

The Constitution of the Mount Holyoke Medical Emergency Response Team

Article I: Name, Purpose, and Affiliation

Section A: Name

1. The name of this organization will be the Mount Holyoke College Medical Emergency Response Team, herein referred to as MHC MERT, or MERT.

Section B: Statement of Purpose

1. The Mount Holyoke Emergency Response Team exists to provide basic life support services to the Mount Holyoke College Community during our hours of operation while maintaining professionalism, confidentiality, and the highest standard of care.

Section C: Affiliation

1. MERT is affiliated with the Mount Holyoke Department of Public Safety and Mount Holyoke Health Services.

Article II: Membership

Section A:

1. Members will be classified into 3 types of members: inactive, probationary, and active members
2. Active members must
 - a. Have been a member of MERT for at least one full academic semester
 - b. Work at least 5 shifts per semester, including one weekend
 - c. Miss no more than 3 MERT meetings in a semester
 - d. Have full licensed EMT (MA or NREMT) or First Responder status
 - e. Fully licensed EMTs are able to work paid details; FRs are able to work paid details on an as-needed basis
 - f. Have not missed more than three scheduled shifts.
3. Probationary members
 - a. Have been a member of MERT for less than one full academic semester
 - b. Work fewer than 5 shifts per semester
 - c. Have incident reports in their file requiring the member to be on probationary status
 - d. Are not fully certified as EMTs or First Responders
 - e. May only work paid details on an as-needed basis
 - b. Have missed 3 or more MERT meetings per semester
4. Inactive members
 - a. Do not participate in MERT activities on a regular basis (i.e. Have taken a semester leave of absence, have missed more than 3 consecutive meetings)
 - b. Have incident reports in their file requiring the member to be on inactive status
 - c. May not work paid details

Article III: Officers

Section A: The Executive Board

1. The MERT Executive Board (herein referred to as the E-Board) will consist of 4 members: Director, Assistant Director, Secretary, and Treasurer.
2. The E-Board will meet on a regular basis, as deemed necessary by the members of the E-Board.

Section B: Executive Board Responsibilities

1. Director's responsibilities:
 - a. Preside over all general and E-Board meetings
 - b. Coordinate the regular general meetings, in conjunction with the Assistant Director
 - c. Serve as the MERT representative to the Peer Education Alliance Committee and the Alcohol and Drug Awareness Committee
 - d. Coordinate the First Responder and the EMT classes
 - e. Preside over any disciplinary committee meetings, except when a conflict of interest exists, when the Assistant Director will take her place
 - b. Complete necessary paperwork accurately and on time
 - c. Meet regularly with the Director of Public Safety and/or the Liaison, in conjunction with the Assistant Director
 - d. Meet regularly with the Director of Health Services, in conjunction with the Assistant Director
 - e. Act as the College's MERT representative whenever necessary
2. Assistant Director's Responsibilities
 - a. In the case that the Director becomes unable to fulfill her duties, step in and take over as Director until the Director can resume her duties or a replacement can be appointed.
 - b. Create and maintain a schedule
 - c. Fill any requested special detail work to the best of her ability
 - d. Maintain members' personnel files
 - b. Assist the Director in planning regular general meetings
 - c. Serve as the chair of disciplinary committee meetings when the Director is unable due to a conflict of interest. When unable to serve as the chair of the disciplinary committee, the secretary will serve in her place.
 - d. Meet regularly with the Director of Public Safety and/or the Liaison, in conjunction with the Director
 - e. Meet regularly with the Director of Health Services, in conjunction with the Director
 - f. Complete necessary paperwork accurately and on time
 - g. Act as the College's MERT representative whenever necessary
3. Secretary's Responsibilities
 - a. Take minutes at every general and E-Board meeting
 - b. Maintain minutes for members to review
 - c. Maintain a record of members' hours worked
 - d. Serve as the chair of the disciplinary committee in the event that the Director and the Assistant Director are unable to sit on the committee. In the event that the Secretary is also unable to serve as the chair of the disciplinary committee, the Treasurer will serve in her place.

- e. Take attendance at every general meeting
- a. Maintain the MERT webpage
- b. Act as the College's MERT representative whenever necessary
- 4. Treasurer
 - a. Maintain records of squad funds following the guidelines of MHC SGA
 - b. Apply for special funding when necessary
 - c. Lead fundraising efforts for the squad
 - d. Serve as the chair of the disciplinary committee in the event that the Director, Assistant Director, and the Secretary are unable to sit on the committee. In the event that the Treasurer is also unable to serve as the chair of the disciplinary committee, the Continuing Education Coordinator will serve in her place.
 - e. Act as the College's MERT representative whenever necessary

Section C: Continuing Education Coordinator

1. The Continuing Education Coordinator will be appointed by the E-board and subject to the squad's approval.
2. Continuing Education Coordinator Responsibilities
 - a. Find continuing education opportunities for members
 - b. Schedule regular continuing education trips
 - c. Assist the squad in seeking appropriate education
 - d. Act as the College's MERT representative whenever necessary

Article IV: Election and Removal of Officers

Section A: Candidate Qualifications

1. All candidates must be active members of MERT.
2. All candidates must be nominated by active members of MERT beginning two weeks prior to the election. This may include self-nomination.

Section B: Elections

1. Elections will be held in December of each academic year.
2. Candidates must make speeches not to exceed five minutes at a general election meeting.
3. Candidates are elected through a majority vote of a quorum. A quorum consists of fifty percent plus one of all active members of MERT.
4. Contested elections will be conducted via a secret ballot counted by the members of the outgoing E-Board.
5. Uncontested nominees will be approved by a voice vote.
6. If a position is vacated over the course of the spring semester, a special election will be held in late April or May, at the E-Board's discretion, following the same procedures as a general election.

Article V: Public Safety Liaison

Section A: Selection

1. The Liaison will be appointed from among the Public Safety Officers by the Public Safety Command Staff.

Section B: Expectations

1. Meet regularly with the E-Board members.
2. Facilitate the relationship of MERT with Public Safety and work to resolve issues and improve communication.
3. Attend as needed the general meetings of MERT.

Article VI: Bylaws, Amendments, and Ratification

Section A:

1. This constitution will be ratified by fifty percent plus one of all active members of MERT.
2. Any amendments to this constitution will be approved by fifty percent plus one of all active members of MERT.

Section B: Bylaws

1. The bylaws will govern the protocols and responsibilities of MERT.
2. The bylaws will be ratified by fifty percent plus one of all active members of MERT.
3. Any amendments to the bylaws will be approved by fifty percent plus one of all active members of MERT.

Revised January 2007