

Constitution for Western Emergency Medical Services

Last Revised April 31st, 2019

Article I- Name

The name of this organization shall be “Western Emergency Medical Services,” which shall be abbreviated as “Western EMS.”

Article II-Purpose

The purpose of this organization shall be to provide emergency medical service to the campus of Western Illinois University and the surrounding communities, establish educational, operational, and training guidelines for pre-hospital care personnel, provide a system for quality assurance, and offer a structure for didactic and clinical instruction for orientation and familiarization of the University structure.

Article III- Membership

- 1) Any student at Western Illinois University is eligible to be an active member and may hold office.
- 2) Non-students may act as associate members, but may not vote or hold office.
- 3) Membership of this organization is open to all interested students following guidelines set up in the *Policies and Procedure Manual* under the section titled “**Application Process for Western EMS Candidates.**”

Article IV- Officers

- 1) The officers of this organization shall be EMS Captain, EMS Executive Officer, EMS Duty Lieutenant, EMS Training Officer, EMS Special Projects Officer and EMS Special Duty Officer.
- 2) The duties of each officer are outlined in the *Policies and Procedures Manual* under each of the appropriate officer’s section.
- 3) The appointment of each officers shall be followed as described in the *Policies and Procedures Manual* under the section entitled “**Administrative Positions Hiring Procedure.**”
- 4) Removal of an Officer shall be followed as described in the *Policies and Procedures Manual* under the section entitled “**Discipline and Conduct Code.**”

Article V- Meetings

Meetings shall be held at least once per month. The Emergency Medical Services Coordinator and the EMS Captain shall reserve the right to call meetings when deemed necessary. The above mentioned persons shall decide how many additional meetings per month there shall be.

Article VI- Not-for-profit Statement

This is a not-for-profit organization.

Article VII – Statement of Non-discrimination

This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

Article VIII- Finances

- 1) Funding is provided by the Office of Student Activities and charitable contributions.
- 2) Funds shall be expended as described in the *Policies and Procedures Manual* under the section entitled “**Equipment Purchase Policy.**”
- 3) A yearly audit shall be conducted in compliance with current University Policy.
- 4) The EMS Captain and Executive Officer shall be responsible for compiling a budget for the next school year, by the end of November of the current year.

Article IX- Statement of Non-Hazing

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow students or person attending the institution.

Article X- Statement of Compliance with Campus Regulations

This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

Article XI- Policies and Procedures Manual

The Policies and Procedures Manual outlines further operating procedures for Western EMS and shall be referred to when any policy is not covered in this Constitution.

Article XII- Parliamentary Authority

- 1) General membership meetings shall be run by the EMS Captain or the EMS Executive Officer.
- 2) Special meetings shall be called and run by the Emergency Medical Services Coordinator.

Article XIII - Reading of the Constitution and the Policies and Procedures Manual

- 1) The Constitution shall be distributed to all members at the 1st meeting of the year.
- 2) The Policies and Procedures Manual shall be distributed as outlined in the *Policies and Procedures Manual* under the section entitled “**Application Process for Western EMS Candidates.**”
- 3) Each new member shall receive a copy of the Constitution at the time they are accepted for membership.

Article XIV- Advisors

- 1) The Emergency Medical Services Coordinator shall serve as Advisor and is appointed by the Director of the Office of Public Safety, and is normally a University Police Officer.

Article XV- Method of Amending

The Constitution and the Policies and Procedures Manual may be amended by the EMS Captain or EMS Executive Officer when necessary. Amendments must be approved by all of the above mentioned persons.