

Constitution

Campus EMS at The Ohio State University

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1: Name: Campus EMS at The Ohio State University

Section 2 - Purpose: As a member of the National Collegiate Emergency Medical Services Foundation (NCEMSF), Campus EMS at The Ohio State University works to improve the health and safety of the Ohio State campus through a student-run emergency medical services program.

Section 3 - Non-Discrimination Policy:

- I. Campus EMS at The Ohio State University does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.
- II. As a student organization at The Ohio State University, Campus EMS expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II - Membership: Qualifications and categories of membership.

- I. Membership categories
 - A. General Body Member - Required to hold an active EMT certification within the state of Ohio or complete first responder training through Campus EMS. Additional requirements may be set by the advisory board and/or medical director to meet clinical guidelines.
 - B. Advisory Board - See Article VIII.
- II. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and the Executive Committee are able to make decisions regarding the membership of community and other non-student members. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

- III. Potential members will be interviewed by the executive board members and will be voted upon for entrance into the organization. This vote will go for a 50% majority of “yes” votes by officers for entrance into the organization.
 - A. Year, EMT status, resources and passion for EMS will be considered to decide the amount of accepted new members. Priority will be given to younger members who are passionate and have their EMT licenses already.
 - B. This process will occur in the fall and spring semesters after the involvement fair. An application process will be held, and interviews will be conducted from there at the convenience of the potential new member.

Article III – Methods for Removing Members and Executive Officers

- I. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor. This includes violations of clinical protocols and related policies.
- II. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.
- III. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

- I. **Chief** - Oversees all activities of the organization, responsible for running meetings of both the Executive Board and the general membership, and serves as a liaison between the advisory board, members of the organization, and the university. Listed as Primary Leader for the student organization. 1 academic year term.
 - A. **Communication Duties** The Chief runs the email account, osucampusems@gmail.com, responding to all relevant emails within 3

business days. The Chief should be the primary contact for all outside connections or involved in any correspondence related to Campus EMS at OSU operations.

- B. **Planning and Meetings Duties** The Chief shall be primarily responsible for the scheduling of general body, executive, and board meetings. For these meetings, the Chief is also responsible for their agenda and is expected to run them unless meeting responsibilities have been yielded to another person prior to that meeting.
 - C. **Primary Oversight Duties** The Chief is responsible for oversight of the entire organization. This includes holding individuals within the organization accountable and initiating a formal review process with the board when a member has been nonadherent to the bylaws. This also includes ensuring quality services from Campus EMS at OSU by keeping certifications of the agency up to date, ensuring compliance with regulations and standards, and conducting quality assurance and improvement reviews with the advisory board.
 - D. **Long-Term Planning Duties** The Chief is responsible for long-term planning and goal management of the organization. This includes actively pursuing further opportunities for clinical or educational involvements and working to accrue more funding and equipment.
- II. **Captain** - Oversees clinical operations of the organization and supervises activities of all lieutenants. Listed as Secondary Leader for the student organization. 1 year academic term.
- A. **Communication Duties** The Captain should be involved in any correspondence related to Campus EMS at OSU operations.
 - B. **Planning and Meetings Duties** The Captain shall be secondarily responsible for the scheduling of general body, executive, and board meetings. For these meetings, the Captain is also secondarily responsible for their agenda and is expected to help run them unless meeting responsibilities have been yielded to another person prior to that meeting.
 - C. **Secondary Oversight Duties** The Captain is responsible for oversight of the entire organization. This includes holding individuals within the organization accountable and initiating a formal review process with the board when a member has been nonadherent to the bylaws. This also includes ensuring quality services from Campus EMS at OSU by helping the Chief with keeping certifications of the agency up to date, ensuring compliance with regulations and standards, and conducting quality assurance and improvement reviews with the advisory board.

- D. **Long-Term Planning Duties** The Captain is responsible for long-term planning and goal management of the organization. This includes actively pursuing further opportunities for clinical or educational involvements and working to accrue more funding and equipment.
- III. **Lieutenant of Finance & Equipment** - Oversees all financial activity of the organization and maintains inventory. Listed as Treasurer for the student organization. 1 academic year term.
 - A. **Finances and Budgeting** Lt. shall be responsible for the Campus EMS at OSU debit cards, Venmo or any other associated accounts, and allocation of funding.
 - B. **Equipment Management** Lt. shall be responsible for managing organization equipment including taking a detailed inventory, tracking expiration dates, and ordering new equipment or supplies when necessary.
 - C. **Funding** Lt. is responsible for gaining funding for the organization through fundraisers, grant applications, and accessing the money available to student organizations through OSU.
- IV. **Lieutenant of Membership** - Oversees all activities related to recruitment, retainment, member involvement, and outreach initiatives. 1 academic year term.
 - A. **Recruitment** Lt. is responsible for registration in the fall and spring involvement fairs and preparing professional posters, flyers, and other paraphernalia for the involvement fair. Attendance at the involvement fair is mandatory for Lt.
 - B. **Membership Selection** Lt. is responsible for facilitating the membership selection process decided by the executive and advisory board for that recruitment period, whether constructing and conducting interviews and/or screening applicants.
 - C. **Compliance** Lt. Is responsible for compliance of members including keeping a thorough record of member certifications and expiration dates, tracking and logging attendance at all meetings, and reporting nonadherent members.
- V. **Lieutenant of Training** - Oversees all training-related activities and ensures all members meet clinical competency standards. 1 academic year term.
 - A. **Member Education** Lt. is responsible for ensuring members are familiar with the protocol through standardized onboarding training and testing each recruitment cycle. Lt. is responsible for pursuing opportunities for member education related to EMS whether that be through hosting educational sessions or coordinating educational sessions from a third party. The majority of the organization's general

body meetings should be educational. There is an expectation that hands-on, situational, and skills training are ample.

- B. **Community Education** Lt. is responsible for pursuing and facilitating educational events for nonmembers and the public including but not limited to first aid trainings.

VI. **Lieutenant of Public Relations** - Oversees public relations for the organization including but not limited to social media accounts, uniforms, marketing, and recruitment. 1 academic year term.

- A. **Social Presence** Lt. Is responsible for keeping the social media accounts and website updated and professional. This includes posting on social media multiple times per semester. Lt. is also responsible for design of posters, flyers, stickers, or other organization paraphernalia.
- B. **Uniforms** Lt. is responsible for the design and order of all uniforms or other attire related to the organization.
- C. **Social Networking** Lt. is responsible for networking with third parties on or around campus including but not limited to other student organizations, staff, and local businesses.

VII. **Advisory Board** - Serves as a liaison between the University administration, community stakeholders, and the organization. Indefinite term.

- A. This will include non-student leaders to help with the long-term planning of the organization.
- B. They are there to support to continuously check in with the board, making sure that they are up to date with certifications and structure of the organization.
- C. **Medical Direction** Medical direction will be provided by Doctor Nicole McAllister, DO, who has signed off and approved of all CEMS@OSU protocols and equipment. She will be available for standby events in the case of emergencies.

Article V- Election / Selection of Organization Leadership

- I. All executive board positions will be elected in the spring semester through a majority of all active members.
- II. All executive members will be active students the entirety of the school year
- III. All executive members will hold EMT or higher status.

Article VI - Executive Committee: Size and composition of the Committee.

- I. **Executive Board** - Composed of Chief, Captain, Lieutenant of Finance & Equipment, Lieutenant of Membership, Lieutenant of Training, and Lieutenant of Public Relations.

Article VII - Standing Committees: Names, purposes, and composition.

- I. **Clinical Operations Committee** - Responsible for clinical activities of the organization, developing the emergency response program, and maintaining relationships with community stakeholders.

Article VIII – Advisory Board: Qualification Criteria.

- I. **Medical Director** - Licensed emergency medicine physician. Must meet all requirements set by the state of Ohio (ORC 4765-3-05).
- II. **Faculty Advisor** - Faculty and/or administrative staff at the Ohio State University. Must meet all requirements set by the Guidelines for Student Organizations.
- III. **Alumni Advisor** - Former leaders of Campus EMS that have graduated from the Ohio State University and continue to engage in EMS-related activities.
- IV. **Community Advisor** - Qualified individuals not directly affiliated with the Ohio State University that support the mission of the organization.

Article IX – Meetings and events of the Organization: Required meetings and their frequency.

- I. Two general meetings per month and attendance at all events hosted is required for membership each academic term except for summer.
- II. At a minimum, one meeting per month will be dedicated towards training.

Article X – Attendees of Events of the Organization: Required events and their frequency.

- I. The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.

- I. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third majority of voting members, a quorum being present.

Article XII – Method of Dissolution of Organization

- I. If membership falls below five people, all members vote on whether to dissolve the organization. In the event of dissolution, the officers take on the responsibility for any debts they have incurred since their term began. Assets will be used to cover past debts. Anything left over will be either returned to its source or donated to a non-profit supporting first responder mental health.