



Student Emergency Response Volunteers

A Division of the William Cameron Engine Company

Bucknell University -- Lewisburg, PA

By-Laws

Article I

Name and Purpose

Section 1.1 Name

William Cameron Engine Company (WCEC) Student Emergency Response Volunteers (SERV) Division, previously known as University Emergency Medical Services (UEMS) and Bucknell Emergency Services Team (BEST), is a division of the William Cameron Engine Company of Lewisburg, Pennsylvania and is subject first to WCEC by-laws in addition to these by-laws.

Section 1.2 Purpose

The purpose for which the SERV Division is to aide recruitment of new members from Bucknell University at the start of each academic semester to WCEC, aide training of SERV members, educate the public, and provide emergency services to the campus of Bucknell University under the supervision and authority of the Chief of the William Cameron Engine Company.

Article II

Membership

Section 2.1 Membership Qualifications

Any person who is a member of William Cameron Engine Company and is also a Bucknell student, staff or faculty member, will be considered a member of the SERV Division upon induction into the William Cameron Engine Company and completion of SERV registration form.

Section 2.2 Classifications

- A. Active Member** – Any member determined to be an Active or Social member of the William Cameron Engine Company, or a member of SERV who has recently joined the Company and has yet to be evaluated by the Company for the purpose of determining activity.
- B. Inactive Member** – Any member determined to be an Inactive member of the William Cameron Engine Company.
- C. Club Member** – Any person who is a member of the Bucknell community but not a member of WCEC will be classified a Club Member by a majority vote at any SERV meeting. This member may not attend medical training, or participate in any medical capacity at any SERV event or emergency, but may participate in any social function of SERV.
- D. Life Member** – Any member who has completed his or her course of study at Bucknell University and served as an Active member of the SERV Division will be classified as a Life Member.

Section 2.3 Voluntary Withdrawal

Any member of the SERV Division who wishes to withdraw his/her membership must submit a letter of resignation to the Secretary. Upon this written notice, the secretary will read this letter at the regular SERV Division meeting and the member's name will be stricken from the SERV Division's rolls.

Section 2.4 Change in Membership Status

A member's SERV classification of membership shall change upon an official determination of status made by the Chief of Operations regarding point based activity in the SERV Division and William Cameron Engine Company. In the case of a change to Life Member status, said change will occur upon the date of completion of studies as determined by the Office of the Registrar of Bucknell University, and by recognition as such by the SERV Division at the final bi-weekly meeting of the semester.

Section 2.5 Expulsion of Members

- A.** If a member is expelled from the William Cameron Engine Company, the member is immediately expelled from SERV. The secretary shall strike his/her name from the Division's rolls.
- B.** If a member commits an act deemed grossly unbecoming of a member by a unanimous vote of the Executive Board, the Advisor shall be consulted. If the Advisor finds in agreement with the Executive Board, the Chief of the William Cameron Engine Company shall be advised of the situation and a recommendation for expulsion from the SERV division shall be made. Upon the Chief's approval, the member is to be immediately expelled from SERV. The secretary shall strike his/her name from the Division's rolls.

Section 2.6 Petition to Active Status

Any Inactive Member wishing to become an Active Member prior to the periodic re-evaluation of members may do so by submitting a written letter to the Executive Board. This letter shall announce the member's desire to become Active and define a one month period in which the member shall attempt to do so. At the conclusion of this period, the Executive Board shall determine if the member earned at least one-twelfth the yearly point quota for activity, as defined by the WCEC point system. Following a positive outcome of this determination, a majority vote by the Executive Board shall return the member to Active status.

Article III

Satisfactory Participation

Section 3.1 Satisfactory Participation

Any Active Member who displays conduct becoming of a member.

Section 3.2 Benefits of Satisfactory Participation

Benefits will be based on highest qualifications as outlined by Section 2.2B of the WCEC By-Laws, satisfactory participation and seniority in the SERV Division.

Section 3.3 Parking

A SERV parking placard is defined as a permit that allows the registered vehicle to be parked in the spots allocated to SERV by Bucknell University for the purpose of emergency response.

3.3.1 Any active member of the SERV division who is a non first-year student holding the rank of FFFC or CC may receive a SERV parking placard at the discretion of the faculty advisor. The SERV Division personnel who receive a placard must follow all regulations presented by the Department of Public Safety and Bucknell University. A written request must be submitted to the Chief of Operations of the SERV Division to petition a placard.

3.3.2 Any active member allowed by the University to have a car on campus may petition the Chief of Operations for a probationary SERV parking placard for one semester or the remainder of a semester provided that the member has demonstrated active and consistent response to emergency calls, and is actively pursuing a FFFC or CC rank. The probationary placard will be granted only with the unanimous affirmative vote of the Executive Board.

3.3.3 The Executive Board reserves the right to revoke the SERV parking placard from any member with a unanimous affirmative vote for:

- A.** Documented violation of any of the following: disregard for regulations of the Department of Public Safety, disregard for the regulations of Bucknell University.
- B.** Recurring failure to respond to emergency calls while parked in a SERV parking space.

Section 3.4 Dues

Dues for the William Cameron Engine Company will be paid by the SERV Division for each member with satisfactory participation in the organization.

Article IV *Meetings of Membership*

Section 4.1 Regular Meeting

A meeting of the membership shall be held bi-weekly every month of the academic year, which would exclude May, June, July, August and December. The day of the week and the time will be established at the first meeting of every academic semester. At any point if the scheduled meeting time of the semester would likely result in the lack of a quorum, the Executive Board has the ability to move said meeting on a case-by-case basis. Notification of the meeting date and time change shall be given by the Secretary to the membership one week prior.

Section 4.2 Special Meetings

Special meetings may be called at anytime by any member of the Executive Board. Special meetings may also be called at the written request of six (6) members of the SERV Division. This request must be submitted to the Chief of Administration of the SERV Division at least ten (10) days prior to said meeting.

Section 4.3 Quorum

A quorum for the transaction of business shall consist of no less than 3 members of the Executive Board and no less than twelve active SERV Division members. If the SERV Division's Rolls list fewer than 24 active members, then a quorum shall consist of no less than 3 members of the Executive Board and no less than one half of active SERV Division members.

Section 4.4 Voting

In all votes, except as stated within these by-laws, a majority vote will be necessary to affirm that motion. Only Active Members will be permitted to vote. Any motion involving the expenditure of SERV Division monies shall be voted upon by a show of hands and recorded by the Secretary. The Advisor shall break any tie vote.

Section 4.5 Voting by Absentee Ballot

Any member who wishes to vote by absentee ballot on officer or executive board elections must petition the secretary at least one (1) week in advance. Members with valid requests will be furnished a ballot, which must be returned to the secretary 24 hours prior to the meeting. At the meeting the secretary will announce which members are voting by absentee ballots, and the ballots will be delivered to the tellers. The absentee ballot shall not be valid for any re-votes.

Section 4.6 Copies of the By-Laws

By-Laws shall be made available to all members upon request to the Secretary.

Article V
Officers

Section 5.1 List of Officers

A. Executive Board

Chief of Operations
Chief of Administration
Secretary
Treasurer

B. Appointed Officers

Training Officer
Social Officer
Equipment Officer

Section 5.2 Eligibility of Officers

Any active member in good standing with the William Cameron Engine Company may run for Chief of Operations or Chief of Administration, provided they meet the following eligibility requirements for the position.

Chief of Operations – Must be an active member for at least three (3) academic semesters and be a Crew Chief.

Chief of Administration – Must be an active member for at least three (3) academic semesters and be a WCEC Active Member.

Any active member of the SERV division, who is also in good standing with the William Cameron Engine Company, may run for Secretary or Treasurer.

Secretary – Must be an active member for at least one (1) semester.

Treasurer – Must be an active member for at least one (1) semester.

Appointed officers must be in good standing with the William Cameron Engine Company.

Training Officer – Must be an active member for at least three (3) semesters and be an EMT.

Social Officer – Must be an active member for at least one (1) semester.

Equipment Officer – Must be an active member for at least one (1) semester.

In the event that there are not enough qualified members, and any office may be left vacant, a recommendation, in the form of a tallied vote from current members, may be made to the Chief of the William Cameron Engine Company to appoint a member to the vacancy for the normal term of the office.

Section 5.3 Duties of Officers

A. Executive Board

Chief of Operations – The Chief of Operations shall be responsible for the functioning of the personnel and oversight of the equipment at an emergency, and shall be responsible for overseeing the training of the SERV Division. The Chief of Operations shall orient the new SERV Division members to what is

expected of them, the way in which emergency calls on the campus of Bucknell University proceed, and how William Cameron Engine Company operates. The Chief of Operations will maintain an accurate log of reports for on campus incidents. The Chief of Operations will work to ensure that the best patient care is being provided on campus and that members are conducting themselves in a manner befitting licensed health care professionals while on campus.

Chief of Administration – The Chief of Administration will preside over all meetings of the SERV Division and Executive Board, and put all motions to a vote when seconded and fully discussed. The Chief of Administration will act as a liaison between the SERV Division, Bucknell Public Safety, and William Cameron Engine Company, and is responsible for ensure all parties’ needs are met. The Chief of Administration is directly responsible for the recruitment and retention of new members, but shall also provide oversight and guidance to all officers, is responsible for resolving internal conflicts. The Chief of Administration will inform the Chief of WCEC of all business conducted at SERV Division meetings within one week of said meeting.

Secretary – The Secretary shall be responsible for the minutes for all the SERV Division member meetings and Executive Board meetings. The Secretary will keep the minutes from these meetings. The Secretary will be responsible for all correspondence to and from the SERV Division. The secretary will send out reminders for all events. The Secretary will be responsible for notifying the SERV Division members of monthly meeting locations and special meetings. The Secretary will take minutes at each meeting, and send a copy to a WCEC member designated by the Chief of Administration. The secretary will maintain the SERV website.

Treasurer – The Treasurer shall have custody of all the SERV Division funds and securities and shall keep full and accurate accounts of receipts in a book belonging to the SERV Division. The Treasurer shall be aware of all purchases made from the SERV budget and must be able to account for all transactions. A report of the financial condition of the SERV Division shall be made at every regular meeting. In addition, the Treasurer shall prepare a prospective budget to be presented to the Chief of Public Safety for funding of the upcoming year following approval of the proposed budget by the Executive Board.

B. Appointed Officers

Training Officer – Appointed by the Chief of Operations, the Training Officer will be responsible for the coordination of ongoing training of SERV Division members. The Training Officer will keep all members informed of training offered through William Cameron Engine Company or other area programs. The Training Officer will also keep the Chief of Operations informed of the qualifications of the SERV Division members. A list of these qualifications will be kept by the Training Officer.

Social Officer – Appointed by the Chief of Administration, the Social Officer will be responsible for the integration of new members into SERV Division and WCEC, as well as all social activities of SERV Division. The Social Officer will be responsible for assigning mentors to new members, as well as arranging transportation to and from SERV events.

Equipment Officer – Appointed by the Chief of Operations, the Equipment Officer shall be responsible for maintaining accurate inventory of all SERV equipment. The Equipment Officer shall distribute equipment and obtain an “Equipment Loan Contract” for all issued equipment. The Equipment Officer will also be responsible for collecting all equipment at the end of the academic year and completing a year-end inventory. The Equipment Officer is also responsible for supplying the executive board with copies of all loan contracts and inventories. The Equipment Officer shall be issued keys to all equipment storage areas.

Section 5.4 Election of Officers and Executive Board Members

Officers will be openly nominated at the first bi-weekly meeting in November, and voted on at the second bi-weekly meeting in November. Voting will be by closed balloting, and the majority vote will rule. The current Chief of Administration shall preside over all elections, except in the case he/she is running for a position, and then the Chief of Operations shall preside over the elections for that specific position. The SERV Advisor shall have the power to break any tie that may occur. The new officers shall take office on December 1st. The

Secretary will keep a list of members who are qualified for each position and will inform the membership of those people during the nomination meeting.

Section 5.5 Appointment of Officers

In the event an officer should resign or not be able to finish his/her term, nominations and election for that office will occur at the next bi-weekly meeting. The Chief of Administration, with the approval of the SERV Advisor, will assume that officer's duties or appoint a temporary officer until elections are held. In the event that the Chief of Administration resigns, the Chief of Operations shall assume his/her duties until elections are held.

Article VI *Executive Board*

Section 6.1 Purpose

The business and affairs of the SERV Division will be managed by a board of four (4) directors, to be called the Executive Board. This board shall be constituted as follows:

- A. Chief of Operations of the SERV Division
- B. Chief of Administration of the SERV Division
- C. Secretary of the SERV Division
- D. Treasurer of the SERV Division

Section 6.2 Officers of the Executive Board

No one shall serve more than one position on the Executive Board. The Advisor shall be a non-voting member, except in the case of a tie.

Section 6.3 Regular Meetings

The Executive Board shall meet at least bi-weekly, and prior to any SERV Division meeting, at a time and place determined by the Executive Board.

Section 6.4 Special Meetings

Special Meetings may be called by any Board member. Meetings must be called by notifying the three other Executive Board members and providing a reason and agenda for the special meeting.

Section 6.5 Quorum

For an Executive Board meeting, all four (4) members of the Executive Board must be present to constitute a quorum.

Section 6.6 Grievances

Any member of the SERV Division finding a decision or the actions of the Executive Board to be in conflict with the best interests of SERV Division shall follow the following chain of command. The member will submit in writing a complaint to the Executive Board. The Executive Board shall address in writing said complaint within one week of receipt. Should the grievance remain unresolved after one week or not be resolved to the satisfaction of the aggrieved, the Advisor may be consulted. At the Advisor's discretion, the Chief of WCEC may be then consulted. Any decision rendered by the Advisor or Chief of WCEC shall be considered final.

Article VII
By-Laws

Section 7.1 Amendments

These by-laws may be amended by an active member via submission in writing or electronically to the Secretary prior to a bi-weekly meeting. The amendment will be made available to all SERV Division members by the Secretary prior to the bi-weekly meeting via email at least seven days prior to the meeting in which the proposal is to be voted on. The proposal must be in the official format and must include logical reasoning for the proposed change and commonly asked questions concerning said proposal. At the next bi-weekly meeting, the amendment will be discussed and voted on by closed written ballot. The amendment will be adopted into these by-laws if a two-thirds (2/3) affirmative vote is reached and is then approved by the Chief of William Cameron Engine Company.

Section 7.2 Scope of Authority

The By-Laws and Suggested Operating Guidelines of the William Cameron Engine Company shall supercede the By-Laws and Suggested Operating Guidelines of the SERV Division at all times. Should the SERV Division By-Laws or Suggested Operating Guidelines be found to be in conflict with those of WCEC, they will be amended to be in accordance with those of the WCEC immediately.