Lehigh University Emergency Medical Services
By-Laws

ARTICLE ONE: Name
This organization shall be known as Lehigh University Emergency Medical Services (LUEMS)

ARTICLE TWO: Purpose
Lehigh University Emergency Medical Services exists to provide emergency medical care, without cost, to the students, faculty, staff, and community, which comprise the Lehigh University Campus.

ARTICLE THREE: Recognition
This organization shall be fully recognized as a student organization as specified by the Lehigh University Student Senate. LUEMS shall comply with guidelines set by the Lehigh University Student Senate, the Lehigh University Police Department, and the Pennsylvania Department of Health.

ARTICLE FOUR: Membership
4.1 Eligibility
A LUEMS member must be a Lehigh University student, faculty, alumnus, or staff member in good health, of good moral character, and able to physically perform the duties of membership of this organization. Any reference to “he”, “his” or the male gender otherwise within the LUEMS constitution or standard operating procedures shall refer to a member of either gender.

4.2 Application
Application for membership shall be made in writing on the form provided by LUEMS. Candidates must appear before the Executive Officers (described below) who will determine eligibility. If the Executive Officers determine that the candidate does not meet the minimum requirements for membership, the Secretary shall promptly advise the candidate in writing of the rejection.

4.2b New Members
New members shall serve a probationary period of 1 semester. During this probationary period and to the conclusion thereof, each new member of all classes shall be evaluated by the Line Office and Crew Chiefs who supervise him in the performance of his duties. They may cause the dismissal of any new member during the probationary period only for failure to perform the established respective duties of the particular class of membership in a satisfactory manner or for other good cause, and will do so by notifying the new member in writing of his rejection and the particular reason therefore. At the end of the probationary period, the said supervising Officers and Crew Chiefs shall determine whether the applicant has satisfactorily performed the duties of his class of membership. If he has, they shall promptly recommend to the membership that he be admitted to full membership, and their recommendation shall be binding and he shall be admitted forthwith. If he has not satisfactorily performed his duties, they shall promptly notify the new member in writing, stating the nature of the unsatisfactory performance and indicating what further action will be taken.
4.3 Classification
4.3.a. Observer
An observer member is one who currently holds no valid Emergency Medical Technician Certification or License recognized by any legitimate authority within the United States. At any time, only one observer shall be permitted to respond to an emergency call, unless otherwise instructed by a Line Officer. Observers must hold CPR certification, and shall not provide care beyond the scope of their training. The observer member will take direction from the Crew Chief or Line Officer on all emergency calls.

4.3.b. Regular Member
A regular must hold both (1) current Pennsylvania EMT certification (revised 2/3/05), and (2) either a current American Red Cross CPR for the Professional Rescuer certification or a current American Heart Association CPR for the Healthcare Provider Certification. If at any time, the member’s CPR or EMT certification becomes invalid, he will be reduced in status to that of observer. The regular member will take direction from the Crew Chief or Line Officer on all emergency calls.

4.3.c. Crew Chief
A Crew Chief member must meet all of the requirements of a Regular Member, be certified as an Emergency Medical Technician by the Pennsylvania Department of Health, and be recognized as a Crew Chief Member by the Captain. The Crew Chief shall be responsible for ensuring that a call sheet is completed for each emergency call, shall be in contact with the LUPD dispatcher, and shall have operational authority on emergency calls, unless a Line Officer is present.

4.4 Duties of Members
4.4.a. Meetings
All members are expected to attend all monthly meetings of LUEMS. No member shall miss two consecutive meetings. Any member that will be unable to attend a meeting must contact a Line Officer prior to the meeting. Failure to attend one half of all meetings by the end of the academic year may result in termination of membership, at the discretion of the executive office.

4.4.b. Shift Assignment
All members shall be required to take at least two on call duty shifts per month to maintain active membership.

4.4.c. Conduct
All members shall be required to act within the standards set forth by this Constitution, the Standard Operating Procedures, the University, their certifying entity, and the laws of the Commonwealth of Pennsylvania.

ARTICLE FIVE: Administration

5.1 Titles and Duties of Officers
5.1.a. Captain
The Captain shall serve as the chief operational and executive officer of LUEMS. The Captain shall act as the President of the organization for the purposes of Student Senate. As such, he shall, in conjunction with the Staff Advisor, have complete operational authority concerning all aspects of LUEMS. The Captain must be a certified EMT by the Pennsylvania Department of Health, and should have significant experience in the area of Emergency Medical Care. It shall be the duty of the Captain to call drills at his discretion. It shall be his duty to make certain that all equipment required is available for use. He shall also maintain a duty roster and a file of emergency medical skills in which members must demonstrate proficiency as a requirement for active membership. He shall appoint Crew Chiefs. Although these bylaws suggest specific tasks for the Line Officers, the Captain is herewith granted the authority to delegate administrative duties to other officers as he deems necessary. The Captain should be in contact with all necessary University Officials, represent LUEMS to members of the press, and be available by pager at all times.

5.1.b. Lieutenant - Training
The Lieutenant will assume the duties of the Captain in his absence and will assist the Captain with
administrative duties. He will also direct monthly training sessions and hold drills as delegated by the Captain. The Lieutenant will also fill in any empty shift within 24 hours notice if a replacement EMT cannot be found. The Lieutenant must be a certified EMT by the Pennsylvania Department of Health, and must be available by pager at all times.

5.1 c. Lieutenant - Scheduling
The Lieutenant will assume the duties of the Captain in his absence and will assist the Captain with administrative duties. He will prepare the LU EMS schedule each month and fill any empty shift within 24 hours notice if a replacement EMT cannot be found. The Lieutenant must be a certified EMT by the Pennsylvania Department of Health, and must be available by pager at all times.

5.1.d. Treasurer
The Treasurer will prepare the LUEMS budget, will act in compliance with policies set forth by the Student Organizations Accounts Office, and assist in administrative duties as delegated by the Captain.

5.1.e. Secretary
The Secretary shall keep a record of the proceedings at all meetings, shall publish the minutes of the meetings within five days, shall take attendance at all meetings, and shall assist in administrative duties as delegated by the Captain.

5.1.f. Line Office
The Line Office shall be comprised of the Captain and the two Lieutenants.

5.1.g Executive Office
The Executive Office shall be comprised of the Captain, the immediate past-Captain, the Lieutenants, the Treasurer, and the Secretary.

5.1.h. Past-Captain
The Past-Captain shall act in an advisory fashion to the organization and shall be a voting member of Executive office for a term of one semester. The Past-Captain may assist in administrative duties as delegated by the captain.

5.1.i. Staff Advisor
LUEMS shall have an Advisor who is a member of the University Faculty or Staff. The Advisor should have experience in the area of emergency medical services.

5.2 Election of Officers
5.2.a. Term of Office
All Officers shall serve for a term of one year beginning in December after the close of exams for the fall semester.

5.2.b. Nominations
Nominations will take place for a period of one week following the November meeting of LUEMS. A minimum of two weeks must pass in between the close of nominations and elections.

5.2.c. Eligibility for Candidacy
A candidate must in good faith plan on meeting the requirements of the office listed above at the time the term will begin. The candidate must also plan on serving the entire term. A candidate must have been a member of LUEMS for at least two months prior to being nominated.

5.2.d. Election
The election of officers will be held as part of the December meeting, and will be presided over by the Captain. Another officer will be selected by the Captain to preside over any specific election in which the Captain is a candidate. Election of officers will be held in the following order: Captain, Lieutenant(s), Treasurer, and Secretary. Only candidates that were nominated during the designated period will be permitted to run for that office. Unsuccessful candidates will be permitted to be candidates for any lower
office. Each candidate will be given up to three minutes to speak prior to each election. Only members who have made 50% of the meetings since the beginning of the Fall semester shall be allowed to vote. Voting shall occur by secret ballot unless there is only one candidate for a particular office.

5.2.e. Tallying of Votes
A candidate must receive a majority of the votes cast in order to be elected with the exception of the Lieutenant (See Article 5.2.f). If no majority occurs when more than two candidates are running for a given office, the candidate receiving the lowest number of votes will be dropped from the election and a run-off election will be held. If no majority occurs in an election with two candidates, re-balloting will occur. The ballots will be counted by both the presiding officer and one other member of the organization selected by the Captain. A candidate may request that his own representative be permitted to observe the counting process.

5.2.f Tallying of Votes: Lieutenant Position(s)
The membership shall cast two separate votes for two nominated candidates for the position of Lieutenant. These two votes may not be for the same candidate. The two candidates with the greatest number of votes shall occupy the office of Lieutenant. It will be up to the two candidates to determine which duties they would prefer (Training or Scheduling). In the event of a dispute, the assignment of duties shall be bestowed upon the Captain.

ARTICLE SIX: Meetings
6.1 Time of Meetings
Regular meetings shall be held during each month during the Fall and Spring semesters at a time and day set by the Captain, and shall be announced to all members.

6.2 Conduct of Meetings
The Captain shall preside over all meetings. In the absence of the Captain, the Lieutenant will fulfill the Captain’s duties. In the event of conflict at any meeting, upon the request of any one member, Robert’s Rules of Order Newly Revised will be used for the remainder of the meeting.

6.3 Voting Rights
All present that has been a member of the organization in good standing for at least two months shall be allowed to vote in all matters.

6.4 Quorum
Five members shall constitute a quorum at all regular meetings.

ARTICLE SEVEN: Rules and Regulations
The Line Officers shall establish and publish a set of standard operating procedures. The Regular membership may by a two-thirds majority amend the standard operating procedures. Observer members may not vote in these matters.

ARTICLE EIGHT: Disciplinary Action
8.1 Suspension
All members shall conduct themselves in a professional manner. Any conduct, especially infractions of the law, which could blemish the good name of Lehigh University Emergency Medical Services, shall be considered grounds for disciplinary action. All members are required to act in accordance with the LUEMS Bylaws, the Standard Operating Procedures, the rules of Lehigh University, and the laws and guidelines set forth by the Commonwealth of Pennsylvania. In addition, members of LUEMS are expected to use good judgment and common sense. The Captain shall have the authority to place a member on temporary suspension or reduce a member’s status for any minor or major misconduct for a period of one week, and report such action to the Staff Advisor. The Captain may, with the consent of the Staff Advisor, extend the suspension or status reduction to thirty days. The member in question will be notified in writing of any disciplinary action within two days, and shall be entitled to respond in writing to the Captain and Staff Advisor.
8.1a
A member of LUEMS may be suspended by the Captain or Staff Advisor for dereliction of duty, which includes the following:
1. Failing to respond to a call without due reason
2. Endangering a patient, LUEMS member, or other person at any time
3. Revealing details of a call to anyone outside LUEMS except through appropriate legal procedures
4. Refusing to follow a reasonable order from a Crew Chief or Line Officer
5. Removing LUEMS equipment from LUEMS vehicles and/or buildings without authorization from a Crew Chief or Line Officer.

8.1b
No suspended member may run for or hold office

8.2 Disciplinary Hearing
A Disciplinary Hearing will be held when either the Captain believes that additional disciplinary action beyond that described in 8.1 is warranted, or when the member in question would like to appeal the decision of the Captain. In such cases, the Captain shall notify the member in question, the Executive Board, and the Staff Advisor in writing that a Disciplinary Hearing will take place. The hearing will be held in a timely manner to hear the charges against the member in question. The hearing will be closed to all except those listed in this section and shall be conducted in accordance with Robert’s Rules of Parliamentary Procedure except when in conflict with the LUEMS Bylaws. Upon completion of the hearing, the Executive Officers shall deliberate and vote on any actions that may be taken. The member in question shall not be present during deliberations. The Officers shall have the power and the right to dismiss the charges, to suspend for any term, to remove from membership, and to otherwise alter or restrict membership status. Three Officers shall constitute a quorum for a Disciplinary Hearing, and a two-thirds majority of those Officers present shall be required to produce a formal judgment. If a two-thirds majority cannot be reached, the decision of the Captain in accordance with 8.1 shall stand for the prescribed period. The decision of the Officers is final. The member in question will be notified of the decision in writing within two days of the Hearing.

ARTICLE NINE: Amendments
A voting member may propose an amendment to the bylaws at a regular meeting. The written text of the proposed amendment must be posted within three days following the proposal. The proposed amendment will be voted on at the next regular meeting. A two-thirds majority of affirmative votes of the members present and voting is required for adoption. All amendments shall be dated with their approval date.

Revised, and adopted by the membership of ALERT on February 20, 2001.
Amended so as to change the name of ALERT to Lehigh University Emergency Medical Services on November 26, 2001.