

Westfield State College
Emergency Medical Services

Article I- Purpose

Section 1: The general purpose of this organization shall be to provide quality emergency medical services and training to students of Westfield State College (WSC) and the surrounding community.

Article II- Name

Section 1: This organization shall be known as “Westfield State College Emergency Medical Services (WSC EMS).”

Article III- Powers

Section 1: This organization shall have all the powers permitted by law and/or WSC policies and procedures for campus student associations, which are necessary or desirable for carrying out the purpose for which it was founded, including the right to own, lease, and sell real and personal training materials. Ultimately, the Faculty Advisor and the Executive Director will share the final say of any programs that the organization shall recommend.

Article IV- Membership

Section 1: Membership shall be open to all full-time and part-time undergraduate students of the college who have paid their student activities fee for the current semester.

Section 2: Members are considered to be active if they attend and / or participate in two thirds of WSC EMS meetings and activities, unless pre-approved / excused from these meetings/events due to other valid commitments.

Article V- Organization or Government

Section 1: WSC EMS business shall be conducted by the Board of Directors and general members.

Article VI- Officers

Section 1: Officers shall consist of a/an Executive Director, Director of Operations, Director of Education, and Director of Logistics. Officers will be selected by the Board of Directors with confirmation by the general membership. Any member interested in an open officer position will submit a letter of intent to the Board, which shall be reviewed and an appropriate screening process conducted. See Appendix A for duties and responsibilities of officers.

Section 2: The WSC EMS Board of Directors shall consist of one faculty advisor, one faculty supervisor, and student Executive Director, Director of Operations, Director of Education, and Director of Logistics. This Board shall preside over disciplinary hearings, regular meetings, new responder applications, and other occurrences and necessities as seen fit by the membership.

Article VII- Annual Meeting

Section 1: The annual meeting for the confirmation of officers shall be held at a time and place to be determined by the Board of Directors, but shall be no later than May 1st of the current school year.

Section 2: Initially, the entire Board will be elected at a special meeting by popular vote of the general membership. Once a Board is chosen, it shall have the authority to

conduct an appropriate screening process to fill two(2) or fewer vacancies among its ranks. The candidates selected will then be presented to the general membership for confirmation. In the event that three or more Board positions are open, vacancies will be filled by a popular vote of the general membership.

Article VIII- Meetings & Special Meetings

Section 1: The number of meetings held each year shall be determined by a majority of WSC EMS members.

Section 2: Special meetings shall be called at the discretion of the Board of Directors on at least five (5) days written notice to all members.

Article IX- Fiscal Period

Section 1: The WSC EMS fiscal period shall be from May 1st to April 30th.

Article X- Rules of Order

Section 1: All meetings and deliberations therein shall be conducted in accordance with the rules set forth in **Robert's Manual**, except where the same shall conflict with the specific provisions of these bylaws.

Article XI- Amendments

Section 1: This constitution and bylaws may only be amended by a two-thirds vote of all members present and voting at the annual meeting, or at any special meeting called expressly for that purpose, on at least five (5) days written notice to all members specifying in full the amendments proposed.

Article XII- Removal From Office

Section 1: Any officer may resign from his/her position with a 14 day notice to the Faculty Advisor and remaining officers. The Board of Directors must provide a complete accounting of all financial transactions before this resignation can be accepted.

Section 2: If an officer is still not performing his/her duties following three counselings to that effect (see By-laws), he/she may be removed by a two-thirds majority vote of the membership. A replacement may be chosen by the Board of Directors through its selection process.

Section 3: If a faculty advisor/supervisor is still not performing his/her duties following three counselings to that effect (see By-laws), he/she may be removed by a two-thirds majority vote of the membership. A replacement will be chosen by the Board of Directors the following week (with the majority approval of the general membership).

Appendix A

Faculty Advisor

Faculty Supervisor

Executive Director

Director of Operations

Director of Education

Director of Logistics

Faculty Advisor and Supervisor

- Link College administration to EMS staff and provide upper-level direction

Executive Director

- Manages and collects reports from all directors; delegates tasks as appropriate
- Represents WSC EMS in formal meetings with other agencies
- Conducts day-to-day affairs and ensures compliance with protocols and laws

Director of Operations

- Reviews all treatment calls, either in person or through documentation and reports
- Supervises responding personnel, correcting disciplinary issues when necessary
- Ensures that all WSC EMS personnel provide effective care and act appropriately
- Coordinates staffing with Logistics Director for special events and prepares operations plans
- Cooperates with Educational Director in implementation of training programs

Director of Education

- Researches, arranges, and informs staff of Continuing Education opportunities
- Oversees CPR classes and other public outreach educational programs
- Takes measures to keep the campus community informed of WSC EMS activity
- Administers recruiting program and assists Field Director with in-service training

Director of Logistics

- Prepares supply orders by collecting information from field personnel
- Coordinates uniform purchases and approval of uniform items
- Prepares schedules and agendas for meetings and on-call coverage
- Delegates vehicle and equipment maintenance and ensures completion
- Assists Field Director and Educational Director with resource needs