

**Cornell University
Student Assembly**

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2014 – 2016 Undergraduate SAF Application Form

Checklist for Application

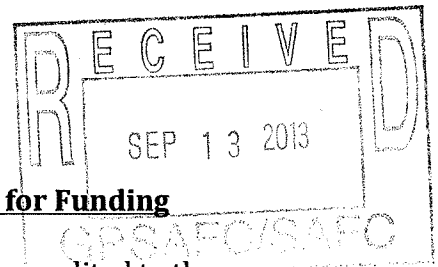
	Applicant	Office
Preliminary Items Due 4pm, April 25, 2013		
Eligibility Checklist (reverse side)	<u>DR</u>	
Dollar request per student per year	<u>\$ 3.90</u>	
Petition signatures (if new applicant)	<u>—</u>	
Final Attachments Due 4pm, September 13, 2013		
Constitution, Charter, Bylaws	<u>—</u>	
Mission Statement (1 pages)	<u>—</u>	
Group Profile (3 pages)	<u>—</u>	
<ul style="list-style-type: none"> ● Officers ● Number of Members ● History ● Activities, Programming, Events in Current Cycle 		
Summary of request (2 pages)	<u>—</u>	
10-13 Financial Statements	<u>—</u>	
13-16 Projections	<u>—</u>	
Office Use Only		
Received by:	<u>DR</u>	
Date Received:	<u>4/23/13</u>	
Sigs Checked:	<u>—</u>	

Applicant Organization/Program Name: Cornell University Emergency Medical Service

Primary Contact	Secondary Contact
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A representative must certify that the documents provided in this application are accurate, represent best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for undergraduate byline funding for the 2014-2015 and 2015-2016 fiscal years. The Student Assembly will review the applications in the fall semester of 2013. **Organizations may not submit preliminary applications after 4pm on Monday, April 25, 2013 or amend final submissions after 4pm, Friday, September 13, 2013.**

Representative: Shayna Ratner (print name) Shayna Ratner (signature) 4/21/13 (date)



Cornell University EMS (CUEMS) Summary Request for Funding

The success of Cornell University Emergency Medical Service can be credited to the dedication of our members, sustained support of the Student Assembly and Graduate Student Assembly, and support of surrounding emergency response agencies. Our squad provides emergency response at the Emergency Medical Technician Basic Life Support Level to medical emergencies on the Cornell University campus and surrounding Cornell owned property twenty-four hours a day, seven days a week during the academic year. Our funding is essential towards training our members, maintaining our equipment and vehicles, providing educational programming to the community, and capital planning for the future. Without the continued support of the Student Assembly and Graduate Student Assembly, Cornell EMS would not be able to provide essential service to the Cornell community.

For the academic years 2014-2015 and 2015-2016, Cornell EMS requests **\$3.90** per student from the Undergraduate Student Activity Fee and **\$1.80** per student from the Graduate and Professional Student Activity Fee. We are not requesting an increase in funding. However, we are reallocating some of our funds to better support our changing needs.

Over the last four years Cornell University EMS has been growing at an extremely fast pace so that it can keep up with the growth of the University and community, and ensure that the highest level of care is provided. Some of these expansions include but are not limited to the purchase of a new truck, 24/7 Service when classes are in session, expanded and updated drug administration protocols, an increased number of community CPR courses, intensive mass casualty incident training, and a bike squad.

Year	Number of Calls
2008	570
2009	680
2010	650
2011	718
2012	892

On an operations level, CUEMS has seen a steady increase in call volume over the last five years. Because of this growing call volume, more supplies, gas and medications are required to keep CUEMS in service. CUEMS has also received an increase in the number of event crew requests, which has led to the need for both trucks to be in service at the same time. CUEMS has found that by covering more events, we are placing EMTs in locations where there were none in past years. Event coverage also saves student organizations, athletic teams and other groups money where health providers are required to be standing by. In addition to using a second flycar for event coverage, CUEMS has placed multiple crews in service, in the event of simultaneous 911 calls on campus. This ensures that when students, faculty and staff request immediate care, they receive it.

We have reallocated funds within our budget to better accommodate our needs as a squad. We are requesting an increase in our Operations budget due to increased insurance premiums. Additionally, we are requesting an increase in our Equipment budget to compensate for increased spending on medications for our event shifts. We are requesting an increase in our vehicle maintenance budget to account for the costs of maintaining our two flycars in very good condition. We are also requesting a small increase in our training

budget to account for the increased cost of sending our executive board members to an annual EMS conference. These increases will be compensated for with decreases in other areas of our budget in which we spent less than was allocated.

Attached is our budget proposal for 2014-2016. The total budget is broken down into individual categories. Each member of the executive board is expected to spend within their allocated budget, and only spend money on items that are necessary for CUEMS to provide service to the Cornell community. Although we are not requesting any increase in funds, we are rearranging our budget to better suit the current needs of the squad.

Mission Statement

Cornell University Emergency Medical Service (CUEMS) strives to provide professional, efficient, and effective First Response Basic Life Support care to the entire Cornell Community. Serving Cornell students, graduate students, faculty, staff, visitors, and their children and families, CUEMS responds to all 911 calls for medical assistance and evaluation twenty-four hours per day, seven days per week during the academic year. CUEMS provides extensive, weekly training to all squad members consisting of Basic Emergency Medical Technicians (EMT-B), Critical Care Technicians (AEMT-CC), and Paramedics (AEMT-P). Moreover, CUEMS offers training to the entire Cornell Community in cardio-pulmonary resuscitation (CPR), automated external defibrillation (AED), calling 911, alcohol emergencies, and basic emergency care. Working together with emergency services from all of Cornell and Tompkins County, CUEMS provides a valuable resource available to the Cornell Campus and much of the surrounding Tompkins County community.

Organization Profile (Group Portrait)

History of Cornell EMS

Cornell University EMS began serving the Cornell community in 1976 with a group of 9 EMTs, 20 "advanced first aiders", and 60 total participants. Initially, CUEMS was housed at Gannett Health Services, and then at Barton Hall. During the first few years of service, members utilized a Gannett Utility van as a primary responses vehicle; however, whenever the van was inaccessible (due to repair or other business), CUEMS was also out of service. In 1991, CUEMS secured funding from the Undergraduate Student Assembly and received \$1.00 per student. In that same year, service hours were expanded to begin at 5:00 PM on weekdays. It is through the continued support of the SA that CUEMS has been able to grow and better assist the Cornell community. In 1993, CUEMS purchased its first semi-automatic external defibrillator (sAED) to improve its service to the campus community. During subsequent years, Cornell EMS made many significant changes, such as establishing an "Airborne Exposure Control Plan", servicing the Cornell community 24/7 during the academic year, and teaching more community CPR and First Aid classes to the Cornell community. Recently, CUEMS placed in service its Mass Casualty Incident Unit, which is prepared to triage, treat, and package up to and more than one hundred patients. In September of 2008, CUEMS became recognized as a "University Organization", maintaining its student leadership, but becoming officially recognized by the University as an organization of students whose goals reflect the mission of the University. Since 2009, we have annually conducted a "Got Soap?" campaign to promote awareness and provide information regarding the seasonal and H1N1 flus. We have partnered with the departments of Environmental Health and Safety, Gannett Health Services, Residential Life, Campus Life, and Cornell Dining. We successfully distributed huge amounts of soap during the one week campaign every academic year, and were successful in mobilizing members of our squad and our partner departments on a large scale.

Our squad provides emergency response at the Emergency Medical Technician Basic Life Support Level to medical emergencies on the Cornell University campus and surrounding Cornell owned property twenty-four hours a day, seven days a week during the academic year.

Executive Board

Cornell EMS's executive board consists of 10 officers. Each year, a new executive board is elected by the general membership. Our 2013-2014 officers of the executive board are:

Alexandra Boehrer	Director
Alexander Fortgang	Director of Operations
Temporarily Unfilled	Promotions Officer
Chad Lazar	Training Officer
Merrill Pine	Equipment Officer
Shayna Ratner	Finance Officer
Sian Best	Membership Officer
Hannah James	Community Education Officer
Leslie Yuen	Administrative Officer
Paige Wickham	Scheduling Officer

Membership

Cornell EMS currently has 58 active members, which includes faculty, undergraduate, and graduate students. Each semester, our membership drives generate a great amount of interest from the Cornell community. We received 118 applications in Fall 2012 and accepted 10 new members. In Spring 2013, we received 75 applications, and we accepted 12 new members. The funding we receive from the SA and GPSA is vital to our continued ability to absorb and train new members up to the quality standards that the campus has come to expect from CUEMS.

Description of Activities, Programming, Events Conducted in Present Cycle

Training Meetings

Every Sunday night, CUEMS holds either a training meeting or general meeting for all of our members. During training meetings, our training officer presents a weekly topic to refresh members on EMT skills and/or squad protocols. Some of the past training meeting topics have covered:

- Alcohol and Drugs
- CPR Recertification (required for all members)
- Epinephrine and Albuterol
- Hypoxia and Pulse Oximetry
- Kinematics of Trauma
- Pain Management

- Safety
- Traumatic Brain Injuries
- Lung Sounds
- Post Traumatic Stress Disorder in Emergency Responders
- Splinting Skills

In addition, each of our new members participates in five new member classes to learn the ins and outs of Cornell EMS.

Community CPR Classes and Other Community Education

The community education arm of our squad has been quite active during the last two years, providing quality CPR and First Aid education to the undergraduate student body, the graduate student body, and the faculty of Cornell University. Last year alone we conducted 36 CPR and/or First Aid classes, training 257 students. We also trained eight new CPR instructors on the squad to allow us to continue to expand our availability to teach CPR on campus. These classes ensure that our campus remains informed, as well as providing class attendees with the skills to aid our squad and the surrounding professional emergency agencies in maintaining the health and safety of our campus. Additionally, we have gotten involved in alcohol awareness programs, including informational tabling at various locations on campus and group presentations to campus and Greek life organizations. We have also presented at New Student Check-in and New Student Orientation, and trained Resident Advisors on what to do in various emergencies. We have also held two blood drives through the course of the past year.

Coverage at Cornell Events

Over the past two years, we have received numerous requests from Cornell organizations for emergency response coverage during their events. Cornell EMS was able to commit at least one full service crew to 118 events during the 2012-2013 academic year.

Event Title	Date
Orientation Performance-CKB	8/17/2012
New Student Convocation	8/18/2012
CALS Orientation Panel	8/18/2012
First Lecture Speech	8/18/2012
Magician Show	8/18/2012
Poetry Showcase	8/19/2012
Silent Disco	8/19/2012
Real Students, Reel Stories	8/20/2012
Big Red Blowout	8/20/2012
The Cataracs	8/25/2012
Street Fair	8/25/2012
Men's Rugby	9/1/2012
Dale Corson Memorial	9/8/2012
Women's Rugby	9/8/2012

Welcome Weekend Event	1/25/2013
Men's Hockey	1/26/2013
Harlem Globetrotters	2/5/2013
Men's Basketball	2/8/2013
Men's Hockey	2/8/2013
Men's Hockey	2/9/2013
Men's Basketball	2/10/2013
Men's Hockey/Basketball	2/22/2013
Cuban Creole Choir	2/22/2013
Gymnastics Meet	2/23/2013
Men's Hockey/Basketball	2/23/2013
Relay for Life	2/23/2013
Men's Basketball	3/1/2013
Men's Basketball	3/2/2013
Poncho Sanchez Latin Jazz	3/8/2013
Hilltop Jamboree	3/9/2013
Dragon Day	3/15/2013

John Oliver	9/8/2012
Tia Fuller Quartet	9/14/2012
A Cappella United	9/15/2012
Pep Rally/Laser Show	9/21/2012
Mid-Autumn Moon Festival	9/21/2012
Homecoming	9/22/2012
Homecoming Football Game	9/22/2012
Twilight Concert	10/20/2012
Tri Delta Benefit	10/20/2012
Trustee Dinner and Reception	10/25/2012
Trustee Council Weekend Lecture	10/25/2012
Trustee Scholarship Reception	10/26/2012
Trustee Reception and Dinner	10/26/2012
Haydn Harmonies	10/26/2012
Ivy Man	10/27/2012
Fall Tonic	11/3/2012
Taekwondo Competition	11/4/2012
Taekwondo Competition	11/4/2012
Fall After Hours	11/9/2012
Nas Concert	11/10/2012
Horse Show	11/11/2012
Horse Show	11/11/2012
Stand Up Comedy Show	11/11/2012
SOS Showcase	11/16/2012
Cayuga's Waiters Concert	11/16/2012
Navy ROTC Drill Competition	11/17/2012
Joseph Gordon-Levitt	11/18/2012
Fall Graduation	12/15/2012
Employee Celebration	1/19/2013

John Legend	3/29/2013
Easter Mass	3/31/2013
Vet School Open House	4/13/2013
Pao Bhangra	4/13/2013
Skunk Cabbage Race	4/14/2013
Bob Dylan	4/14/2013
Nate's Run for Smiles	4/20/2013
Filthy Gorgeous	4/20/2013
Division of Human Resources Event	4/23/2013
Swedish Orchestra	4/26/2013
Pedal for Pets	4/27/2013
5K	4/27/2013
Holi	4/27/2013
Fashion Collective	4/27/2013
Boston Memorial Run	4/28/2013
Hangovers Concert	5/2/2013
Slope Day	5/3/2013
Tree Climbing	5/4/2013
Pulse	5/4/2013
Law School Convocation	5/12/2013
Duff Ball	5/18/2013
Senior Carnival	5/19/2013
Senior Rave	5/20/2013
President's Reception	5/25/2013
PHD Ceremony	5/25/2013
Convocation	5/25/2013
Commencement	5/26/2013

Cornell EMS has already provided emergency response coverage to ten Cornell events (one of which was New Student Convocation) this academic year. In addition, Cornell EMS stands-by at various Cornell events free of charge to the hosting organizations. Through the sustained financial support from the Student and Graduate Student Assemblies, our organization is able to provide this type of coverage to the Cornell community.

NCEMSF Conference

Through the support of the SA/GPSA, ten members of CUEMS are able to attend the National Collegiate EMS Foundation's annual conference. By attending the conference, we are able to attend a variety of workshops and meet and learn from the structure of other collegiate EMS agencies. Each year, members bring back ideas that have led to the success of other EMS agencies, and share the successes of our own agency. In the 2011-2012 academic year, we came in 1st place in the BLS Physio-Skills Competition. In the 2012-2013 academic year, our advisor received the Advisor of the Year Award and we received the Striving for Excellence award.

Income Statements and Financial Projections: 2010-2016

REVENUE	'10 - '11	'11 - '12	'12 - '13	'13 - '14 Budgeted Projection	'14 - '15 Budgeted Projection	'15 - '16 Budgeted Projection
SAF/GPSAF OUTLAY (Budgeted)	\$59,912.53	\$59,912.53	\$60,902.30	\$60,902.30	\$60,902.30	\$60,902.30
SAF/GPSAF OUTLAY (Actual)	\$62,094.00	\$62,988.00	\$64,354.00	\$60,902.30	\$60,902.30	\$60,902.30
EVENT COVERAGE DONATIONS	\$5,415.00	\$2,325.00	\$11,440.00	\$10,000.00	\$10,000.00	\$10,000.00
GIFT DONATIONS	\$495.00	\$460.00	\$980.00	\$500.00	\$500.00	\$500.00
TOTAL REVENUE (Budgeted)	\$65,822.53	\$62,697.53	\$73,322.30	\$71,402.30	\$71,402.30	\$71,402.30
TOTAL REVENUE (Actual)	\$68,004.00	\$65,773.00	\$76,774.00	\$71,402.30	\$71,402.30	\$71,402.30
EXPENSES						
OPERATIONS	\$14,110.07	\$13,337.14	\$15,442.10	\$16,372.30	\$17,163.98	\$17,163.98
EQUIPMENT	\$9,233.61	\$3,261.55	\$8,969.96	\$7,400.00	\$9,288.32	\$9,288.32
GASOLINE	\$4,792.63	\$4,660.25	\$5,496.37	\$7,700.00	\$7,700.00	\$7,700.00
VEHICLE MAINTENANCE	\$4,778.82	\$2,355.45	\$4,043.86	\$4,250.00	\$4,750.00	\$4,750.00
TRAINING	\$1,748.56	\$1,689.76	\$1,880.00	\$1,880.00	\$2,000.00	\$2,000.00
MEMBERSHIP	\$6,955.74	\$2,513.99	\$7,239.79	\$7,650.00	\$5,850.00	\$5,850.00
COMMUNITY EDUCATION	\$2,216.76	\$3,653.85	\$756.55	\$2,300.00	\$1,000.00	\$1,000.00
ADMIN	\$438.88	\$439.72	\$522.77	\$850.00	\$650.00	\$650.00
PRIMARY VEHICLE SAVINGS	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00
EVENTS EXPENDITURES	—	\$821.00	\$10,440.00 (Projected)	\$8,000.00	\$8,000.00	\$8,000.00
TOTAL EXPENSES	\$56,775.07	\$45,232.71	\$67,291.40	\$68,902.30	\$68,902.30	\$68,902.30
TOTAL SURPLUS (Using Budgeted Outlay)	\$9,047.46	\$17,464.82	\$6,030.90	\$2,500.00	\$2,500.00	\$2,500.00
TOTAL SURPLUS (Using Actual Outlay)	\$11,228.93	\$20,540.29	\$9,482.60	\$2,500.00	\$2,500.00	\$2,500.00

Detailed Breakdown of Expenditures for 2012-2013 Fiscal Year (First Year of Current Funding Cycle)

	Budget Sector	Budgeted Amount	Actual Expenditure
OPERATIONS			
	General Insurance Policy	\$7,118.19	\$6,641.80
	Vehicle Registration and Inspection	\$425.00	\$169.75
	Vaccinations	\$800.00	\$420.00
	Accident/Sickness Insurance Policy	\$3,489.11	\$2,929.00
	EMS Charts	\$1,900.00	\$1,813.00
	When2Work	\$440.00	\$400.00
	Communications	\$2,200.00	\$2,385.55
EQUIPMENT			
	Equipment/Medications Purchased Using SA/GPSA Funds	\$7,400.00	\$8,969.96
GASOLINE			
	Gasoline Expenditures	\$7,700.00 (\$3.50/gallon)	\$5,496.37
VEHICLE MAINTENANCE			
	Vehicle Maintenance Expenditures	\$4,250.00	\$4,043.86
TRAINING			
	Bicycle Safety Training	\$280.00	\$0.00
	NCEMSF Conference	\$1,600.00	\$1,880.00
MEMBERSHIP SERVICES			
	Annual Banquet	\$2,500.00	\$2,535.06
	Uniforms	\$3,600.00	\$3,402.47
	Membership Recruitment/Events	\$1,550.00	\$1,301.76

COMMUNITY EDUCATION			
	CPR/AED Training/Squad Recertification	\$2,300.00	\$756.55
ADMINISTRATION			
	Office Phone	\$400.00	\$390.60
	Office Supplies	\$300.00	\$130.90
	Postage	\$150.00	\$1.27
PRIMARY VEHICLE SAVINGS			
	Primary Vehicle Savings	\$12,500.00	\$12,500.00
TOTAL EXPENDITURES		\$60,902.30	\$56,167.90

Capital Reserve Account Expenditures

- In 2014, our squad will likely purchase a new vehicle to replace our 2009 Chevy Tahoe.
- Cost of vehicle: \$50,000-\$60,000
- Price reflects NYS Contract discount we receive for vehicular purchases
- This purchase will be made using our **Vehicle Reserve Account**
 - \$12,500.00 each year is automatically earmarked from our budget for the purpose of vehicle purchases
 - We use the \$12,500.00 each year to fund the purchase of a new vehicle, which we plan to engage in every 5 years, so that our oldest truck will be 8-10 years old. The first round replacement (this cycle) will be early (at 5 years) in order to get on the correct replacement cycle.

Explanation of Evolution of Spending and Rationale for Projections

CUEMS has consistently prioritized prudence in budgeting and spending decisions, and this past budget cycle has been no different. All of the expenditures that our squad has engaged in have been essential to the continued maintenance of quality care provision, and any new budgeting increases or reductions have been well informed by historical circumstances. It should be noted that all expenditure projections mirror our budgeted numbers. The nature of our organization dictates that spending expectations are consistently in flux, and thus it seems most prudent to hedge on the side of caution and project to spend up to our budget, despite historical surpluses.

An important observation that needs to be made before delving into the details of our spending habits is the inclusion in this income statement of both what we budget to receive in revenue from the SA/GPSA, and what we actually receive. These budgeting decisions, and resulting dollar-per-student requests made during the application process, were based on 13,000 undergraduate students and 6,000 graduate/professional students. However, it appears that the size of both has increased, resulting in our squad receiving more than our budgeted outlay. In requesting \$3.90 from the SAF and \$1.80 from the GPSAF, we are assuming that the 13,000 and 6,000 numbers still hold water. We operate as if we are receiving our budgeted amount, not the actual outlay. We trust this committee's judgment in matching up our desired budgetary needs (\$60,902.30) and the per-student allocation required for that set of needs, if the student population numbers upon which we are relying are unrealistic.

Operationally, we have historically built in a 10% increase in our budget to cover expected insurance premium increases over the course of the next budget cycle. However, after reinvestigating, we have been informed that a 6% increase per year is more realistic. This is why, despite coming under budget in each of the last three years, we are projecting an increase in expenditure, and therefore have requested an increase in this sector of our budget.

Our equipment expenditure was higher than our historical norms during this past fiscal year. This was due to the expiration of many of our medications, and purchase of replacement medications. We have started to carry more medications because each of our crews at an event now has a full equipment bag, including all of the medications that our truck has stocked. This increase in usage of medications has led to an increase in this sector of our budget. Therefore, we requested an increase in our budget for equipment.

We ran a surplus on gasoline this fiscal year, and have been for a few years. However, we have recently expanded our service hours to include limited hours in the summer months. Additionally, we sometimes put both trucks in service during particularly busy times of year. This leads to an increased usage of gasoline, and we project that this usage may increase if we continue to expand our summer service hours. Therefore, despite historical surpluses in this sector of our budget, we are requesting that this area of the budget remain unchanged.

Our vehicle maintenance expenditures this fiscal year were higher than in the previous fiscal year. This was partially due to improvements that had to be made on our old flycar prior to its sale, and partially due to necessary upkeep on our current trucks, such as replacing the tires, and fixing various issues that pop up over the course of the life of an emergency vehicle. We have requested a \$500 increase in this section of a budget to better accommodate the necessary maintenance of our trucks.

We have requested a small increase in our training budget to compensate for increased conference registration fees and costs of lodging during the conference. We have requested to significantly decrease our membership budget in order to comply with Appendix B of the SA's Charter, and we will use money we receive for compensation for our coverage of events to cover any additional membership costs. We also significantly decreased our community education budget because we no longer have to pay for the CPR classes that we provide to the community. Therefore, our community education budget will now be for educational and informational material and programming for the Cornell community. We have also decreased our administration budget because we have not historically spent the budgeted amount on office supplies or postage. These decreases will be used to compensate for increases in other sectors of our budget. We would like to continue to save \$12,500 per year in anticipation of replacing a vehicle every five years.

In an effort to reduce the financial impact of event safety services on student organizations and campus departments, Environmental Health & Safety now makes a large annual donation to CUEMS in lieu of many small donations from other campus organizations. We expect the donation to be \$10,000 per year during the upcoming budget cycle. We will use this money to cover training and membership expenses that go beyond the \$4,000 limit in Appendix B of the SA's Charter, as well as other necessary unforeseen purchases.

On the next few pages, please see our detailed budget requests, which are synonymous with a detailed explanation of our expenditure projections for the next funding cycle.

**Cornell University Emergency Medical Service
Detailed Financial Projections and Comparison to Previous Funding Cycle
2014-2016**

Operations		
CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Communications	Cell Phones	\$2,200.00
Vehicle Legalities	Vehicle Inspection	\$125
	Vehicle Registration (per year of two years)	\$300 (\$100 per truck per year, \$100 per year trailer)
OSHA Required Medical Expenses	Vaccinations and Respirator Clearance Physicals	\$800.00
Insurance	General Insurance Policy (includes liability, property, and vehicles)	\$7,910.49
	Accident/Sickness Insurance Policy	\$3,488.49
Patient Care Documentation	EMS Charts Annual Subscription	\$1,900.00
Scheduling	Whentowork Scheduling Board Subscription	\$440.00
Total		\$17,163.98
2012-2014 Budget		\$16,372.30
Change:		+\$791.68

EQUIPMENT

CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Disposable Equipment	Medical Equipment	\$4,000.00
Medications	Medications	\$3,488.32
Non-Disposable Equipment	Equipment with a Lifespan of Greater than 1 Year, with a Cost of Less Than \$5,000	\$1,800.00
Total		\$9,288.32
2012-2014 Budget		\$7,400.00
Change:		+\$1,888.32

GASOLINE

CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Gasoline	Gasoline (3.66/gal)	\$7,700.00
Total		\$7,700.00
2012-2014 Budget		\$7,700.00
Change:		\$0.00

VEHICLE MAINTENANCE		
CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Vehicle Maintenance	Routine, Non-Emergent, Scheduled Vehicle Maintenance	\$1,000.00
Vehicle Maintenance	Tires	\$1,100.00
Vehicle Maintenance	Brakes and Rotors	\$500.00
Vehicle Maintenance	Body Work and Repair	\$500.00
Vehicle Maintenance	Miscellaneous Expenses, Not Covered By Warranty or Other Category	\$1,650.00
Total		\$4,750.00
2012-2014 Budget		\$4,250.00
Change:		+\$500.00

TRAINING		
CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Bicycle Safety Training	Course for Members to Become Trained in Bicycle Safety	\$280.00
Annual NCEMSF Conference	Cost of members to attend annual NCEMSF conference	\$1,720.00
Total		\$2,000.00
2012-2014 Budget		\$1,880.00
Change:		+\$120.00

MEMBERSHIP

CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Annual Banquet	Venue Registration	\$2,000.00
	Catering	
Uniforms	New Member Uniforms	\$3,600.00
	Shift Credit Clothing	
Administrative	New Member Recruitment	\$250.00
Total		\$5,850.00
2012-2014 Budget		\$7,650.00
Change:		-\$1,800.00

COMMUNITY EDUCATION

CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
EMS Week/Got Soap? Campaign	Informational items for distribution to Cornell community and Educational Programming	\$1,000.00
Total		\$1,000.00
2012-2014 Budget		\$2,300.00
Change:		-\$1,300.00

ADMINISTRATION		
CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Office Phone	Office Phone Service	\$400.00
Office Supplies	Office Supplies	\$200.00
Postage	Postage	\$50.00
Total		\$650.00
2012-2014 Budget		\$850.00
Change:		-\$200.00

VEHICLE RESERVE		
CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Vehicle Savings	Savings for CUEMS Primary Vehicle	\$12,500.00
Total		\$12,500.00
2012-2014 Budget		\$12,500.00
Change:		\$0.00

Total for 2014-2016: **\$60,902.30**

Total for 2012-2014: **\$60,902.30**

Change: \$0.00

EXPENDITURES FROM EVENTS COMPENSATION

CUEMS Categorical Designation	Description of Item/Service	Estimated Annual Cost
Improvements to Office Space	Improvements to Workspaces for Crew Usage	\$1,000.00
Leadership Training	Leadership Courses for Executive Board Members	\$1,000.00
Membership Events	Events for Squad Cohesion, Alumni Newsletter, Awards	\$2,000.00
Training Exercises	Skills Training for Squad Members	\$2,000.00
Unforeseen Equipment Purchases	New radio equipment, other equipment	\$2,000.00
Total		\$8,000.00

Cornell University Emergency Medical Services Bylaws

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Article I. Introduction

1.1 Code of Rules

These Bylaws constitute the code of rules adopted by Cornell University Emergency Medical Service (CUEMS or Cornell EMS) for the regulation and maintenance of its affairs.

1.2 Objectives

The operation of this organization will focus on two objectives. First, to operate an emergency medical service on and around the Cornell University Campus and to provide quick and effective basic life support care to students, faculty, staff, and visitors to Cornell University. Second, to provide training to Cornell EMS members and to the Cornell community in cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), and basic emergency care.

1.3 Organization

Cornell EMS is structured as a University Student Organization that is part of Cornell University's Department of Environmental Health and Safety. Administrative and business operations will be administered by the Executive Board under the supervision of CU Environmental Health and Safety, as outlined in these Bylaws.

Article II. Membership

2.1 Eligibility

Membership is open to all members of the Cornell community, including students, alumni, faculty, and staff. No person shall be discriminated against on the basis actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining his/her membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.

2.2 Applications for Membership

The Standard Operating Procedures outline a procedure by which decisions on membership will be made. The squad has the power to limit membership in the organization.

2.3 Classes of Membership

There are three classes of membership: voting membership, probationary membership, and honorary membership.

1. **VOTING MEMBERSHIP.** Voting Members are those members who have been on the squad for at least one semester and have met requirements for good standing, as determined by the Executive Board. Voting members may vote on all squad



business that is presented at General Membership meetings, including election of officers.

2. PROBATIONARY MEMBERSHIP. Probationary Members are those members who have been on the squad for less than one (1) semester, or members who have failed to meet requirements for good standing but are permitted, by the executive board, to remain on the squad. Probationary Members may not vote on squad business, including election of officers.
3. HONORARY MEMBERSHIP. Honorary membership is offered to alumni of Cornell EMS who graduated in good standing, and to any other person by action of the Executive Board. Honorary members may participate in squad activities and run shifts as long as all necessary certifications are current and on file with the Administrative Officer. Honorary members may not vote on squad business. The Standard Operating Procedures outline the specific requirements and roles of honorary members.

2.4 Leaves of Absence

The Standard Operating Procedures will outline a procedure for making an application for a leave of absence and for the squad's deciding upon such an application. During a leave of absence, members may attend meetings, but may neither vote on squad business nor run shifts.

2.5 General Membership Meetings

Meetings of the general membership will take place monthly while Cornell EMS is in service, at a time and place specified by the Director.

General membership meetings will be organized as stated in the Standard Operating Procedures.

2.6 Training Meetings

Training meetings will be called by the Director on a regular basis, and will be planned by the Training Officer.

2.7 Annual Membership Meeting

The Annual Membership Meeting will occur in place of March's regular General Membership Meeting. The Annual Membership Meeting will take place for the purposes of electing the Executive Board.

2.8 Requirements for Meeting and Shift Attendance

The Executive Board will establish requirements for attendance at General Membership and Training Meetings at the beginning of each semester. Shift requirements will be established by the Executive Board and available in the Standard Operating Procedures.

2.9 Voting



Each voting member, with the exception of the Director, will have one (1) vote on each matter presented for a vote of the General Membership. The Director will only vote in the event of a tie, in which case the Director's vote will decide the question. Members must be present at membership meetings for their vote to be cast.

2.10 Quorum

A quorum of 51% of the voting membership is necessary for any vote to take place.

2.11 Termination of Membership

Membership in the organization will terminate upon any of the following events:

1. Receipt by the Executive Board of a written letter of resignation
2. Upon cessation of the affiliation of the member with Cornell University, except by action of the Executive Board
3. Failure to meet meeting and/or shift requirements, as established by the Executive Board and outlined in the Standard Operating Procedures.
4. Any action or behavior that is inconsistent with the benefit of the organization, as outlined in Article IV and the Standard Operating Procedures.

Members who leave the organization must immediately return any property of Cornell EMS in their possession.

Article III. The Executive Board

3.1 Purpose

The Executive Board is the group of persons elected by the membership for purposes of managing the business and affairs of the organization.

3.2 Eligibility

The Executive Board will be composed of voting members of the organization. Nomination for offices of the Executive Board will occur at the general membership meeting in the month preceding the Annual Membership Meeting. Nominations will remain open through the Annual Membership Meeting and closed only before discussion of candidates for each office.

3.3 Election Procedures

Elections will follow the guidelines below:

- At the start of elections, the Director will distribute the current Bylaws and SOPs regarding each officer's duties.
- Each candidate will be given a chance to make a speech, then the general membership will have the opportunity to ask candidates questions and then all candidates will exit the room and a closed meeting will ensue where members discuss the candidates. Votes will then be cast and counted by the Director and appointed unbiased personnel. The winner will be announced and other candidates will have the opportunity to drop to lower positions.



- If any candidate does not receive a majority vote on the first ballot, there will be a run off. If there are more than three candidates, then the top three will be re-voted on by the membership. If a candidate still does not have a majority or if there are only three candidates then the top two will be announced and voted on by the membership. Once a candidate has received a majority, all candidates will be invited back into the room for the announcement of the winner.
- The Director must be an EMT at the time that elections begin.
- The Director of Operations and the Promotions Officer must be Crew Chiefs at the time that elections begin.
- The Equipment Officer must be a full driver at the time that elections begin.

3.4 Offices of the Executive Board

The ten offices of the Executive Board will be filled by a vote of the voting membership in the following order:

1. Director

- The Director is charged with the execution of the business and affairs of the organization as outlined in the Standard Operating Procedures, and oversees the Executive Board and the entire squad.
- The Director and Director of Operations are responsible for all communications with outside agencies.
- The Director is responsible for all communications with the media.
- The Director has the floor at all meetings of the Executive Board and General Membership unless he/she yields it to another member.
- The Director and Director of Operations will jointly determine all foreseeable instances when Cornell EMS will go out of service.
- When Cornell EMS must go out of service for unforeseeable circumstances, the Director or Director of Operations may call Cornell EMS out of service but must contact the other officer immediately.
- The Director prepares the Annual Report in the April following his/her term, detailing the activities and business of the organization over the past year.
- The Director and Director of Operations are jointly responsible for establishing standing and Ad Hoc Committees to maintain proper operations of CUEMS. The Director is a member of the Continuous Quality Improvement (CQI) Committee.
- The Director must be a current New York State Emergency Medical Technician-Basic.
- The Director is responsible for the content, scheduling, and decisions of the Executive Board both in public/open sessions as well as closed/executive sessions. He/She will designate who (with the exception of Executive Board members) may attend or be excused from the Closed Session.
- The Director and Director of Operations shall be notified and have the discretion to attend formal meetings with outside agencies, organizations, or persons.
- The Director shall have the right to respond to an emergency scene in a POV to provide a support or supervisory role, or to initiate patient care in the case that EMS-1 is not available.
- The Director shall assume joint CUEMS Command and Safety Officer roles in the case of a Mass Casualty Incident on Campus.

2. Director of Operations



- The Director of Operations is responsible for the day-to-day operations of Cornell EMS as outlined in the Standard Operating Procedures.
- The Director and Director of Operations will jointly determine all foreseeable instances when Cornell EMS will go out of service.
- When Cornell EMS must go out of service for unforeseeable circumstances, the Director or Director of Operations may call Cornell EMS out of service but must contact the other officer immediately.
- The Director and Director of Operations are responsible for all communications with outside agencies.
- The Director and Director of Operations are jointly responsible for establishing standing and Ad Hoc Committees to maintain proper operations of CUEMS.
- The Director and Director of Operations shall be notified and have the discretion to attend formal meetings with outside agencies, organizations, or persons.
- The Director of Operations is responsible for staffing shifts that are not filled.
- The Director of Operations is the squad's primary contact with controlling medical authorities, including Central New York EMS and NYS Department of Health.
- The Director of Operations is the squad's primary contact for matters of insurance and for infectious disease prevention.
- The Director of Operations shall coordinate the Slope Day efforts from an operational standpoint for Cornell EMS. This includes attending Slope Day planning meetings from September onward.
- The Director of Operations shall be a Crew Chief.
- The Director of Operations shall have the right to respond to an emergency scene in a POV to provide a support or supervisory role, or to initiate patient care in the case that EMS-1 is not available.
- The Director of Operations shall be contacted anytime the truck is involved in an accident or any damage is sustained to the truck or any equipment.
- The Director of Operations shall assume joint CUEMS Command and Safety Officer roles in the case of a Mass Casualty Incident on Campus.
- The Director of Operations shall be in charge of overseeing the Mass Casualty Incident and Squad Mobilization procedures for the squad.
- The Director of Operations is charged with monitoring infection control exposures and prevention of exposures. The Director of Operations shall be the Exposure Control Representative for the squad and shall have access to members' test results in the case of an exposure incident while on shift.
- The Director of Operations is charged with Continuous Quality Improvement and is the chair of the CQI committee. He/She is the squad representative to the bi-monthly meetings of the Tompkins County CQI Committee.
- The Director of Operations will oversee the CUEMS Driver Training Program with the Equipment Officer acting as the primary preceptor.

3. Promotion Officer

- The Promotion Officer will set guidelines for advancement in crew status and will supervise the advancement process as outlined in the Standard Operating Procedures.
- The Promotion Officer will hold regular meetings with Crew Chiefs in Training (CCITs) and be the point of first contact with regard to the advancement status of a member.



- The Promotion Officer will bring Crew Chiefs before the Executive Board for promotion to CCIT Preceptor.
- The Promotion Officer shall be a Crew Chief. A Crew Chief elected to the Promotions Office, who is not a CCIT Preceptor, shall become one upon taking office.
- The Promotion Officer will develop and grade attendant and CCIT written exams for the advancement process.
- The Promotion Officer will review all attendant practical exams administered by other Crew Chiefs or CCITs.
- The Promotion Officer will monitor the progress of all CCITs, including the planning, assignment, and review of all mock calls.
- The Promotion Officer will determine when each CCIT is promoted to Advanced CCIT.
- Promotion to Crew Chief is made by a majority vote of the executive board. Any Executive Board member may make a motion for a CCIT's promotion to Crew Chief.

4. Training Officer

- The Training Officer is responsible for scheduling CPR classes on an annual basis for all Cornell EMS members.
- The Training Officer is responsible for the training meetings of the Squad.
- The Training Officer (or his/her designee) will always teach the New Member Class and have discretion over its content, scheduling, and completion requirements.
- The Training Officer is responsible for content, scheduling and completion requirements of training materials, meetings, the new member class and/or off-site training.
- The Training Officer should be consulted in all purchases and usage of training equipment and is responsible for its upkeep.

5. Equipment Officer

- The Equipment Officer is responsible for the purchase and maintenance of all equipment as outlined in the Standard Operating Procedures, including vehicles, medical equipment, and quarters.
- The Equipment Officer is responsible for instructing the membership in the proper use of all equipment. This includes the maintenance of, and the instruction in, driving, driver training, and radio protocols.
- The Equipment Officer shall be an approved driver of the EMS vehicles.
- The Equipment Officer will always be consulted, and has discretion over, equipment purchases both as capital purchases or miscellaneous equipment.
- The Equipment Officer will serve as the primary preceptor of the Driver Training Program under the supervision of the Director of Operations.
- The Equipment Officer will have discretion over all vehicle and equipment maintenance concerns. He/She will be notified of any issues or problems pertaining to any equipment or vehicles.

6. Finance Officer

- The Finance Officer is responsible for securing funding for the organization.
- The Finance Officer is charged with the maintenance of all financial records as outlined in the Standard Operating Procedures.



- The Finance Officer shall submit to the Executive Board and to the Student Assembly a finalized budget for the proceeding year by the second Executive Board Meeting in the fall semester. He/She is responsible for making sure all purchases are within budget.
- On academic years starting with an odd number (e.g. 99-00,01-02,03-04) the Finance Officer, in consultation with the standing Executive Board and the CUEMS Supervisor, shall prepare an application for by-line funding as outlined in Appendix A of the "Guidelines for Allocation of the Student Activity Fee"
- The Finance Officer shall represent CUEMS at meetings of the Student Assembly which pertain to fiscal matters of CUEMS.
- For capital purchases over \$500 the Finance Officer shall go the Student Assembly for approval, as outlined in the Standard Operating Procedures and Cornell EMS's agreement with the Student Assembly.
- The Finance Officer should receive a copy of any receipt generated from a CUEMS purchase.
- The Finance Officer shall make payment on all valid claims against the organization and shall keep records of such transactions for at least seven (7) years.
- The Finance Officer is responsible for administration of the CUEMS EMT-Scholarship program.
 - i. The decision for receiving a CUEMS EMT-Scholarship is determined by a majority vote of the Executive Board.
- The Finance Officer is responsible for collections of donations from campus organizations that request CUEMS crew coverage for special events and/or community education instruction
 - The Finance Officer is responsible for the collection and processing of petty cash and check payments made to CUEMS.
 - The Finance Officer shall take appropriate action to protect the fiscal privacy of members, alumni, and potential donors to CUEMS.
 - i. This includes destroying all of the donor's information including social security numbers, account numbers, credit card numbers, etc.

7. Membership Officer

- The Membership Officer is responsible for the membership application, selection process, and for the orientation of new members to the squad as outlined in the Standard Operating Procedures:
- The Membership Officer is responsible for maintaining squad unity through planned social events.
- The Membership Officer shall act as a liaison between the General Membership and the Executive Board.
- The Membership Officer is responsible for organizing the sale of non-uniform and uniform clothing to the membership.
- The Membership Officer will coordinate all communication with alumni of the organization along with the Director, Administrative Officer, and Finance Officer.

8. Community Education Officer

- The Community Education Officer is responsible for coordinating all Cornell EMS sponsored teachings in the Cornell Community.



- Budget permitting, the Community Education Officer will coordinate at least 5 CPR/AED/EMS classes each semester and will keep records of such classes for at least three (3) years.
- The Community Education Officer shall be the official liaison between CUEMS and outside community education organizations (including, but not limited to The American Red Cross).
- The Community Education Officer is responsible for management, maintenance and use of all community education training materials and equipment.
- The Community Education Officer is responsible for all community education related outreach, advertising, and publicity.
- The Community Education Officer oversees the instruction, instructors, and programs of all community education projects and classes.

9. Administrative Officer

- The Administrative Officer shall keep minutes from all General Membership and Executive Board Meetings to be presented at the next meeting of each group; to be readily available to the membership for at least two (2) years; and to be maintained in a permanent file for the squad.
- The Administrative Officer shall maintain records of attendance at any meeting of members of the organization, including membership, training, and Executive Board Meetings.
- The Administrative Officer shall maintain all records pertaining to membership and certifications as outlined in the Standard Operating Procedures.
- The Administrative Officer shall create an updated squad roster by the first Executive Board meeting of the semester and every general membership meeting thereafter.
- The Administrative Officer shall secure a meeting location for all membership, training, and Executive Board Meetings, which will be approved by the Director.
- The Administrative Officer is responsible for monitoring all membership requirements and reporting to the Executive Board.
- The Administrative Officer is responsible for the maintenance of all list serve and notification lists (information flow) for the organization.

10. Scheduling Officer

- The Scheduling Officer is responsible for ensuring that all shifts are filled as outlined in the Standard Operating Procedures; this includes special events at which the presence of Cornell EMS is requested.
- The Scheduling Officer shall maintain all records pertaining to shifts.
- The Scheduling Officer will maintain control over all scheduling for shifts, the online shiftboard, and any additional crews (including, but not limited to special events crews).
- The Scheduling Officer is responsible for managing the Special Events Committee.

In addition to the duties listed above, all members of the Executive Board are responsible for maintaining the public image of the organization. Any additional duties for each office shall be outlined in the Standard Operating Procedures.

3.5 Term of Office



The officers of the Executive Board will serve during the period of April 1, following election, to March 31 of the Following year.

3.6 Meetings of the Executive Board

The Executive Board will meet on a regular schedule as decided by the Director. Meetings will consist of open sessions, during which any member or visitor may be present; and closed session, during which only Officers of the Executive Board may be present, except by invitation of the Director.

Each Executive Board, at the beginning of their term, will decide upon a meeting structure for their year in service, which will be agreed upon by a majority of the Executive Board. The format must be in an organized fashion, easy to follow by any Cornell EMS member.

3.7 Voting

Every member of the Executive Board will have one vote, except the Director. The Director will only vote in the event of a tie, in which case he/she will decide the question. A quorum of six (6) officers must be present for a vote to take place.

3.8 Resignation of an Officer of the Executive Board

In the case of resignation of an Executive Board member, an election to fill the vacancy will take place at the next General Membership meeting. Nomination may take place up until the time of the voting procedures. The Director may appoint a voting member to serve as an interim officer until the General Membership selects the successor.

3.9 Overruling a Decision

The Executive Board may overturn a decision or action made by any individual member of the Executive Board by a 2/3 vote of the officers present.



Article IV. Disciplinary Action

4.1 Disciplinary Procedure

A procedure for disciplinary action will be outlined by the organization in the Standard Operating Procedures. This procedure is to be followed for any member whose actions or behavior are inconsistent with the benefit of the organization.

The Executive Board instruments the procedure of disciplinary action, and has the authority to terminate any membership in the organization.

Any voting or probationary member who runs zero shifts or attends zero meetings in any semester shall automatically be reviewed for expulsion.

4.2 Discipline of Officers of the Executive Board

If a member of the Executive Board fails to conform to the standards of his/her office, then the Director or the Director of Operations shall follow the same guidelines of the disciplinary procedure as he/she would for any other general member.

4.3 Impeachment of an Executive Board Member

Any member may bring a motion in writing to impeach any member of the Executive Board. Such written complaint shall be given to the Director or to the Director of Operations if it is against the Director. Upon receipt the Director, shall inform the officer and give them time to prepare a defense. The Director shall then call an emergency meeting of the Executive Board, not less than 5 days after the accused officer is notified, and announce the charge against the officer in question to the Executive Board. That officer shall have an opportunity to defend himself/herself at the meeting. Then upon a majority vote of the Executive Board, that officer shall be impeached and brought before the general membership for removal. The impeached officer will have an opportunity to defend himself in front of the general membership. Upon a 2/3 vote of the general membership present, the officer will be removed from office. Officers of the Executive Board who face discipline will not participate in the disciplinary process.

Article V. Standard Operating Procedures

5.1 Purpose

The organization shall maintain Standard Operating Procedures (SOPs) that detail day-to-day operations. These SOPs shall act as guidelines for squad operations, and shall be enforceable under the guidelines of disciplinary procedure. The Director of Operations shall update the SOPs pursuant to changes and additions made at the Executive Board and General Membership meetings.

5.2 Approval

Approval and amendment of the SOPs shall be by majority vote of the Executive Board or of the General Membership



5.3 Suspension or Imposition

The temporary suspension or imposition of any SOP may be instrumented by the Director or Director of Operations under unusual or emergent circumstances.

Article VI. Amendment

6.1 Presentation of Amendment

Any member in good standing may propose an amendment to the Bylaws. Any proposed amendment must be presented to general membership at least (21) days prior to voting on the amendment.

6.2 Voting

The acceptance of an amendment to the Bylaws requires a 2/3 affirmative vote of the voting membership present. If passed, the amendment shall take effect immediately.

6.3 Emergency Amendment

The Executive Board may temporarily suspend or change these bylaws as deemed necessary by a 2/3 vote of the Executive Board.

