

Budget Packet for 2014-2016 Funding Cycle

Cornell University Emergency Medical Service (CUEMS)



September 2015

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)

Executive Board

Cornell EMS's executive board consists of 10 officers. Each year, a new executive board is elected by the general membership. Our 2015-2016 officers of the executive board are:

Callie Pina	Director
Chad Lazar	Director of Operations
Thomas Gautier	Promotions Officer
Edward Jaffe	Training Officer
Zachary Petrucci	Equipment Officer
Katherine Forsythe	Finance Officer
Ekemini Isaiah	Membership Officer
Maggie Davis	Community Education Officer
Nicholas Malchione	Administrative Officer
Prawallika Gangidi	Scheduling Officer

Membership

Cornell EMS currently has 56 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 2014 and accepted 10 new members. In Spring 2015, we received 75 applications, and we accepted 8 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
- Backboard Protocol Update
- MCI Drill
- 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

For the past two years, CUEMS has striven to increase the community education arm of squad significantly. Our main community education effort lies in 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 47 CPR and/or First Aid classes, training over 500 students. We also trained five 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. Starting in 2014, we now provide Hands Only CPR education to the incoming freshman as part of the mandatory swim test. As this program continues into the future it will ensure that nearly 100% of the undergraduate student body will understand basic CPR and are able to be more active bystanders. Additionally, we have a long history of hosting 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. We also hosted an EMS Week that held various events throughout campus and included campaigns such as Got Soap and Mine Not Yours and was nationally recognized by NCEMSF in 2015 when we

won the National Collegiate EMS Week of the Year. We also created a Hands Only CPR video that was featured on the Cornell website and distributed through social media and we are currently collaborating with Gannett to create an alcohol awareness video that we also plan to distribute through campus. Finally we gave out over 2,500 cups and informational packets as a part of the Mine Not Yours campaign to spread awareness of communicable diseases and methods of prevention. We are continuously working on our community outreach arm in order to create a safer and more educated campus.

Coverage at Cornell Events

Over the past two years, we have received numerous requests from Cornell organizations for emergency response coverage during their events in addition to our normal 24/7 service of the campus. Cornell EMS was able to commit at least one full service crew to 87 events during the 2014-2015 academic year.

Event Title	Date
Orientation Week First Night Performance	8/22/2014
New Student Convocation	8/23/2014
Rugby Match	8/13/2014
Color Run 5k	8/30/2014
Arts Quad Concert	8/30/2014
Rugby Games	9/13/2014
Rugby Games	9/20/2014
Iron and Wine Concert	9/27/2014
5k Nate's Run	9/28/2014
Bill Gates	9/1/2014
EZRoots Music Festival	9/5/2014
Laser Light Show	10/17/2014
Lynah Rink Open Skate	10/17/2014
Trustee Diner	10/17/2014
Homecoming Concert	10/18/2014
A Cappella United	10/16/2014
So Percussion Quartet	10/24/2014
Plantations 5k	10/25/2014
Men's Hockey	10/31/2014
Rugby Games	11/1/2014
Cornell Employee Celebration	11/1/2014
Taekwondo	11/2/2014
Prague Philharmonic Choir	11/2/2014
Men's Hockey	11/1/2014
Hangover's Concert	11/7/2014
Ivy Man	11/8/2014
Fashion Show	11/9/2014
Men's Hockey	11/14/2014
ROTC	11/15/2014
Men's Hockey	11/15/2014
Tafelmusik	11/15/2014
Men's Hockey	11/21/2014
Men's Hockey	11/22/2014
Bill Nye Lecture	4/24/2015
Celebration Our Community	4/24/2015
Rugby	4/25/2015
Illuminating Images	4/25/2015
My Cornell	4/25/2015
Strengthening	4/26/2015
Six Degrees of Separation	4/26/2015
Future of Higher Education	4/26/2015
Charter Celebration	4/27/2015
Holi	5/2/2015
Hangovers Concert	5/6/2015
Slope Day	5/7/2015

Men's Hockey	12/5/2014
Men's Hockey	12/6/2014
Winter Graduation	12/20/2014
Employee Celebration	1/17/2015
Men's Hockey	1/23/2015
Men's Hockey	1/24/2015
Open Skate	1/30/2015
Men's Hockey	1/31/2015
Lynah Rink Open Skate	1/31/2015
Men's Hockey	2/6/2015
Men's Hockey	2/7/2015
Relay for Life	2/23/2015
European Symphony Orchestra	2/19/2015
Men's Hockey	2/20/2015
Men's Hockey	2/21/2015
Horse Show	2/22/2015
Greatness: An Evening With Common	3/2/2015
Men's Hockey	3/6/2015
Pho Bhangra XIV	3/14/2015
Hiltop Jamboree	3/15/2015
Doctor Dog	3/15/2015
Ravi Cotrane Quartet	3/20/2015
Dragon Day	3/27/2015
Service Recognition Dinner	4/6/2015
Relay For Life	4/10/2015
Cayuga's Waiters Concert	4/10/2015
Vet School Open House	4/11/2015
Cornell Fashion Collective	4/11/2015
Fithy/Gorgeous	4/11/2015
Skunk Cabbage Run	4/12/2015
Field Day	4/18/2015
Yamatai PULSE	4/18/2015
Modest Mouse	4/19/2015

Law School Convocation	5/10/2105
Graduation	5/24/2015

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, sixteen members of CUEMS attended 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. This year we brought both our old and new eboard in order to have both experienced and new viewpoints that would help to make the most out of the information gained in conference. 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. In the 2014-2015 academic year we received the National Collegiate EMS Week of the Year award.

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.

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 **\$3.50** per student from the Undergraduate Student Activity Fee and **\$1.70** per student from the Graduate and Professional Student Activity Fee. We are requesting a decrease in our funding due to the fact that the number of students attending Cornell has grown significantly over the past years and while our budget needs have stayed the same we now need less money per student.

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 and community education in general, intensive mass casualty incident training, and a bike squad.

Year	Number of Calls
2008	570
2009	680
2010	650
2011	718
2012	892
2013	745
2014	728

On an operations level, CUEMS has seen a steady increase in call volume over the last seven years, although the calls have stabilized in recent 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 have created a Director account to better allocate our funds. We are requesting an increase in our Community Education Budget due to our increased focus on community education. We are also requesting an increase in our training budget to account for the

increased cost of sending our executive board members to an annual EMS conference, however we plan to pay for conference with money received from events coverage. These increases will be compensated for with decreases in other areas of our budget in which we spent less than was allocated. In addition we have restructured the method in which our events money factors into our budget.

Attached is our budget proposal for 2016-2018. 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. We have not changed the amount of money that is budgeted total, but have decreased our total requested due to the influx of new students.

Income Statements and Financial Projections: 2010-2016

REVENUE	'11- '12	'12 - '13	'13 - '14	'14 - '15	'15 - '16 Budgeted Projection	'16 - '17 Requested Budgeted Projection
SAF/GPSAF OUTLAY (Budgeted)	\$59,912.53	\$60,902.30	\$60,902.30	\$60,902.30	\$60,902.30	\$60,900.00
SAF/GPSAF OUTLAY (Actual)	\$62,988.00	\$64,354.00	\$65,338.68	\$65,747.00	\$60,902.30	\$60,900.00
EVENT COVERAGE DONATIONS	\$2,325.00	\$11,440.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
GIFT DONATIONS	\$460.00	\$980.00	\$1,652.50	\$654.00	\$500.00	\$500.00
TOTAL REVENUE (Budgeted)	\$62,697.53	\$73,322.30	\$72,554.80	\$70,902.30	\$71,402.30	\$71,400.00
TOTAL REVENUE (Actual)	\$65,773.00	\$76,774.00	\$76,991.18	\$87,148.51	\$71,402.30	\$71,400.00
EXPENSES						
OPERATIONS	\$13,337.14	\$15,442.10	\$13,120.59	\$16,461.79	\$17,163.98	\$17,163.98
EQUIPMENT	\$3,261.55	\$8,969.96	\$14,533.10	\$17,481.51	\$9,288.32	\$9,288.32
GASOLINE	\$4,660.25	\$5,496.37	\$6,306.51	\$5,106.55	\$7,700.00	\$5,200.00
VEHICLE MAINTENANCE	\$2,355.45	\$4,043.86	\$3,702.37	\$5,813.92	\$4,750.00	\$4,750.00
TRAINING	\$1,689.76	\$1,880.00	\$2,436.48	\$6,424.95	\$2,000.00	\$7,000.00
MEMBERSHIP	\$2,513.99	\$7,239.79	\$7,7978.04	\$10,462.40	\$5,850.00	\$5,850.00
COMMUNITY EDUCATION	\$3,653.85	\$756.55	\$4,643.78	\$4,417.85	\$1,000.00	\$5,000.00
ADMIN	\$439.72	\$522.77	\$522.25	\$679.86	\$650.00	\$650.00
DIRECTOR	-	-	-	-	\$12,500.00	\$1,500.00
PRIMARY VEHICLE SAVINGS	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$8,000.00	\$12,500.00
EVENTS EXPENDITURES	\$821.00	\$10,440.00	\$1,936.38	-	\$17,163.98	-
TOTAL EXPENSES	\$45,232.71	\$67,291.40	\$66,779.50	\$87,148.51	\$68,902.30	\$68,902.30
TOTAL SURPLUS (Using Budgeted Outlay)	\$17,464.82	\$6,030.90	\$10,211.68	\$(26,245.70)	\$2,500.00	\$2,500.00
TOTAL SURPLUS (Using Actual Outlay)	\$20,540.29	\$9,482.60	\$2,500.00	\$(11,401.51)	\$2,500.00	\$2,500.00

Detailed Breakdown of Expenditures for 2014-2015 Fiscal Year

	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
	Misc	\$200.00	\$1,702.69
EQUIPMENT			
	Equipment/Medications Purchased Using SA/GPSA Funds	\$7,400.00	\$8,193.19
GASOLINE			
	Gasoline Expenditures	\$7,700.00 (\$3.50/gallon)	\$5,106.55
VEHICLE MAINTENANCE			
	Vehicle Maintenance Expenditures	\$4,250.00	\$5,813.92
TRAINING			
	Supplies and Materials for Meetings and Class	\$2,000.00	\$1,424.95
	NCEMSF Conference	\$5,000.00	\$5,000.00
MEMBERSHIP SERVICES			
	Annual Banquet	\$2,500.00	\$2,535.06

	Uniforms	\$3,600.00	\$3,402.47
	Membership Recruitment/Events	\$1,550.00	\$4,524.87
COMMUNITY EDUCATION			
	CPR/AED Training/Squad Recertification/Outreach Programs	\$2,300.00	\$4,417.85
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
DIRECTOR			
	General Body Meeting Supplies	\$0.00	\$1,815.74
TOTAL EXPENDITURES		\$60,902.30	\$87,148.51

Capital Reserve Account Expenditures

- In 2015, our squad purchased a vehicle to replace our 2009 Chevy Tahoe, however this purchase will go to the 2015-2016 Fiscal Year
- Cost of vehicle: \$50,000-\$60,000
- Price reflects NYS Contract discount we receive for vehicular purchases
- This purchase was 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 \$3.50 from the SAF and \$1.70 from the GPSAF, we are assuming that the 13,000 and 6,000 numbers are outdated and the true numbers we should budget on are based on 14,000 undergraduates and 7,000 graduate students. 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 (\$60,900.00) and the per-student allocation required for that set of needs, if the student population numbers upon which we are relying are unrealistic.

An important part of the budget to consider is that we receive \$10,000.00 as payment for coverage of events. We have decided to include this as part of our total budget rather than make a separate category. However in the interest of transparency, for the 2014-2015 fiscal year, \$5,000 went into paying for the NCEMSF conference as EH&S recognizes the importance of having well-developed and educated leaders in eboard. \$1,500 went into the director account to cover the costs of the new line in our budget. The rest of the money was directed

towards our community education efforts as they also realize the importance of having an educated community along with covering any unexpected costs that arrive in the course of the financial cycle. We ask that you understand the new method we are allocated this money and in the future our events money will be budgeted in the same manner.

We ran a surplus on gasoline this fiscal year, and have been for a few years. We had concerns as we had 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. However despite the increase in hours we have used less than the budgeted amount. Therefore, we are requesting that this area of the budget be decreased by \$2,500.00

We have made an increased effort to expand our community education efforts and thus we request an increase of our community education budget to \$5,000.00. This money goes towards CPR education, community outreach programs and certifications. We also plan on using events money to cover some of these expenses.

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. However these expenditures represent a normal fluctuation and thus we request no increase in our vehicle maintenance budget. The same is true of our equipment budget. The amount spent on equipment each year fluctuates based on when equipment breaks, goes outdated or needs to be replaced which is often impossible to predict. In the 2014-2015 budget cycle there was an unusually high number of equipment that needed to be replaced and thus the number was high. However in future years the number should be around the number budgeted and thus we are not requesting an increase.

We have requested a small increase in our training budget to compensate for increased conference registration fees and costs of lodging during the conference. However this increase should be covered by event money and thus only \$2,000.00 of this will be funded by the SA and GPSA. The other \$5,000 will be funded by the event money. Thus there will be no increase in the allocated money from the SA to the training budget.

If our organization was to receive 10% less funding than our current allocation the first cuts that would begin to be made would be at the lines that do not keep essential medical responses going. Operating, gas, vehicle maintenance, and admin are completely essential to medical response operations. In addition equipment and training are also crucial to medical response. We would begin by cutting our community education budget and possibly membership as to keep our responses active. We would have to cut the budget of community education drastically and start suspending some membership activities. We would take \$4,000 from community education and \$2,000 from membership. At 20% our community education budget

would be completely removed as it is not vital to a functional medical response and we would have to suspend many membership activities including our banquet at the end of the year. We would be unable to get new uniforms and would rely only on the very essential membership activities. At this point \$5,000 would have been taken from community education, \$4,000 from membership and we would need to take an additional \$3,000 across the lines at any place that could be cut without reducing our standards of care. At 35% membership would also be significantly crippled and we would have to begin cutting into our essential budget by reducing the amount spent on replacing equipment and possibly discontinuing our second truck which would drastically reduce the amount of coverage CUEMS could provide to the Cornell Campus. Our standard of care would begin to be severely impacted at this level.

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 retain active status and may attend meetings and run limited shifts at the discretion of the Director, Director of Operations, and Scheduling Officer. Members on leave may not vote on squad business.

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.
- If no candidate is elected to a particular executive board office for any reason, the incumbent officer will remain in office until the next general meeting at which time another election will occur.

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.
- The Training Officer must be an EMT at the time elections begin.

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 Schedule 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.

