



RIT Ambulance Constitution

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Article I - Name and Purpose

A. This organization shall be known as RIT Ambulance (RITA).

B. RIT Ambulance receives its right to function as an entity of the Rochester Institute of Technology (RIT) as a New York State (NYS) certified ambulance from the NYS Department of Health (DOH). RIT Ambulance receives administrative and operational oversight from the Student Health Center (SHC) and the Director of Student Health or his or her designee.

C. RIT Ambulance is defined and regulated by two documents. The Constitution (this document) defines agency administration and direction while the Standard Operating Procedures (SOPs) regulate the daily operation of the organization.

D. RIT Ambulance is a democratic organization with power lying in the General Membership. However, the Director of Student Health reserves the right to overrule the membership or this document at any time.

Article II - Membership

Section 1- Equal Opportunity Statement

A. RIT Ambulance does not discriminate on the basis of race, color, national origin, sex, age, marital status, disability, sexual orientation, or any status as a veteran.

B. RIT Ambulance will make placement decisions based solely upon an individual's qualifications for the position.

Section 2- Applying for Membership

A. In order to be eligible for membership at RIT Ambulance, the applicant must be an active RIT student (as defined by the Institute), faculty member, or staff member. Exceptions may be granted for past Voting Members of the agency who have made significant contributions to the organization.

B. Applicants must submit an official RIT Ambulance application.

C. The Recruitment and Retention Director shall screen the applications, determine if they meet the eligibility requirements, and arrange an interview if appropriate. This includes submitting the applicant's name and University Identification Number (UID) to the SHC for verification of eligibility of membership.

D. Applications will be reviewed at the beginning of Fall and Spring semesters. Need based exceptions may be approved by the Executive Board in conjunction with the SHC.

E. Interviews shall be conducted by at least two Voting Members.

F. After the applicant has been interviewed, the application shall be presented to the Executive Board. The Executive Board shall consider the applicant for Probationary Membership.

G. Applicants will be notified of the Executive Board's decision via electronic mail by a representative of the Executive Board. This notification shall be made within two business days of the Executive Board's decision.

Section 3 - Categories of Membership

A. Department Probationary Members

- i. Any individual who has been voted into Probationary Membership and is unable to be Operationally Active for any reason is immediately offered Department Probationary Membership.
- ii. Have six (6) months to complete 100 hours of service to the agency prior to being eligible for Department Full Membership, not including Summer Sessions and Winter Intersession.
- iii. If a Department Probationary Member has not completed their service requirement within the six (6) month period, not including Summer Sessions and Winter Intersession, the Executive Board shall vote to either extend the member's Probationary period for a specific time, or remove him or her from membership.
- iv. Have the right to attend all open meetings and training sessions.
- v. Have the right to sit on any RIT Ambulance committee, but not chair them.
- vi. Department Probationary Members upon completion of their service requirement shall be presented to the General Membership by a representative of the Executive Board for Full Membership consideration.

B. Department Full Members

- i. Have the right to attend all open meetings and training sessions.
- ii. Have the right to chair and/or sit on RIT Ambulance committees.
- iii. Have the right to hold special appointed positions as approved by the Executive Board.
- iv. Have the right to run for a leadership position.
- v. If a Department Full Member wants to become operationally active at any time, the Executive Board in conjunction with the Operations Staff will evaluate the request on a case-by-case basis.

C. Operational Probationary Members

- i. Operational Probationary Members have six (6) months to complete the training necessary for Full Membership as defined by the SOPs, not including Summer Sessions and Winter Intersession.
- ii. If an Operational Probationary Member has not completed their training within the six (6) month period, not including Summer Sessions and Winter Intersession, the Executive Board shall vote to either extend the member's Probationary period for a specific time, or remove him or her from membership.
- iii. Have the right to attend all open meetings and training sessions.
- iv. Have the right to sit on any RIT Ambulance committee, but not chair them.
- v. Operational Probationary Members, upon completion of the requirements as defined by the SOPs, shall be presented to the General Membership by a representative of the Operations Staff for Full Membership consideration.

D. Operational Full Members

- i. Have the right to attend all open meetings and training sessions
- ii. Have the right to hold special appointed positions as approved by the Executive Board.
- iii. Have the right to run for a leadership position.
- iv. Have the right to qualify for cleared positions as defined in the SOPs.
- v. Have the right to chair and/or sit on RIT Ambulance committees.

E. Alumni Membership

- i. Alumni Members are former members of RIT Ambulance who have been granted the privilege of continuing membership.
- ii. To be eligible for Alumni Membership, the applicant must:
 - a. Be a graduate of RIT in good standing with the Institute and with RIT Ambulance.
 - b. Be a previous Voting Member of RIT Ambulance.
 - c. Be a current asset to RIT Ambulance.
 - d. Submit a formal letter of request to the Executive Board stating their intent and interest in becoming an Alumni Member. The Executive Board and SHC must approve the request.
- iii. Alumni membership status is granted by at least a two-thirds vote of the Voting Membership.
- iv. Alumni Members shall have the same rights and responsibilities as Full Members with respect to their operational status with the exception of holding elected and/or appointed offices. The Executive Board in conjunction with the SHC may make exceptions to this rule based on need.
- v. Alumni Membership may be granted for periods up to one year. Alumni Membership may be extended for an additional period up to one year by at least a two-thirds vote of the Voting Membership. There is no limit to the number of extensions an Alumni Member may receive.

F. Life Membership

- i. Life Membership is intended to honor either previous or current Voting Members who have made both an outstanding commitment and contribution to this organization.
- ii. To be eligible for Life Membership, the applicant must be:
 - a. A graduate of RIT or previous faculty or staff in good standing with the Institute and with RIT Ambulance.

b. A current or previous Voting Member of RIT Ambulance.

iii. Life Membership is granted by at least a two-thirds vote of the Voting Membership.

iv. Any person who has been granted Life Membership shall be notified by a representative of the Executive Board via United States Postal Service mail.

v. Life Members shall have all of the rights and privileges of Full Members with the exception of holding elected and/or appointed offices. The Executive Board in conjunction with the SHC may make exceptions to this rule based on need.

vi. Life Members may be inactive without change in membership status.

vii. Life Members may be active with the approval of the Executive Board in conjunction with the SHC. To be Operationally Active, Life Members are held to same requirements as all Full Members.

G. Honorary Membership

i. Honorary Membership is intended to honor those who have made an outstanding contribution to RIT Ambulance.

ii. Honorary Membership is granted by at least a two-thirds vote of the Voting Membership.

iii. Any person who has been granted Honorary Membership shall be notified by a representative of the Executive Board via United States Postal Service mail.

iv. Honorary Members are non-active, non-voting members of RIT Ambulance.

H. Active Membership

i. Probationary and Voting Members must achieve and maintain the following requirements in order to be considered administratively active:

- a. Maintain current certifications and health records as required by the SOPs.
- b. Maintain a semester Grade Point Average (GPA) of 2.3 on a 4.0 scale. Members failing to meet this requirement must meet with the SHC. Exceptions may be made on an individual basis by the SHC.
- c. Maintain status in good standing with all Institute policies and procedures as outlined in the current edition of the Student Rights and Responsibilities handbook.

I. Inactive Membership

- i. Any Probationary or Voting Member shall become administratively inactive for any of the following reasons:
 - a. Absence from any General Membership meeting without an excuse submitted to the Secretary at least twenty four (24) hours prior to the meeting. An excuse shall only be accepted from each member once per semester. The Secretary may grant exceptions for those members answering official calls for service.
 - b. Failure to complete minimum hour requirements as defined by the SOPs.
- ii. Inactive Members shall be notified by a representative of the Executive Board or SHC via electronic mail. This shall take place within two business days of the status change.
- iii. Inactive Members have no rights or privileges of RIT Ambulance membership.
- iv. After having been inactive for less than two months, excluding Summer Sessions and Winter Intersession, a member requesting to be reactivated shall appear before the Executive Board to state the reason for inactivity and the desire to be reactivated. After analysis, the Executive Board shall decide on one of the following:
 - a. A return to their previous status before the notice of inactivity.

b. To refer the decision to a vote by the Voting Membership.

v. Upon reactivation, the rights and privileges of membership are reinstated and the member will be responsible for meeting all membership requirements.

vi. After having been administratively inactive for greater than two months, not including Summer Sessions or Winter Intersession, Probationary Members are automatically removed from membership. Voting Members shall be referred to the Voting Membership for removal from membership by two-thirds vote.

J. Voting Membership

i. A Voting Member is any Full, Alumni, or Operationally Active Life Member that is also administratively active.

Section 4 - Resignations

A. Any member may withdraw, without prejudice, from this organization by giving written notice of such intentions to the Secretary.

B. Notification of a member's resignation shall be presented to the membership at the earliest opportunity, preferably by the Secretary. At a minimum, this must consist of an announcement at a General Membership Meeting.

C. When a resignation announcement is made during a meeting, that meeting's minutes shall be considered the official agency record of the member's resignation.

Section 5 - Leaves of Absence (LOA)

A. A formal request must be submitted to the Executive Board which explains the reasons for requesting an LOA and the duration preferred. A member who has taken an official LOA from the Institute is automatically made administratively inactive.

B. Any member may be granted an LOA from RIT Ambulance by majority vote of the Executive Board. The Executive Board shall consider each request on a case-by-case basis.

C. Members on an LOA from RIT Ambulance may not be administratively active nor hold elected or appointed positions. If a member takes an LOA from the Institute or RIT Ambulance while holding an elected or appointed position, the position shall be relinquished.

D. All responsibilities and requirements of membership are waived during an LOA from RIT Ambulance.

E. If an LOA is granted, the member shall return any issued equipment to the Equipment Director.

F. An LOA shall not be granted for longer than one academic semester (Summer Sessions and Winter Intersession excluded). Members who require a longer LOA must submit a new request to the Executive Board within one month of the expiration of the original LOA. Students fulfilling co-op requirements may be granted an LOA longer than one (1) academic semester at the discretion of the Executive Board.

G. Members who have been on LOA from RIT Ambulance for greater than one (1) academic semester, excluding Summer Sessions and Winter Intersession, or who have taken an LOA from RIT Ambulance for academic reasons, are required to submit a formal letter of request for reinstatement to the Executive Board. An interview shall be scheduled with the SHC prior to reinstatement at RIT Ambulance.

Section 6 - Dismissal from RIT Ambulance

A. Notices of dismissal, regardless of cause, must be made via electronic mail, within five (5) business days of the Secretary's notification of the dismissal.

B. Any member may be removed from RIT Ambulance membership by at least a two-thirds vote of the Voting Membership.

C. Members who are dismissed from the organization shall surrender all RIT Ambulance equipment to the Equipment Director within one week of the dismissal notification. Failure to comply shall result in the individual being referred to the SHC, who shall take appropriate action.

Article III - Executive Board

Section 1- Definitions

- A. The management of this organization shall be vested in the Executive Board.
- B. The Executive Board shall be elected by the Voting Membership.
- C. The Executive Board shall consist of: President, Chief of Operations, Secretary, Recruitment & Retention Director, Public Relations Director, and Quartermaster.
- D. Executive Board Members may delegate authority as appropriate subject to the approval of the President.
- E. No member may hold more than one Executive Board position at a time.

Section 2- Eligibility

- A. To run for any Executive Board position, one must be a Voting Member.
- B. To run for President, one must be a cleared Medic or Driver. A need based exception may be made by the Executive Board in conjunction with the SHC.
- C. To run for Chief of Operations, one must be a cleared Medic, Driver, and Dispatcher. The position of Chief of Operations must be filled by a member who meets all requirements and certifications to be a Command Officer as defined by the SOPs.
- D. Members of the Executive Board must be current undergraduate RIT students and may not hold elected or operational positions in other EMS organizations in Monroe County. The Executive Board in conjunction with the SHC may make exceptions to these rules based on need.

Section 3 - Powers and Duties of the President

- A. In charge of administering RIT Ambulance.
- B. Presiding Officer of all RIT Ambulance proceedings except where otherwise stated.

C. May delegate responsibility for special positions and committees subject to majority approval by the Executive Board. The exceptions are stated in Article X.

D. In charge of managing administrative relationships with all Institute and outside officials. This responsibility includes the creation of an annual report.

E. Official liaison between the SHC financial representative and RIT Ambulance. All communication regarding procurement and purchasing with the SHC shall be approved and initiated by the President or his or her designee. This includes overseeing the meal card usage policy.

F. Responsible for overseeing donation initiatives, including sending letters of gratitude to donors.

G. In charge of overseeing all RIT Ambulance administrative committees.

H. Responsible for chairing the Constitution Committee, unless delegated appropriately.

Section 4 - Powers and Duties of the Chief of Operations.

A. In charge of all matters related to EMS operations including conformance to NYS DOH and related regulations and requirements.

B. Responsible for reviewing and revising the SOPs in conjunction with the SHC and RIT Ambulance Medical Director.

C. Shall report to the Executive Board all operationally active members failing to maintain minimum hours each month as defined in the SOPs.

D. Has the responsibility to appoint a Deputy Chief of Operations, Training Director, and Equipment Director, subject to majority ratification vote by the Voting Membership.

i. The Chief of Operations may remove the Deputy Chief, Training Director, or Equipment Director from office with just cause by majority vote of the Executive Board. This decision may be appealed to the SHC.

E. Has the right to appoint Captains subject to majority ratification by the Voting Membership.

i. The Chief of Operations may remove any Captain from office at any time with just cause. This decision may be appealed to the SHC.

F. Officer in charge of managing operational relationships with all Institute and outside officials.

Section 5 - Powers and Duties of the Secretary

A. Record the minutes and take attendance at all meetings. Minutes must be made available to all members within one week of the meeting. Closed minutes shall only be distributed as appropriate.

B. Will hold the position of Parliamentarian at all meetings of the General Membership.

C. Notify members and non-members of any official action taken by the organization.

D. Officer in charge of maintaining all administrative records. This includes appropriate retention and storage of all meeting minutes. Official hard copies shall be kept for the durations specified below:

i. Any United States Postal Service mailings, seven (7) years

ii. Vote Ballots, one (1) year

iii. Electronic applications and interview sheets, indefinitely

iv. Notices of disciplinary action, seven (7) years

Section 6- Powers and Duties of the Recruitment & Retention Director

A. Responsible for the recruitment and retention of all members.

B. Responsible for overseeing the RIT Ambulance application and new member process including the annual club fair and information sessions.

C. Officer in charge of organizing and promoting activities whose purpose is to enhance interest in RIT Ambulance, promote teamwork, and morale among RIT Ambulance members.

D. Responsible for chairing the Banquet Committee, unless delegated appropriately.

Section 7 - Powers and Duties of the Public Relations Director

A. Coordinate photography and/or video of RIT Ambulance events.

B. Officer in charge of promoting, publicizing, and ensuring a positive image of RIT Ambulance. The Public Relations Director shall give all approval to official RIT Ambulance correspondences through social media. Disciplinary action may be initiated by the Public Relations Director for any violations of the Social Media Policy (Section XIII).

C. Officer in charge of RIT admissions events, as deemed appropriate.

D. Officer in charge of promoting RIT Ambulance in regards to public recognition including opportunities provided by National Collegiate Emergency Medical Services Foundation (NCEMSF) and local media.

E. Officer in charge of displaying and updating RIT Ambulance material as displayed in the SHC and around campus.

Section 8 - Powers and Duties of the Quartermaster

A. Responsible for securing amenities for RIT Ambulance.

B. Coordinate the cleaning of all base linens and duty shirts with either the Student Life Center (SLC) or appropriate outside vendor.

C. Officer in charge of maintaining and improving the living quarters at the ambulance base.

Article IV - Operations Staff

Section 1 - Definitions

- A. The Operations Staff shall consist of the Operational Officers, the Training Director, and the Equipment Director. The Operational Officers shall consist of the Chief of Operations, Deputy Chief of Operations, and any appointed Captains.
- B. The Operations Staff is responsible for facilitating operational aspects of the organization as outlined in the Standard Operating Procedures.
- C. All Operations Staff terms end when a new Executive Board is installed.
- D. No member may hold more than one Operations Staff position at a time.

Section 2 - Eligibility

- A. In order to hold a position on the Operations Staff, one must be an Operationally Active Voting Member.
- B. All Operational Officer appointees must meet the clearance requirements for their respective positions as defined in the SOPs.

Section 3 - Powers and Duties of the Chief of Operations

- A. The Chief of Operations shall separately appoint a Deputy Chief of Operations, a Training Director, and an Equipment Director within fourteen (14) days of taking office. If for any period of greater than fourteen (14) days a position is left vacant by the Chief of Operations, the Executive Board shall appoint an eligible member to the position at the following Executive Board meeting. These appointments must be ratified by majority vote by the Voting Membership at the next General Membership meeting or the positions become vacant.
- B. The Chief of Operations may appoint Captains at his or her discretion. These appointments must be ratified by majority vote by the Voting Membership at the next General Membership meeting or the positions become vacant.
- C. The Chief of Operations is the sole Operations Staff member on the Executive Board.

Section 4 - Powers and Duties of the Operational Officers.

- A. Responsible for all duties as defined in the Standard Operating Procedures and as delegated by the Chief of Operations.
- B. Assume the duties and responsibilities of the Chief of Operations in the event of his or her temporary absence. The Chain of Command is dictated by the SOPs.

Section 5 - Powers and Duties of the Training Director

- A. Responsible for the training of all members.
- B. Reports to the Chief of Operations the names of all members failing to maintain minimum levels of training, immunizations, and certifications.
- C. Officer in charge of maintaining and updating health and training records for all RIT Ambulance members, including any records required or mandated by RIT Risk Management, the SHC, Monroe-Livingston Regional Emergency Medical Services (MLREMS) council, and NYS DOH.

Section 6 - Powers and Duties of the Equipment Director

- A. Responsible for purchasing and maintaining all operational-related supplies and equipment.
- B. Responsible for maintenance and record keeping for all RIT Ambulance vehicles and equipment.

Article V - Executive Board Meetings

Section 1 - Frequency of Meetings

A. The Executive Board must hold meetings at least every two weeks while the Institute is in session, excluding Summer Sessions and Winter Intersession, that are announced in advance to the General Membership.

Section 2 - Meeting Procedures

A. Any member of RIT Ambulance may attend Executive Board meetings.

B. Any non-Executive Board member wishing to have an issue placed on the agenda should contact the Presiding Officer prior to the meeting being convened.

C. Portions of the meeting may be closed to the membership by a majority vote of the Executive Board or by the Presiding Officer for reasons of confidentiality.

i. Confidential matters are not to be discussed indiscriminately by the Executive Board or the membership. Violation of this standard of conduct may lead to immediate termination from the organization.

Article VI - Operations Staff Meetings

Section 1 - Frequency of Meetings

A. The Operations Staff must hold meetings at least once per calendar month while the Institute is in session, excluding Summer Sessions and Winter Intersession, that are announced in advance to the General Membership.

Section 2 - Meeting Procedures

A. The Chief of Operations shall serve as the Presiding Officer during Operations Staff meetings.

B. Any member of RIT Ambulance may attend Operations Staff meetings.

C. Any non-Operations Staff member wishing to have an issue placed on the agenda should contact the Presiding Officer prior to the meeting being convened.

D. The Presiding Officer may close portions of the meeting to a person or group of persons for reasons of confidentiality. Executive Board members have the right to attend closed sessions; however, the following exceptions apply:

i. The closed issue pertains to an Executive Board member.

ii. Reasonable grounds as determined by the Chief of Operations in consultation with the President.

a. Confidential matters are not to be discussed indiscriminately by the Operations Staff or the membership. Violation of this standard of conduct may lead to immediate termination from the organization.

Article VII - Meetings of the Membership

Section 1 - General Membership Meetings

A. Only administratively active members of RIT Ambulance have the right to attend a General Membership Meeting unless otherwise approved by the Presiding Officer.

B. Meeting Times

i. The first meeting of the academic semester shall take place on or before the second Sunday of each semester. The Secretary shall give notice of that meeting's location no later than two days following the first day of classes for that semester.

ii. Meetings must be held at least once per calendar month while the Institute is in session, excluding the Summer Sessions and Winter Intersession.

iii. The dates, times, and locations of subsequent meetings during the semester shall be announced no later than two weeks prior to the scheduled meeting.

iv. When meetings fall on a religious holiday, the Executive Board may reschedule the meeting for another week.

C. Meeting Procedure

i. The Presiding Officer shall call the meeting to order no later than fifteen (15) minutes past the scheduled time.

ii. The Presiding Officer may announce a time limit on the meeting. This announcement must be made immediately after the call to order. When the time allotted for the meeting has run out, voting in progress shall be completed. The meeting is to be adjourned at the completion of that vote. If an issue is being discussed, it shall be tabled automatically until the next meeting.

iii. Attendance

a. Those persons who arrive after the call to order unexcused shall be marked as tardy; two tardies shall constitute one absence.

b. Quorum is defined as three-fourths of the Voting Members present or properly excused by the Secretary. In the event that there is not a quorum, the Presiding Officer shall adjourn the meeting, for one week, immediately following a brief announcement period; no voting may take place but minutes shall still be kept.

iv. Approval of Minutes

a. The previous meeting's minutes shall be voted upon for approval by the Voting Membership by show of hands, unless a motion to do otherwise is made.

b. Should a majority vote approving the minutes not be obtained, the Secretary shall have one week to revise the minutes and re-submit them to the General Membership. The Presiding Officer must state how the re-vote shall be conducted.

v. Executive Board Announcements

a. The Presiding Officer shall announce any adjustments to the meeting schedule.

b. This time is for announcements by Executive Board members. Questions regarding these announcements shall be entertained at this time.

c. While Executive Board members are making announcements or entertaining questions, they shall assume the floor.

vi. Additional Announcements

a. This portion of the meeting shall be for any additional announcements from anyone present at the meeting. Voting shall not take place at this time.

vii. Old Business

a. Items from previous meetings that still require attention from the membership shall be discussed.

viii. New Business

a. New items requiring the attention of the membership shall be discussed.

ix. Good of the Corps

a. A discussion of any kind that shall not be recorded in the official meeting minutes.

x. The Presiding Officer shall adjourn the meeting when appropriate.

D. Motions

i. Motions may only be made by a Voting Member.

ii. A motion must be seconded by another Voting Member in order to entertain discussion and a vote. If the motion is not seconded, the motion is dropped.

E. Discussion

i. The “privilege of speaking” is defined as the right to participate in discussions and ask questions. All Voting Members have this right. The Presiding Officer may grant this privilege to anyone at any time during a meeting.

ii. Any person with the privilege of speaking may open discussion on any issue. Discussion may not be opened on an issue if there is another issue currently under discussion.

iii. The Presiding Officer may place a time limit on discussion. This announcement must be made immediately upon the opening of discussion and must state whether the issue is to be tabled or voted on when the allotted time expires. When the allotted time for discussion on an issue expires, the Presiding Officer shall call for a vote or automatically table the issue until the next meeting.

iv. A discussion may be closed to a person or group of persons by a majority vote of the Voting Membership.

v. Discussion may stop on an issue in one of the following ways:

- a. A motion to stop discussion may be made. If this motion is seconded and carried by majority vote of the Voting Membership, the discussion shall conclude and voting on the original motion shall commence.
- b. If no motion is made, or if a motion is not seconded, the Presiding Officer may stop the discussion and declare the subject dead or table the discussion until the next meeting.
- c. A motion to table the discussion shall stop the matter for a period of time as specified by the person making the motion.
- d. Upon expiration of a predetermined time limit, the discussion shall be stopped by one of the above options.

F. Voting

- i. Unless there is a unanimous show of hands vote calling for an open ballot, the following shall be voted on by closed ballot:
 - a. Election of Executive Board officers.
 - b. Ratification of appointments made by the President or Chief of Operations.
 - c. Approval of candidates for change in membership status.
- ii. For all other circumstances, the Presiding Officer shall state how the vote is to be conducted. Should the General Membership object to the chosen procedure, a motion to overturn the decision of the Presiding Officer may be considered. The motion to overturn the decision must be approved by at least two-thirds of the Voting Membership.
- iii. When considering the motion to overturn the decision of the Presiding Officer, the Secretary shall assume the role of the Presiding Officer and the former Presiding Officer may vote.

iv. The only other time the Presiding Officer shall vote is in the case of a tie.

v. Absentee ballots shall never be accepted unless extreme circumstances arise and the exception has been approved by the SHC.

vi. Once an issue has been decided, it cannot be discussed again at that meeting.

vii. A member may only vote on an issue where he or she has been present for all periods of discussion on that issue, or if the issue directly involves him or her.

viii. Voting results and exact totals shall be announced immediately after the vote is taken and verified.

G. Recess

i. The Presiding Officer may, at any time during the meeting, declare the meeting to be in recess, with cause, for a specific period of time not to exceed three (3) hours. Additionally, a motion to recess may be made, but this motion is subject to a two-thirds vote of the Voting Membership. Attendance and the presence of a quorum is not necessary to reconvene a meeting that has been recessed excluding the Annual Meeting. In this case, quorum must be maintained.

H. Right of Interruption

i. The Presiding Officer shall have the right to interrupt anyone at anytime during the meeting for the purpose of restoring order, requesting clarification, announcing the expiration of a time limit, issuing a verbal warning, expelling a member who is out of order for a third time or consultation with the Secretary . The Presiding Officer may also interrupt discussions at any time when it appears that what is being said does not pertain to the issue under discussion.

ii. The Secretary shall have the right to interrupt anyone at any time during the meeting to clarify a point of order or to consult the Presiding Officer.

iii. Interpreters shall have the right to interrupt anyone at anytime during the meeting to request clarification.

I. Rules of Order

i. If a situation arises which is not contained herein, it shall be handled as dictated by the last revision of Robert's Rules of Order. If the situation is not covered by Robert's Rules of Order, the Secretary in consultation with the Presiding Officer and the SHC shall decide how it is to be handled.

ii. In the event that clarification or interpretation is necessary, the Secretary shall perform these functions and shall be the final judge as provided for in the procedures.

Section 2 - Annual Meeting

A. The April General Membership meeting shall immediately precede the Annual Meeting.

B. The Annual Meeting shall be held for the purpose of electing new Executive Board Members.

C. All members shall be notified of the Annual Meeting prior to or during the March General Membership Meeting.

Article VIII - Annual Meeting Elections

Section 1 - Letters of Intent & Plans of Work

- A. Candidates for President and Chief of Operations must submit a Letter of Intent and Plan of Work to the Secretary at least two (2) weeks prior to the election to allow for the candidates to schedule a meeting with the Director of Student Health before the election.
- B. Candidates for Secretary, Recruitment & Retention Director, Public Relations Director, and Quartermaster must submit a Letter of Intent and Plan of work to the current Secretary at least one week prior to the election.
- C. All submissions shall be sent via email to the membership no later than five (5) days before the election.
- D. The Secretary shall not disclose candidates to anyone prior to the deadline for submissions.

Section 2 - Election Procedures

- A. Persons running for office should be present at the election to answer any questions from the membership.
- B. All motions, discussion, voting, and other general meeting procedures shall be carried out as per Article VII. During periods of closed discussion, other members running for the same position may not be present.
- C. The order of election shall be as follows: President, Chief of Operations, Secretary, Recruitment & Retention Director, Public Relations Director, and Quartermaster.

Section 3 - Installation of the New Executive Board

- A. Installation of the new Executive Board elected at the Annual Meeting occurs at the Annual Banquet. In the event there is no Annual Banquet, the SHC shall dictate when the new Executive Board takes office.

Article IX - Office Vacancies

- A. Should a vacancy occur in the position of President, the Secretary shall become the President.
- B. Should a vacancy occur in the position of Chief of Operations, the Deputy Chief of Operations shall become the Chief of Operations.
 - i. Whenever there is a vacancy in the positions of Deputy Chief of Operations, Training Director, or Equipment Director, the Chief of Operations must appoint a qualified member within fourteen days to fulfill the duties and responsibilities of that position.
 - ii. If for any period greater than fourteen (14) days a position is left vacant by the Chief of Operations, the Executive Board shall appoint an eligible member to the position at the following Executive Board meeting.
- C. Should a vacancy occur in any Executive Board position, the President shall appoint a qualified member within fourteen (14) days of the vacancy to fulfill the duties and responsibilities.
- D. All appointments must be ratified by majority vote by the Voting Membership at the next General Membership meeting.
- E. If an appointed member is successfully ratified by the Voting Membership, they shall assume the title, duties, and responsibilities of the position for the duration of the term.

Article X - Administrative Committees

Section 1 – Definitions

A. RIT Ambulance committees exist in order to promote general member involvement with Executive Board and Operations Staff tasks.

B. Committee chair terms end upon installation of a new Executive Board; however, the incoming Executive Board may extend committee chair terms up to one year by majority vote.

C. Should the need arise, committees may be formed or removed as necessary by majority vote of the Executive Board.

Section 2 – Official Committees

A. The following shall be considered official RIT Ambulance Committees:

i. Constitution Committee

a. The Constitution Committee chair shall always be occupied by the President or their designee.

b. Responsible for maintaining and updating the RIT Ambulance Constitution.

c. Responsible for educating all members on proper parliamentary procedures in association with Constitution.

ii. Recruitment & Retention Committee

a. The Recruitment & Retention Committee chair shall always be occupied by the Recruitment & Retention Director or their designee.

b. Responsible for improving the recruitment and retention process.

c. Responsible for maintaining and archiving historical records appropriately.

iii. Banquet Committee

- a. The Banquet Committee chair shall always be occupied by the Recruitment & Retention Director or their designee.
- b. Responsible for the planning and execution of the Annual Banquet.

iv. IT Committee

- a. The IT Committee chair shall be appointed by the President.
- b. Responsible for overseeing all RIT Ambulance IT equipment.
- c. Official liaison between RIT Ambulance and ITS.

Section 3 – Frequency of Meetings

- A. Committees must hold meetings as deemed necessary by the committee chairperson while the Institute is in session, excluding the Summer Sessions and Winter Intersession, that are announced in advance to the General Membership.

Section 4 – Meeting Procedures

- A. Any member of RIT Ambulance may attend committee meetings.
- B. The committee chairperson shall serve as the Presiding Officer during committee meetings.
- C. Any non-committee member wishing to have an issue placed on the agenda should contact the Presiding Officer prior to the meeting being convened.

Section 5 – Committee Chairs

- A. Unless specified, any committee chair shall be appointed by the President. Chair appointments must be ratified by majority vote of the Executive Board.
- B. The committee chair is the sole representative responsible for reporting committee work to the President.

i. Committee work shall be reported to the Executive Board on a regular basis by the President.

C. Any committee chair may be removed, with just cause, at any time by majority vote of the Executive Board.

Article XI - Disciplinary Action

A. At all times, all members must adhere to all guidelines outlined in the Constitution and SOPs and shall be held accountable for their actions.

i. While wearing a uniform, insignia, utilizing equipment of this organization, or officially representing this organization, members shall conduct themselves in a professional manner at all times.

B. The President, with just cause and with the approval of the Chief of Operations may temporarily suspend all of a member's rights and privileges of membership for up to two (2) weeks. The President must notify the Executive Board and SHC within one (1) business day of the sanction being levied.

C. The Chief of Operations, with just cause, may temporarily suspend a member's operational privileges for up to two (2) weeks. The Chief of Operations must notify the Executive Board and SHC within one (1) business day of the sanction being levied.

D. Members whose privileges have been suspended may appeal their suspension to the SHC.

i. Should an appeal be requested, any operational privileges revoked by the Chief of Operations remain revoked until the outcome of the appeal. Additionally, the Executive Board shall preside over a closed hearing, with the following stipulations:

a. The hearing must take place within three (3) business days of official request to the Executive Board by the appellant. The President is responsible for scheduling as well as attending and notifying the SHC of the hearing.

b. A majority of the Executive Board as well as the appellant must be present in order to convene the hearing.

c. The Chief of Operations may present appropriate evidence and documentation, but may not vote on the outcome of the appeal.

d. The appellant must be present to address any questions. He or she may also present appropriate evidence and documentation.

e. Official minutes shall be recorded.

f. Immediately after hearing all evidence and viewing all documentation, the appellant shall be excused and the Executive Board shall discuss the situation and render a verbal and written verdict within one (1) business day of the hearing. In the case of a tie, the Presiding Officer shall vote.

g. The decision of the Executive Board regarding pronouncements of guilt and subsequent action are final, but may be appealed to the SHC upon official notification to the appellant.

E. For any severe incident in violation of Institute Policy or law, the Executive Board shall refer the matter directly to the SHC. The Executive Board may not at any time pursue an issue of this magnitude internally or externally without prior discussion with the SHC.

Article XII - Harassment

A. Harassment in any form is prohibited within this organization.
If it is determined that an incident of harassment has occurred, the incident will be referred to the SHC.

Article XIII - Social Media Policy

A. Social Media is defined as the public sharing of information, whether acting officially or unofficially as a member of RIT Ambulance, that can be interpreted as RIT Ambulance representation or correspondence. This policy extends over all Social Media channels including, but not limited to, Facebook, LinkedIn, YouTube, MySpace, Reddit, Twitter, and various blogging or wiki-based websites.

B. Social Media as defined that can be deemed inappropriate, offensive, injurious, or illegal is not permitted. If any post is, or perceived as, a violation of this policy it must be removed when requested to do so by any RIT Ambulance member. After removal, the President should be notified of the incident immediately. In extreme circumstances the issue may warrant further judicial action by the Executive Board or the SHC and will be evaluated on a case-by-case basis.

C. All official RIT Ambulance social media or online sharing of information must be approved through the Public Relations Director.

Article XIV - Waivers and Amendments

A. This constitution may be amended or repealed in whole or in part by at least a two-thirds vote of the Voting Membership.

B. Any proposed changes must be submitted to the SHC prior to the submission to the General Membership.

i. Proposed changes must be distributed to the General Membership at least two (2) weeks before they are to be voted upon. At any General Membership meeting at least two (2) weeks after the distribution of the changes, a motion may be made to vote upon them.

Appendix - Nomenclature and Abbreviations

Rochester Institute of Technology—RIT

RIT Ambulance—RITA

New York State—NYS

Department of Health—DOH

Student Health Center—SHC

Standard Operating Procedures—SOP

University Identification Numbers—UID

Leave of Absence—LOA

Grade Point Average—GPA

National Collegiate Emergency Medical Services Foundation - NCEMSF

Student Life Center - SLC

Monroe-Livingston Regional Emergency Medical Services - MLREMS

Information Technology Services - ITS

RIT Ambulance Path to Membership

Revised Spring 2013

Operational Members
Department Members

Who?

Probationary Period

Must meet the requirements set forth by position definition in the SOPs and be accepted into membership by the Executive Board

Have 6 months to complete the training requirements set forth in the SOPs to be accepted into Full Membership

Anyone unable to meet the requirements to be operationally active and has been accepted into membership by the Executive Board

Must complete at least 100 hours of service as approved by the Executive Board to be accepted into Full Membership

Full Membership

*For more details see Section II in the RIT Ambulance Constitution