good academic and judicial standings and enrolled at least part time.
6. The position is to be defined to be at risk.

Associate Status:

1. Must attend at least two club meetings a semester.
2. Must maintain all required certification.
3. One who shares the aims and goals of the Rescue Squad.
4. The position is to be defined to be at risk.
5. Must be a current SUNY Canton student in good academic and judicial standings and enrolled at least part time.

Auxiliary Status:

1. Status for members that cannot fulfill active status requirements due to a residence location equal of greater than 5 miles from SUNY Canton.
2. Anyone who lives outside the village of Canton may request this Status.
3. Must complete three (3) standbys in a semester.
4. This position is not required to complete duty crews. Additional duties will be required as per Membership committee.
5. Must complete all required certifications.
6. This status may vote on all issues.
7. Meeting requirements as per active member.
8. Must be a current SUNY Canton student in good academic and judicial standings and enrolled at least part time.
9. This position is defined to be at risk.

Advisor Status:

1. Must be approved by the SUNY Canton EMS Advisory Board.
2. Not required to complete standby requirements
3. Is asked to attend general meetings and committee meetings if possible
4. Has no voting privileges
5. May respond to calls if proper certifications are valid (EMT-B or higher)
6. This member may be in associate status.
7. Must be SUNY Canton Faculty or staff.
8. The position is to be defined to be at risk.

Probationary Crew Chief:

1. Must be an Active Member.
2. Must be a New York State Certified Emergency Medical Technician.
3. Must have been a member of Rescue Squad for at least one semester (15 weeks)
4. Must be approved by the Membership Committee. The following things should be considered: attitude, medical skills, proficiency, Understanding of Squad Policies, interaction with community, squad, and patients, and over all capabilities of handling his/ her own crew.
5. Must complete the Probationary Crew Chief Training Packet, before applying for Crew Chief.
6. With this status member may acknowledge calls as PIC after the first set of tones.
7. Sits on the Membership Committee but cannot vote on self advancement.
8. The position is to be defined to be at risk.

Crew Chief:

1. Must have completed the requirements for a Probationary Crew Chief.
2. Must be a New York State Certified Emergency Medical Technician.
3. Must be a member of Squad for at least Two semester (30 weeks) or length of time deemed necessary by the Membership Committee.
4. Must be approved by the Membership Committee. The following things should be considered: attitude, medical skills, proficiency, mastered Squad policies, interactions with the community, squad, and patients, and over all capabilities of handling his/ her own crew.
5. Sits on the Membership Committee.
6. This position is defined to be at risk.

Levels of Inactive Membership:

Honor Roll Status:

1. This position is not a member of the Squad.
2. Each applicant must have been a member for at least two (2) years. Appeals of this rule may be made to the Membership Committee.
3. Must have made a significant contribution to the squad.
4. All eligible applicants will be brought before the Membership Committee.
5. Must re-enter as a probationary member if choosing to return to the squad. Appeals may be made to the Appeals Board.
6. Must submit an application at least one week before the last meeting of the semester. Applications are to be submitted to the Assistant Director. The decision of the Membership Committee regarding Honor Roll applicants will be announced at the last meeting of the semester in which the application was submitted.

Section III, Chapter III

Poor Standing:

This will be declared upon a member of the Squad due to one or more of the following conditions.

1. One missed stand-by or shift in one academic semester without written excuse to the CLO (Members will receive a warning for the first missed stand-by or shift; however, any further missed shifts will result in the member being placed in poor standing).
2. Failure to complete the necessary requirements as an active member.
3. Two missed meetings in one semester without a written excuse to the Assistant Director.
4. Members in poor standing have no voting privileges.
5. The Membership Committee may lift poor standing at any time with a vote of confidence.

6. Member must complete advancement form to be taken out of poor standing.
7. Members in poor standing are still responsible for their duty crews and stand-bys.
 - a. If a member is in poor standing due to missed meetings, then that member must attend two consecutive meetings in order to redeem them-selves.
 - b. If a member is in poor standing due to not completing active member requirements must meet with the Membership committee for status redemption
 - c. If a member is in poor standing due to a missed stand-by, that member must do one extra stand-by during the semester bringing the total to five (5) in that semester.
 - d. If a member is in poor standing due to a missed duty crew shift this member must schedule a meeting with the Membership Committee as soon as possible.
 - e. Advancement Committee may place members in poor standing as needed for disciplinary reasons as a result of violations against or failure to obey all policies and procedures of the Squad as outline in the Constitution By-Laws, and Standard Operating Guidelines.
8. If a member is in poor standing that member has one semester to redeem themselves, or they will be dropped from the membership.

Section III, Chapter IV

Cessation of Membership:

1. Voluntary

Leave of Absence

Any member may be excused from duties and responsibilities for no more than 1 semester during one academic year by submitting notification in the form of a letter to the Director and the Assistant Director. A period of time must be specified in the letter. All members on a leave of absence have inactive member status for the duration of their leave. If they do not return in the next semester following their leave, the member will be dropped from membership.

Resignation

Any member may resign for the Squad by submitting notification in the form of a letter to the Director and the Assistant Director. Upon resignation any person may re-join the organization as if joining for the first time, including starting at entry-level position.

2. Non- Voluntary

Temporary Suspension

Any member may be suspended (all rights, privilege, duties, obligations, etc.) for a period of up to seventy- two (72) hours by any Supervisor. Suspension may be enacted if a member has or is about to commit an act violating any of the By-Laws, S.O.Gs, Constitution or acts detrimental to this organization or patient care, or Contradictory to NYS DOH BLS Protocol. The Crew Chief who issues the suspension must immediately document the reason on an incident report and turn it in to the chair of the investigating committee. The suspension may be extended for up to two (2) weeks by a majority vote of the investigating committee. Following the suspension and write up, an investigation will be conducted by the investigating committee. Any misuse of power by an officer may be investigated by the investigating committee and may result in suspension or impeachment. In this particular case any member may ask that the investigating committee be called to see if the officer abused his/ her powers.

3. Automatic indefinite suspension will be reserved for the Investigating Committee only, with the approval of the Advisory Board.

4. Suspended members will have inactive member status for the duration of their suspension.

5. The rights and privileges of any member expelled or suspended shall end immediately upon the cessation of their membership status.
6. The rights and privileges of any member suspended shall be reinstated at the end of the suspension period, with the approval of the Membership Committee.

Section IV, Chapter I

Nominations for Elections:

1. The member being nominated must be present to accept the nominations or have sent written documentation accepting the nomination to the meeting in which the nomination was made.
2. At the time of nominations the member must be in acceptable standing.
3. A member in poor standing cannot be elected to an executive board position.

Section IV, Chapter II

Voting:

1. All voting members present may vote at any meeting.
2. Members in poor standing may not vote.
3. Any members may request an absentee ballot to vote for OFFICER ELECTIONS ONLY. A request for absentee ballot must be made to the Assistant Director at least one (1) weeks prior to the election. Exceptions will be granted at the discretion of the Assistant Director. No appeals to the Assistant Director's decision may be made.

Section V, Chapter I

Advisory Board:

While the Director and the Assistant Director are in charge of day-to-day operations, the Advisory Board exists to provide support, ideas and directions for The Squad. The advisory board must be kept abreast of significant happenings within the squad. It is very important that the advisory board work with the squad and through the Director and other officers. Any policy or action that the advisory board is giving input on must be discussed with the Director. By the same token any significant happenings should be shared with the advisory board. The Director will be responsible for the agendas at the meetings as well as keeping the other members aware of what is going on with the squad. The following is the suggested list of representatives to the advisory board: (will contain at least 2)

- Vice President of Student Affairs
- Director of Student Activities
- University Police Chief
- Representative from the Student Health Services
- College Athletic Trainer
- Any Faculty, Staff, or Community member who is an Active Member of an EMS Agency

Section VI, Chapter I

Organizational Structure: The model presented below is intended to demonstrate the interdepartmental relationship between Campus Rescue Squad and other agencies as well as interpersonal developmental operations.

These are the inner workings of the Campus Rescue Squad:

1. Advisory Board

2. Executive officers / Line Officers
3. Crew Chiefs
4. General Membership

Version #	Implemented By	Revision Date	Description of Change
0.1	<i>R. Mattimore</i>	<i>11/20/2014</i>	<i>Initial creation of document</i>
0.2	<i>R. Mattimore</i>	<i>1/7/2015</i>	<i>Update of Finances and EMS Calls</i>
0.3	<i>R. Mattimore</i>	<i>4/16/2015</i>	<i>Added By-Laws and Timeline</i>
0.3	<i>R. Mattimore</i>	<i>7/1/2015</i>	<i>Updated Draft Budget</i>
0.4	<i>R. Mattimore</i>	<i>9/1/2015</i>	<i>Updated Wording to match SOGs</i>

Revision History