

**THE CONSTITUTION
OF
SUNY GENESEO FIRST RESPONSE**

Ratified April 13, 2008

Lauderdale Center for Student Health and Counseling
1 College Circle
Geneseo, NY 14454

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ARTICLE I: INTRODUCTION

SECTION I:

We, the student members of SUNY Geneseo First Response, strive to provide the highest quality emergency medical care to the students, faculty, staff and visitors to the State University of New York at Geneseo. As a recognized organization of the State University College, we hereby establish this constitution.

SECTION II:

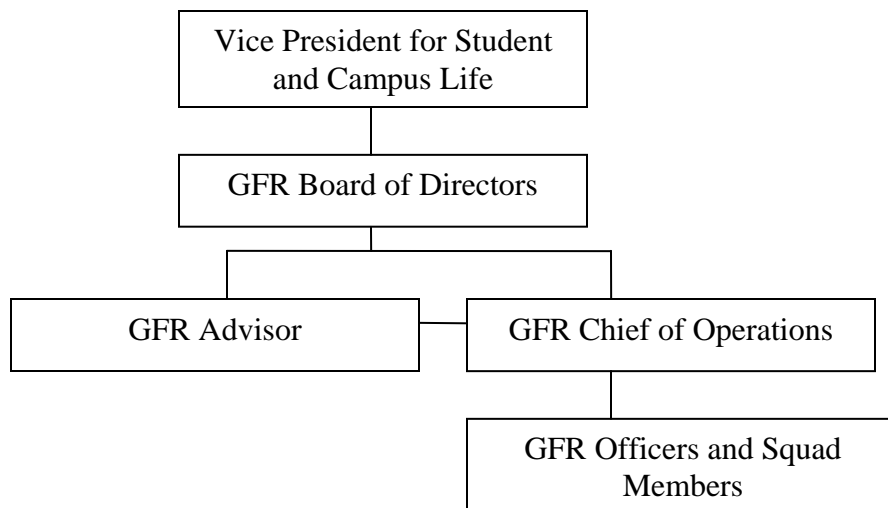
The official name of the organization shall be known as SUNY Geneseo First Response and may herein be referred to as GFR.

SECTION III:

The purpose of GFR is to provide immediate, efficient, and professional emergency care to the students, faculty, staff and visitors to SUNY Geneseo during the course of the academic year. GFR will provide emergency medical services at the SUNY Geneseo campus on a 24 hour basis, pending availability of staff. GFR will also provide services for on-campus events upon written request submitted to the Chief of Operations.

SECTION IV:

GFR falls under the purview of Student and Campus Life. GFR is advised by a Board of Directors, which reports to the Vice President for Student and Campus Life. The advisor to GFR is selected by the Board of Directors and directly advises the squad through the officers. The Executive Officers directly oversee the entire squad, and they are elected at the end of each academic year. The following further illustrates this administrative structure:



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ARTICLE II: TERRITORIAL BOUNDARIES

SECTION I:

The GFR response area is the campus of the State University of New York at Geneseo. While in service, the vehicle may not be driven beyond the following locations:

1. North of the intersection of Volunteer Road and Lima Road
2. South of the intersection of Route 20A and Route 63.
3. East of Wal-Mart on 20A
4. West of the intersection of Route 63 and Court St.

SECTION II:

The on duty crew will respond to any and all emergency calls to which they are assigned by the Livingston County 911 Dispatch center. This includes calls on the campus and off of the campus. The vehicle may be driven beyond the locations stated in Section I of this article only when responding to an off campus call.

ARTICLE III: MEMBERSHIP

SECTION I:

A written application must be submitted to GFR on or before the third Thursday of the semester, along with a copy of all valid certifications and government issued photo identification. The application is subject to the approval of the Membership Committee. All applicants will be interviewed by the Membership Committee; after the interview process is complete, the Membership Committee shall select which applicants are to become New Members. The number of applicants accepted shall be at the discretion of the Chief of Operations.

SECTION II:

Membership is open to all full-time students enrolled at SUNY Geneseo regardless of color, creed, race, sex, national origin or lifestyle. However, any student graduating at the end of the semester during which they apply will not be accepted, as they will not have the necessary time to complete training. Only applicants currently in good academic standing with the college shall be considered for membership. All students applying for membership in GFR must be physically and mentally able to fulfill the requirements set forth by NYS in the Bureau of EMS Policy Statement 00-10 issued on 09/25/00.

SECTION III:

GFR shall be broken down into three companies, designated Company 1, Company 2 and Company 3. Each member shall be randomly assigned to one company by the Executive Officers for the duration of one academic year. The membership shall be equally distributed among companies.

SECTION IV:

The following are the classifications of active members:

A. Crew Chief – A member in good standing who has been active for at least one (1) semester is eligible to become a crew chief. A crew chief must be CPR certified and must be certified as a NYS Emergency Medical Technician-Basic or higher. The crew chief is the crew member in charge of patient care when responding to all emergency calls. Any members in training to become crew chiefs must be observed on calls by at least two (2) Executive Officers. A crew chief trainee becomes a crew chief with the unanimous approval of the Executive Officers.

1. Crew chiefs are responsible for the following:

- a. Being on duty for at least two (2) weekday and one (1) weekend shift each month, as per coverage needs.
- b. Completing the procedure set forth for sealing the medical bag and ensuring all supplies/medications are present and not expired.
- c. Checking the AED and portable suction at the beginning of each shift to ensure that they are rescue-ready.
- d. Ensuring that all necessary medical and communications equipment is functional and present in the response vehicle at the beginning of each shift.

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1. An Executive Officer must be contacted if any supplies are missing or expired.

B. Driver – Any member in good standing is eligible to become a driver. A driver must have a valid NYS Drivers License without any convictions or traffic violations. A driver trainee must pass a written and practical exam administered by the 1st Assistant Chief or his/her delegate. A driver trainee becomes a driver after successful completion of the written and practical exams with the approval of two-thirds (2/3) of the Executive Officers.

1. Drivers are responsible for the following:

- a. Being on duty for at least two (2) weekday and one (1) weekend shift each month, as per coverage demands.
- b. Ensuring that the vehicle has more than ½ tank of gas and is in working order prior to the start of each shift.

1. The 1st Assistant Chief must be contacted if there are any problems with the vehicle at any time.

C. Attendant – Any member who is not on probation is considered an attendant. Attendants must assist crew chiefs when on duty and responding to an emergency call to which GFR is dispatched.

1. Attendants are responsible for the following:

- a. Being on duty for at least two (2) weekday and one (1) weekend shift each month, as per coverage needs.
- b. Assisting the crew chief with inspecting all equipment prior to the beginning of each shift.

SECTION V:

Any member placed on probation will fall into one of the following categories.

A. New Member – Any person accepted into GFR by the Membership Selection Committee shall be considered a New Member. This probationary period ends when the new member is voted into the squad after completing the responsibilities defined in this Section. New Member probation responsibilities include, but are not limited to, the following:

1. Attend all New Member orientation and training sessions held by the 2nd Assistant Chief.
2. Attend all general meetings and training sessions.
3. Begin taking shifts once OSHA trained.
4. Become CPR certified by the end of the probationary period, pending instructor and/or course availability.
5. Perform all duties of active members defined in Article IV, Section I, of this Constitution.

B. Academic – Any member who has a GPA of less than 2.0 will be placed on an Academic probation. Members on Academic probation must:

1. Take a maximum of one (1) weekday shift and one (1) weekend shift per month.
2. Improve his/her semester GPA to or above a 2.0 by the close of the semester.

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SECTION VI:

Any member may request a leave of absence (LOA) for a maximum of two (2) semesters. This request must be submitted in writing to the Chief of Operations and it must state the duration of and reason for the leave. All leaves are subject to the approval of the Executive Officers. A member may request an LOA if he/she is unable to complete his/her responsibilities set forth by this Constitution. An LOA must be requested in writing no later than two (2) weeks after the beginning of a semester, unless unforeseen events occur during the semester. A member must submit, in writing, a request to return to active duty to the Chief of Operations. The request is subject to the majority approval of the officers.

ARTICLE IV: RESPONSIBILITIES OF ACTIVE MEMBERS

SECTION I:

All members of GFR must be in full compliance with every article, section, and provision of the Constitution, Standard Operating Procedures, and the procedures set forth by the NYS Department of Health and Bureau of EMS. Non compliance may result in proper disciplinary action. It is the responsibility of each member to understand and follow the procedures set forth by the aforementioned documents.

All members are expected to maintain a valid CPR certification once they become certified with the exception of crew chiefs. Crew chiefs must hold a valid CPR certification at all times. All members must arrive for duty on time and in proper uniform. Members must complete all scheduled shifts or find a replacement if a shift cannot be completed. On-duty members must respond to all emergency calls, providing proper medical care in accordance with NYS and Regional protocols.

SECTION II:

A member in good standing is defined as:

1. An active member
2. A member not on probation
3. A member not on suspension
4. A member who fulfills all responsibilities set forth by this Article

SECTION III:

Members are responsible for attending all general meetings and training sessions. Inability to attend a meeting or training session must be brought to the attention of the Chief of Operations or his/her delegate at least 24 hours in advance in order to be excused. Members are expected to arrive at least five (5) minutes prior to the start of the meeting or training session.

SECTION IV:

No member shall consume any alcoholic beverage or be under the influence of alcohol while on duty or while wearing any GFR apparel. No member shall be under the influence of any illegal substance while on duty or while wearing any GFR apparel. If a member is unable to complete a shift due to use of a mind-altering or intoxicating substance, he/she must notify the Chief of Operations immediately.

SECTION V:

Sensitive and/or personal information about squad members shall not be released to the campus at large, unless directed otherwise by representatives from Student and Campus Life. The Executive Officers are permitted to release the names of all squad members to the College Administration.

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SECTION VI:

All members must be in uniform while on duty for GFR. The uniform consists of:

1. Shirt – A plain class “A” blue shirt or a navy blue t-shirt is to be worn by a crew chief, and a navy blue t-shirt is to be worn by an attendant or driver. The shirt must cover the upper arms, entire chest, and the abdomen. A GFR patch may be displayed on the left sleeve and a training level/certification patch may be displayed on the right sleeve. No other insignias may be displayed unless authorized by the Executive Officers.
2. Pants – Long dark blue or black pants are to be worn. The pants must cover the legs in their entirety. Wind pants or sweat pants are not acceptable.
3. Jacket – A jacket may be worn by a member. If the GFR insignia is displayed on the jacket it will follow that of the shirt.
4. Footwear – Sturdy boots or shoes are strongly recommended. No open toe or heel shoes are permitted. Socks must be worn at all times when on duty. It is recommended that socks cover the ankle and lower leg for the protection of the member.
5. Variations – Plain blue shirts, sweatshirts, sweaters, or work shirts with no insignias other than GFR or training identifiers are acceptable.

All attire must be professional in appearance. Any apparel from another agency is prohibited. Clothing that may be construed as advertising products, services, or vendors is prohibited. Dresses, skirts, or shorts are also prohibited. It is recommended that neckties or loose or dangling jewelry not be worn for the protection of members. Long hair is to be secured in the back.

ARTICLE V: DISCIPLINARY ACTION

SECTION I:

Disciplinary action from the Executive Officers may follow this course:

1. Verbal warning
2. Written warning
3. Suspension
4. Involuntary termination

SECTION II:

The Executive Officers have the authority to institute disciplinary action against any member for:

1. Failure to follow SOPs
2. Failure to comply with procedures outlined in the Constitution and SOPs
3. Patient care violations
4. Any theft or damage of GFR property
5. Any other conduct which is detrimental to the welfare of GFR.

Disciplinary action must be approved by two-thirds (2/3) of the Executive Officers. The only exception to this is in the case of involuntary termination.

SECTION III:

A member may appeal disciplinary action instituted by the Executive Officers. This must be submitted to the Chief of Operations in writing within forty-eight (48) hours from the time the disciplinary action is issued. The Executive and Non-Executive Officers shall meet with the member to hear his/her appeal within five (5) days of appeal submission. After hearing the appeal, the Officers shall render a decision to either uphold or repeal the disciplinary action. This decision must be rendered within forty-eight (48) hours after the appeal hearing. This decision must be supported by two-thirds (2/3) of the Officers.

SECTION IV:

In the case of a serious violation, members of the Executive Officers may proceed directly to issuing a suspension for a period of five (5) days. The Executive Officers must meet and decide, within five (5) class days of the incident, as to whether or not the suspension will be in excess of five (5) days.

SECTION V:

Members who are on suspension or who are facing termination must appear before the Executive Board to answer charges. In cases of termination the Executive Officers must meet with the Non-Executive Officers within ten (10) class days of the incident to review and approve the action with a vote of a majority of the officers present.

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SECTION VI:

Termination of a member must be with the unanimous approval of the Executive Officers. Termination is defined as a member's dismissal from GFR: upon termination, voluntary or involuntary, a member forfeits all membership rights and privileges. This includes, but is not limited to, wearing GFR apparel or representing GFR in any manner.

1. Voluntary termination (resignation): a member who leaves on good terms and in the future, should they decide, can reapply for membership in accordance with the Constitution. His/her resignation shall be accepted provided he/she has written a letter documenting their resignation.
2. Involuntary termination: a member who has repeatedly or gravely violated the rules and procedures set by the Constitution.

SECTION VII:

Any member who is suspended will be banned from attending any GFR function and is prohibited from entering the squad room during his/her suspension. This includes, but is not limited to:

1. Taking shifts
2. Attending meetings
3. Participating in squad events

ARTICLE VI: MEETINGS

SECTION I:

All general meetings and training sessions will be held every other Sunday during a semester, unless an alternate date is agreed upon by unanimous consent of the Officers. All members must attend all general meetings and training sessions unless excused according to Article IV, Section III of this Constitution. Every other meeting will be considered a training session.

SECTION II:

Meetings will be held every other Sunday during each semester and they will begin at 8:00 pm promptly, unless an alternate day and time is agreed upon by the unanimous consent of the Officers. The only exception to this rule is when a meeting will fall during a break, in which case all subsequent meetings will be pushed back by one (1) week. All meeting dates will be announced by the Chief of Operations at the first meeting of each semester.

SECTION III:

A special meeting may be called at any time by the Chief or upon written request of ten (10) active members in good standing. This request must be given to the Chief of Operations in order to permit written notice to the members five (5) days prior to the meeting. This meeting will not be considered mandatory unless deemed otherwise by the Officers.

SECTION IV:

The order of business for each meeting shall be as follows:

1. Call to order
2. Guest speakers
3. Chief of Operations' report
4. 1st and 2nd Assistant Chiefs reports
5. Report of committees
6. Old business
7. New business
8. Adjournment

If the meeting is a training session, item 5 will be replaced by a training presentation and adjournment will follow. If a topic brought up at a meeting causes a need for further discussion, an open forum will be scheduled for later in the week and the discussion will be continued at that time.

ARTICLE VII: VOTING

SECTION I:

Members eligible to vote on general business must be in good standing. A quorum of two-thirds (2/3) of the eligible voting members present is necessary to accept any business brought to a vote during a general meeting.

SECTION II:

To be eligible to vote in the election of officers, a member must meet the following criteria:

1. Must not be on probation
2. Must not be on suspension
3. Must not be on a leave of absence
4. Must be present at the beginning of the election meeting

SECTION III:

The elections of all officer positions, with the exception of the position of Lieutenant, will be held during the second-to-last meeting of the spring semester. The procedure for elections is as follows:

A. A member will be asked to notify the Chief of Operations of his/her intent to run for a position in the election. This must be done in writing and submitted to the Chief of Operations. The Chief of Operations will open the floor for intent to run submissions at least two (2) meetings prior to the scheduled election date. The floor will be closed at the meeting prior to the election date.

C. Nominations will be accepted from the floor at the election meeting. These nominations must be seconded by another member and must be accepted by the nominee.

B. The election of officers shall be conducted in the following order:

1. Chief of Operations
2. 1st Assistant Chief
3. 2nd Assistant Chief
4. Captains

C. Each candidate will be given a period of five (5) minutes to present himself/herself to the membership. Each candidate for a position will be allowed to speak.

D. After each candidate for a position has spoken, the candidate(s) will leave the room and the squad will have a five (5) minute period to discuss the candidate(s). After this discussion period a vote will be conducted.

E. The vote shall be conducted by secret ballot. Ballots shall be distributed to and collected from only those members eligible to vote. The votes will be tabulated by the Chief of Operations or his/her delegate after all ballots are submitted.

F. After the votes have been counted, the candidate(s) will be brought back into the room and the winner will be announced at that time. The winner is the candidate who receives the highest number of votes.

G. Any candidate who is not elected to the position he/she is running for shall automatically be considered as a candidate for the next position, unless the nominee wishes otherwise.

ARTICLE VIII: ELECTION OF OFFICERS

SECTION I:

Any active member in good standing shall be eligible to run for an Executive Officer position provided they have met the following qualifications:

1. He/she must have been a member of the squad for at least two (2) full semesters.
2. He/she must be off probation for one (1) full semester and in good standing with the squad.
3. He/she must hold a valid CPR certification.
 - a. This certification cannot expire during the course of their term.
4. He/she must hold a certification at or above the level of New York State EMT-Basic.
 - a. This certification cannot expire during the course of their term.
5. He/ she must be a crew chief as defined by Article III, Section IV of this Constitution.
6. He/she must remain in Geneseo for the duration of their term while classes are in session.

SECTION II:

There shall be three (3) positions with the title of Captain. Any active member in good standing shall be eligible to run for the position of Captain provided he/she has met the following qualifications:

1. He/she must complete the probationary period defined by Article III Section V of this Constitution.
2. He/she must hold a valid CPR certification.
 - a. This certification cannot expire during the course of their term.
3. He/she must remain in Geneseo for the duration of their term while classes are in session.

SECTION III:

There shall be three (3) positions with the title of Lieutenant. The Lieutenants are elected by a majority vote (50% + 1) of their respective company members at the first meeting of the fall semester by a secret ballot. Any active member in good standing shall be eligible to run for the position of Lieutenant within his/her respective company provided he/she has met the following qualifications:

1. He/she must complete the probationary period defined by Article III, Section V of this Constitution.

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SECTION IV:

- A. If the position of Chief of Operations becomes vacant:
1. The 1st Assistant Chief shall become acting Chief of Operations.
 2. An election will be held to vote in a new Chief of Operation. This election will follow the same procedure outlined in Article VII, Section III.
 - a. The floor will be opened for all prospective Chief of Operations candidates at the meeting immediately following the office vacancy. The floor will be closed at the following meeting and it is at this meeting that elections will take place.
 3. If the position becomes vacant with less than six (6) weeks remaining in the academic year, no election will be held and the 1st Assistant Chief will become Chief of Operations. The 1st Assistant Chief position will remain vacant.
- B. If a position of Assistant Chief becomes vacant the same procedure defined above will be followed.
- C. If a position of Captain becomes vacant a new Captain will be elected following the same procedure defined above. However, no Lieutenants shall become Captain as a result of this process.

SECTION V:

Any officer brought up on charges for willful violation of this Constitution and/or Standard Operating Procedures shall be subject to impeachment. Such charges shall be reviewed by the Officers with the exception of the officer being charged. Their recommendation shall be brought before the membership at the next general meeting. Any action thereof shall be determined by a two-thirds (2/3) vote of the eligible voting members present.

ARTICLE IX: EXECUTIVE OFFICERS

SECTION I:

The following positions shall be considered to be Executive officers:

1. Chief of Operations
2. 1st Assistant Chief
3. 2nd Assistant Chief

The chain of command shall follow the list above, in order, from top down. The Executive Officers are elected by a vote of the membership during the second to last meeting of the spring semester.

The Executive Officers:

1. Must meet with the GFR Board of Directors at regular meetings scheduled by the chairperson of the board.
2. Must meet once per month to review the status of all members in the organization.
3. Shall conduct a transition meeting with the newly elected Executive Officers prior to the end of the spring semester.
3. May respond to any call to which GFR responds and reserve the right to take control of the scene from the crew chief.

SECTION II:

The Chief of Operations:

1. Shall call to order and preside over meetings.
2. Shall act as the official liaison between the organization, Board of Directors, University Police, the Lauderdale Center for Student Health and Counseling staff, the Student Association, College Administration, and any other outside agency.
3. Shall reserve the right to take control of the scene from any member including Assistant Chiefs.
4. Shall have the power to suspend immediately any member refusing to do his/her duty or found to be performing in a manner unbecoming a member of GFR, for a maximum of five (5) days.

SECTION III:

The 1st Assistant Chief:

1. Shall execute all of the duties of the Chief of Operations in his/her absence or when he/she is unable to perform his/her duties.
2. Shall be responsible for maintenance of all GFR equipment and submitting a report to the Chief of Operations on the last Saturday of each month.
3. Shall be responsible for coordinating standby crews as needed.
4. Shall become acting Chief Operations should the duly elected Chief of Operations become unable to continue his/her duties for the remainder of his/her term.
5. Shall reserve the right to take control of the scene from any member including the 2nd Assistant Chief.
6. Shall perform such duties as may be delegated by the Chief of Operations.

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SECTION IV:

The 2nd Assistant Chief:

1. Shall execute all of the duties of 1st Assistant Chief in his/her absence or when he/she is unable to perform his/her duties.
2. Shall be responsible for conducting regular training sessions. These sessions are to be sent to the Chief of Operations one (1) week prior to the training occurring.
3. Shall be responsible for coordinating New Member orientation and trainings and submitting the proposed schedule of trainings to the Chief one (1) week prior to the start of the orientation/training period.
4. Shall be the designated Infection Control Officer for GFR.
5. Shall reserve the right to take control of the scene from any member with the exception of the Chief of Operations and 1st Assistant Chief.
6. Shall perform such duties as may be delegated by the Chief of Operations/

ARTICLE X: NON-EXECUTIVE OFFICERS

SECTION I:

The following positions shall be considered to be Non-Executive Officers:

1. Captain (3)
2. Lieutenant (3)

The chain of command shall follow the list above, in order, from top down. The Non-Executive Officers fall below the Executive Officers in the chain of command.

The Non-Executive Officers:

1. Must meet once every two months to review GFR compliance with State and Regional protocols.
2. Must meet once every two months to review membership compliance with the Constitution and Standard Operating Procedures.
3. Shall conduct a transition meeting with the newly elected Non-Executive Officers prior to the end of the spring semester.

SECTION II:

The title of Captain may be held by a maximum of three (3) individuals within the squad. Each Captain will oversee one company within the squad.

The Captains:

1. Shall assist the Executive Officers in maintaining the day-to-day operations of GFR.
2. Shall be responsible for:
 - a. Recording and keeping minutes of all meetings.
 - b. Maintaining accurate records of each member's current certification(s).
 - c. Maintaining the medical supplies of GFR and ensuring that there are adequate amounts of supplies available for use by the squad.
 - d. Coordinating the duty schedule of the squad and finding members to take shifts as needed.
3. Shall be allowed to schedule a maximum of one (1) meeting each month of their respective company.
4. Shall reserve the right to respond to any call to which GFR responds provided that he/she is a Crew Chief and is authorized to do so by the Executive Officers.

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SECTION III:

The title of Lieutenant may be held by a maximum of one (1) individual from each company, for a total of three (3) Lieutenants within the squad.

The Lieutenants:

1. Shall assist the Captains in maintaining the day-to-day operations of GFR within their respective companies.
2. Shall be responsible for:
 - a. The maintenance of the GFR website, including updating announcements and the roster posted on the website.
 - b. Recording of major events for GFR, including recording officer history and taking publicity photographs for the use of the squad and College.
 - c. The general upkeep of the GFR squad room, including vacuuming, taking out trash, and washing/replacing linens.

ARTICLE XI: COMMITTEES

SECTION I:

The Membership Committee shall be comprised of one Executive Officer, one Non-Executive Officer, one crew chief, and one driver or attendant. Their duties shall include:

1. Notifying all students of application deadlines.
2. Processing applications in a timely fashion.
3. Scheduling and conducting interviews with all prospective members at the beginning of each semester.
4. Deciding on which applicants to accept into the squad as New Members.
5. Review the status of all new probationary members at least one week prior to the second to last meeting of the semester with the Executive Officers.
 - a. A vote of two-thirds (2/3) of the Membership Committee members and Executive Officers is needed to bring a probationary member up for membership in the squad.
6. Bringing all probationary members up for membership at the second to last business meeting of a semester, pursuant to Part 5a of this Section.

SECTION II:

The Constitution Committee shall be comprised of the Chief of Operations, the 1st Assistant Chief, at least two (2) crew chiefs, and at least two (2) drivers or attendants. The committee shall meet at least once per semester. The committee shall follow Article XII regarding changes to the Constitution. The committee meetings shall be open to any member who wishes to attend. The committee must report any proposed changes at the next general meeting.

SECTION III:

The Open House Committee shall be comprised of one Executive Officer, one Non-Executive Officer, and at least four (4) active members in good standing as defined by Article IV, Section II, of this Constitution. The committee is responsible for, but not limited to, coordinating GFR's involvement in the following events:

1. The Student Organization Expo, held twice a year.
2. The Volunteer Fair.
3. Interest Sessions for prospective members.
4. The NCEMSF EMS Week.

The committee will report any pertinent information at the next general meeting.

SECTION IV:

A new committee may be formed by the Executive Officers if need presents itself. An Executive Officer will act as the chairperson of the committee. The committee must be comprised of at least four (4) members, including the chairperson. The committee membership will be open to any interested member.

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ARTICLE XII: AMMENDMENTS

Proposed amendments to this Constitution shall be submitted, in writing, by the Constitution Committee or by a minimum of ten (10) voting members to the Chief of Operations. The Chief of Operations will then discuss the proposed amendment and come forth with a recommendation at the next general meeting. The proposed amendment(s) must be passed according to Article VII, Section I, of this Constitution. Written notice of a proposed amendment must be sent to all members at least ten (10) days prior to the general meeting when the amendment will be voted on. Authority to supersede or alter this Constitution may be granted by a majority (50% + 1) of the active members present at a general meeting, when supported by two-thirds (2/3) of the Executive Officers.