STOCKTON UNIVERSITY EMERGENCY MEDICAL SERVICES

Organizational Bylaws

Article I. Organization

A. The organization will be known as Stockton University Emergency Medical Services. Also known as “Stockton University EMS,” or “Stockton EMS,” or “Squad 17.”

B. The organization will operate with oversight from the Stockton University Police Department and the Division of Student Affairs.

C. It will be chartered as an entity under the direction of the Stockton Police Department.

a. Bylaws: Will remain in force until suspended or modified. They will be reviewed bi-annually by the Executive Committee of the Squad, or as needed.

b. Temporary suspension of the bylaws, or a portion thereof, must be initiated and unanimously approved by the Executive Committee, and such suspension may not last longer than one semester, or whatever time is specified, which is shorter.

c. Amendment(s) to the bylaws must be presented to the Executive Committee. After the acceptance by the committee, the amendment(s) will be read at the next regular business meeting, and then posted. At the following regular business meeting they will be read again and voted upon. A quorum of two-thirds (2/3) eligible voting members (Active, not on Probation) must be present to vote in order for the amendment(s) to pass by a majority vote.

d. All Amendment(s) will automatically become permanent change to the bylaws one calendar year after the amendment(s) are passed.

e. Any procedural issues not discussed or covered in these bylaws will be governed by Robert’s Rules of Order.

D. The Stockton EMS organization will be a volunteer organization of which no member shall receive fees, monetary rewards, or gifts for services. However, the organization may accept donations of funds, services, equipment or other materials and may conduct fund raising events in University guidelines.
Article II. Purpose and Objectives:

A. To provide the students, guests, visitors, employees, and contracted employees of the Richard Stockton University of New Jersey with first aid and emergency medical service in accordance with the guidelines of the Department of Transportation and the New Jersey State Department of Health and Senior Services.

B. To provide the students, guests, visitors, employees, and contracted employees of the Richard Stockton University of New Jersey and its properties with first aid and emergency services at no cost to the people receiving the services.

C. To provide education in first aid, cardio-pulmonary resuscitation, emergency management/preparedness, and general safety and leadership.

Article III. Line and Staff Officers:

A. Captain/President: As a Line Officer, s/he will act as commanding officer at all functions of the Squad. The Captain will preside over all meetings. The Captain will ensure that all operations are performed according to the Bylaws and SOGs. The captain will supervise and serve as EMS command of all incidents involving SCEMS. The captain will also be in charge of any disciplinary or corrective actions for any violations of the bylaws and SOGs. The Captain may not vote at meeting unless there is a tie. The Captain will be responsible for being the liaison between the University and the organization. Eligibility: To become Captain, a member must have been an Emergency Medical Technician (E.M.T.) for at least one year, possess a valid New Jersey State E.M.T. card, The Captain is appointed by the program advisors in consultation with outgoing student leadership.

B. Lieutenant: Reports to and can act as the presiding officer in the absence of the Captain and serves as the scheduling officer. The Lt. will decide which events are to be put on the schedule and what the minimum staffing for an event is. The Lt. will keep track of all members’ participation and inform the Captain of any delinquencies. The Lieutenant may vote unless they are acting in capacity of the president. Eligibility: To be the Lieutenant, a member must be a New Jersey Certified EMT; the Lieutenant is appointed by the program advisors in consultation with outgoing student leadership.

C. Training Sergeant: Reports to the Lieutenant, and will coordinate training for the organization and ensures all certifications are valid. The Field Training Officers (FTO’s) will report to the Training Sergeant. The Training Sergeant also assumes the role of Secretary. In this capacity s/he acts as corresponding and recording secretary. S/he will keep accurate records of all functions and minutes of meetings. S/he will report all communications to the Captain and membership (as directed) and receive approval of the Captain or advisor for all outgoing communications, with the exception of business meeting reminders and minutes. S/he will duplicate squad forms, i.e. run sheets as needed. Eligibility: Must be a New Jersey certified EMT and active member of the squad. The Training Sergeant is appointed by the Captain and Lieutenant in consultation with the program advisors.
D. Supply Sergeant: Reports to the Lieutenant, and will be in charge of supplies, equipment, and vehicles. The Supply Sergeant also assumes the role of Treasurer. In this capacity s/he is in charge of all funds and must keep an accurate record of all organization expenditures and other monetary/financial transactions. S/he prepares the organizations budget and attends all necessary budget meetings as necessary. Eligibility: To be the Supply Sergeant a member must be an EMT and an active member of the Squad. The Supply Sergeant is appointed by the Captain and Lieutenant in consultation with the program advisors.

E. Field Training Officers (FTO) Maximum of 2: Will ensure that all new members are familiar with and act according to the bylaws and SOGs. FTOs, once they have trained a new member on each topic covered in the Field Training guide, will recommend a member become cleared by an officer. Must be an EMT and is appointed by the Captain and Lieutenant in consultation with the program advisors.

Article IV. Executive Committee:
The Executive Committee consists of all Officers and advisors, and shall meet as needed.

Article V. Negligent Duty Clause:
In the event that members are not performing their duties or complying with the stated regulations, warning must be given by a crew chief or officer.

A. The first warning will be verbal. The person in question will be notified that it will be documented with their personnel file, and the officers will be informed of it. This warning will stand for one semester.

B. A second warning received during the same semester will be written and sent to the person in question and the officers. The member will meet with the officers to discuss solutions to the problems. This warning will stand for one semester.

C. A third warning delivered during the same academic year will also be written. It will be brought to the next general meeting at which time all members will discuss the situation. The voting members, without the person in question present, will then vote on appropriate disciplinary action by a two-thirds (2/3) majority vote. This warning will stand for one semester and any further warnings will be treated in the same way.

Article VI. Membership:

Membership is open to all students of the Richard Stockton University of New Jersey. Those applying for membership must be able to meet all the mental and physical qualifications for the duties they are to perform and must be at least eighteen (18) years old or a student attending the University. New members are suggested to enroll in an E.M.T. class within one (1) year, if not already certified, and to present a valid N.J. E.M.T. card within six (6) additional months.
Membership Classifications:

A. Active: A member in good standing who has been cleared for active duty. This member is entitled to vote.

B. Active on Probation: A previously active member not currently in good standing who has been cleared for active duty. This member is entitled to vote.

C. Probationary member: All new members are required to serve a probationary period until cleared by a line officer or Field Training Officer (FTO). Probationary members may not hold office, be a crew chief, or vote; however, they may speak at meetings, if recognized by the Captain/President.

Article VII. Meetings:

A. The regular meeting of the Squad will be determined by the Executive Committee and announced/published by the second Monday of each semester, along with the time and location. A quorum of two-thirds (2/3) of eligible voting members must be present to have any type of voting take place.

B. All meetings of the Squad are open to the public unless otherwise determined by a majority vote of the membership. Any person applying for membership is allowed to attend meetings, following the acceptance of their application by the Executive Committee.

C. Order of Business:

a. Call to Order
b. Roll Call
c. Minutes of previous meeting approved; read if requested.
d. Applications for Membership
e. Officers’ Reports
f. Advisor’s Report
g. Committee Reports
h. Correspondence
i. Old Business
j. New Business
k. Good & Welfare
l. Adjournment

D. The Captain/President may call special meetings at any time s/he deems necessary. These meetings will be closed to the general public unless otherwise determined by a majority vote.

E. Executive Committee Meetings: The Committee will meet monthly, or at the call of the Captain or Advisor. The meetings are generally closed to the membership and public, but may be opened at the discretion of the executive board.
F. Drills: The drills, dates, times, and locations will be announced by the Lieutenant and/or Training Sergeant at regular business meetings. After drills, all members attending the drill will assemble for a review/critique of the drill.

Articles VII. Medical Direction Affiliation and Medical Treatment Protocols:

Cooper University Hospital will provide Medical Direction services for Stockton University EMS. This contract service will rely on a mutual agreement which will be reviewed and approved by the University’s legal counsel yearly.

A. Cooper will provide medical direction; including assistance with patient care protocols; training curricula, and quality assessment tools necessary to ensure that we as an EMS provider meet the standards of care for BLS medical services.

B. Cooper will provide Stockton University EMS an updated manual of the Cooper University Healthcare BLS Protocols yearly or upon amendment. It will be the responsibility of the officers and members to be aware of these protocols while caring for and treating patients.

Articles VII. Standard Operating Procedures:

Changes to the Standard Operating Procedures will be made by a majority vote of the Line Officers and advisors. This need not be done during general meeting; however, any change(s) must be announced at the next regular business meeting.

Articles X. Administrative Oversight:

Ultimate operational and administrative authority rests with the Faculty, Staff, and Administration of The Richard Stockton University of New Jersey. The Stockton University EMS organization functions as a branch of the Campus Police Department and as a student organization affiliated with the University it is the responsibility of the University’s professional staff to intervene when the organization is not aligning itself with the University’s mission, or placing individuals in possibly danger.

Revised 8.19.13