



Johns Hopkins Emergency Response Organization <b>Constitution</b>	<i>Original Date:</i>	4/2/2006
	<i>Last Edited:</i>	2/3/2019

## I. Name and Purpose

The Johns Hopkins Emergency Response Organization (HERO) shall exist on the Homewood campus. It was created and shall be maintained in order to provide emergency medical services to the students, faculty, staff, and community who comprise the Johns Hopkins University Homewood campus and other Homewood Security serviced areas in the immediate area of the Homewood campus, and to offer community training and education that may improve their lives or save another's.

The Hopkins Emergency Response Organization is committed to the following:

- a. Creating a rewarding, enriching, and challenging environment for the staff
- b. Patient advocacy through privacy and appropriate clinical care
- c. Trust through respect and accountability
- d. Mastery through participation and innovation
- e. Partnership through teamwork and collaboration

## II. The Branches of HERO

The HERO has two branches: an administrative branch and an operational branch. A Board of Directors (BOD) shall oversee the activities of all branches.

The Johns Hopkins Emergency Response Organization is an administrative, ambassadorial, and financial support construct. It shall carry out such activities that are deemed necessary or appropriate by the Board of Directors to support the Unit and the Selection Committee.

The Selection Committee is responsible for choosing the new members of the Unit. New members must be full-time undergraduate students of Johns Hopkins University and will be evaluated based on skills, knowledge, and abilities.

The HERO operations branch shall provide emergency medical care to the Homewood campus while classes are in session and at any other time when resources are available and deemed appropriate by the Captain. It shall operate in accordance with its Standard Operating Procedures.

## III. Officers

Eight officers will form the HERO's Board of Directors (BOD). The Captain, Personnel Officer, Equipment Officer, Recruitment and Retention Officer, Training Officer, Treasurer, Secretary, and Member at Large, are officers elected to run the HERO. Each officer's term shall last one year beginning January 1 and ending December 31, except for the Member at Large, whose position will be elected on a semester basis, at the end of semester GBM, the semester before the start of the term. Officers assigned as replacements shall serve until the end of their predecessor's term. Each officer has one vote on the BOD, except for the Member at Large who is a non-voting member.



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## 1. Definitions and Descriptions of HERO Officers:

1. The Captain is responsible for ensuring good medical practice and that on scene conduct conforms to the Standard Operating Guidelines, and for coordinating with Security, Health & Wellness, Residential Life, the Office of the Dean of Student Life, and LIFELINE on issues of protocol. The Captain shall review each call and its associated paperwork for continuous quality assurance and improvement and provide documentation to appropriate stakeholders as allowed by HIPAA and the HERO MOU. In addition, the Captain shall create an annual report for appropriate stakeholders. The Captain is the final authority on all emergency scenes if they have reached the Lieutenant rank. The Captain shall be the Chairman of the Board of Directors. The Captain shall be primary contact for all communication with external individuals.
2. The Personnel Officer shall be responsible for the scheduling Unit shifts, keeping accurate records for all Unit members, investigating disciplinary matters involving protocol violations, and managing conflicts between Unit members. The Personnel Officer shall conduct and oversee EMT evaluations, monitor progress on scene, and assess each member's fitness for promotion. The Personnel Officer shall also handle the upkeep of alumni records and relations.
3. The Equipment Officer shall be responsible for the care and maintenance of all Unit property, including the maintenance and inventory of the squad room, ensuring that all Unit radios are functional, and the stocking and upkeep of the HERO vehicles. The Equipment Officer shall ensure there is an adequate supply of medical equipment and call forms are available for each of the equipment bags and in the designated Security vehicle(s) so the Unit can operate safely at all times. Additionally, the Equipment Officer shall be in charge of acquisition and distribution of Unit apparel. The Equipment Officer shall be responsible for training members on the safe and effective use of all Unit equipment.
4. The Training Officer shall be responsible for managing initial certification classes. The Training Officer shall manage Continuing Education sessions (ConEds) and recertification courses for HERO members as necessary. The Training Officer is responsible for acclimatizing new members to Unit standards. The Training Officer is responsible for organizing and conducting promotional meetings from EMT to FTO.
5. The Secretary shall be responsible for keeping the minutes of all general Unit and Organization meetings and all meetings of the BOD. The Secretary will be responsible for communication between the BOD and Unit members. The Secretary will be responsible for maintaining the Organization's website, including the membership directory. The Secretary shall manage community outreach initiatives and be responsible for public relations. The Secretary is the primary historian for the Organization.
6. The Treasurer is the financial officer for the Organization. The Treasurer is responsible for acquiring funds as well as creating an annual budget in conjunction with the other members of the BOD by the spring deadline set by the Office of Student Life. The Treasurer shall be responsible for dealing with the Office of



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Student Activities' Financial Coordinator and the Office of Student Life. The Treasurer is responsible for managing fundraising initiatives and donations. All HERO spending must be approved by the BOD.

7. The Recruitment and Retention Officer shall be responsible for the recruitment of new members using resources provided by the school and social media. The Recruitment and Retention Officer will be the Chairman of the selections branch. The Recruitment and Retention Officer is responsible for organizing social events, encouraging Unit bonding, and maintaining the Unit image.
8. The Member at Large has no official duties but can assist with any projects or needs of the other members of the BOD. They represent the main liaison between the BOD and the rest of the organization.

## 2. Choice and Removal of Officers

1. All officers are elected by the HERO's membership.
2. Requirements for Office:
  - i. The Captain must be a Lieutenant
    1. If no member that expresses an intent to run is eligible, all Field Training Officers will be eligible to run for the Captain position. The Captain voted in will hold no operational authority or rank, until achieving the rank of lieutenant. The ultimate operational authority on scenes shall be the on-duty Duty Officer.
  - ii. The Personnel Officer, Equipment Officer, and Training Officer must be a Field Training Officer.
    1. If only one Field Training Officer expresses an intent to run for any of these positions by a deadline set by the Personnel Officer, all EMTs will be eligible to run for that position.
  - iii. If any of these members are demoted below the required rank, special elections will be held to fulfill the vacancy.
3. Any officer may be impeached by 2/3 vote of the other members of the BOD after recommendation by a BOD member. Upon such occasion, the officer will be relieved of all Unit, Instructional, and Operational rank and will assume no duties pertaining to the Emergency Response Organization or its constituents. That officer must be removed, resign, or be exonerated within three weeks of his or her impeachment. An officer may be impeached for any breach of duty as related to his or her specific office or other duties they may have in the Organization.
4. To remove an officer:
  - i. A BOD meeting will be called no less than one week and no more than three weeks after that officer's impeachment, without the offending member's presence.
  - ii. The officer shall be immediately notified of his or her impeachment and the time of the BOD meeting by the Secretary, giving that officer time to prepare a defense before the meeting. In the event that the Secretary is being impeached, the Personnel Officer will notify the Secretary of his or her impeachment.



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- iii. The Personnel Officer will bring the charges and moderate the meeting. In the event that the Personnel Officer is being charged, the Captain will assume the duties.
- iv. The officer will be given a chance to defend him or herself. A vote by secret ballot shall be taken.
- v. A two-thirds vote of the remaining BOD is needed to remove an officer.
- vi. Vacancies in any of the eight Board of Directors positions shall be filled immediately by special elections, where 2/3 of the general body must be present to satisfy quorum.

### **3. Rights and Obligations of Officers**

1. Each HERO officer is expected to assist other officers as necessary to ensure the smooth running of HERO.
2. In the event of an extended absence, a HERO officer should appoint a temporary replacement of equal or greater qualification.
3. Each HERO officer has the right to appoint a temporary assistant to aide them in their assigned duties.
  - i. Assistant positions must be strictly defined in capacity and length of service. Such a definition must be submitted in writing and approved by a unanimous vote of the BOD.
  - ii. Assistants may only act in capacities specifically approved by the BOD.
  - iii. Assistants may not speak for the BOD and are not allowed a vote on the Board.
  - iv. Assistants may attend BOD meetings at the discretion of the BOD
4. Four special assistants to the BOD as a whole, who are not BOD officers and are appointed by each new BOD at the start of their term, may include:
  - i. A CPR Coordinator
  - ii. A Stop the Bleed Coordinator
  - iii. A Standby Coordinator
  - iv. A Vehicle Coordinator

## **IV. Membership**

### **1. Applications to HERU**

- a. For an applicant to apply as a “prior” EMT, they must have already obtained EMT certification and be eligible for Maryland EMT Reciprocity.
- b. For an applicant to apply as a “non-EMT”, they do not have to have received an EMT certification but must be available to attend the HERO EMT course and pass all required exams for certification.
- c. All new applicants must be undergrads currently enrolled at Johns Hopkins University.

### **2. Rights and Responsibilities of Members**

- a. An active member is defined as:



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- i. A member of HERO who has achieved the rank of EMT.
- b. An active member in the HERO must:
  - i. Attend or formally be excused from all General Body Meetings.
  - ii. Possess cards verifying current certification.
  - iii. Have working knowledge of all the information in the SOPs and Maryland State Protocol.
  - iv. Be on duty and respond to all calls during shifts as scheduled by the Personnel Officer.
  - v. Volunteer a minimum of 4 hours per week, with at least a bi-weekly shift.
  - vi. Have a working knowledge of the layout of campus and the area immediately surrounding campus.
  - vii. Participate in or attend Continuing Education functions, as deemed necessary by the Training Officer and as outlined in the HERO SOPs.
  - viii. Receive or decline to receive all recommended vaccinations as recommended by the Johns Hopkins LIFELINE.
- c. An active member may:
  - i. Attend HERO meeting and other HERO functions
  - ii. Wear any uniform of the HERO or its subsidiaries.
  - iii. Vote in General Body elections or in General Body Meetings
  - iv. Run shifts or teach classes in accordance with this document
  - v. Be eligible for promotion if the requirements for said office are met as dictated in the Promotional Competencies Packet. The Promotional Competencies Packet (PCP) may be edited by the Personnel Officer with approval by the Board of Directors.
  - vi. Obtain meeting minutes from the Secretary in cases of Organization meetings or by the Training officer in cases of Continuing Education sessions.
- d. Inactive members may only:
  - i. Teach Emergency Response courses if they hold current certifications
  - ii. Attend Organization meetings.
  - iii. No other rights or privileges will be extended to inactive members
- e. Resignation and Leave of Absence
  - i. Any member may withdraw from HERO by following the procedure laid out in Section 10, Subsection V of the HERO SOPs.
  - ii. The HERO Personnel Officer will be given written notice of the resignation of any HERO Officers.

### 3. Ranks

- a. A member's rank in HERO shall be defined by the following:
  - i. **EMT Student:** A member of HERO who is currently enrolled in, or has completed the EMT class, but has not received a Maryland EMT Certification.
  - ii. **EMT Intern:** A member of HERO who has received their Maryland EMT Certification but has not completed the necessary observer hours to operate as a HERO EMT.



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- iii. **EMT:** An introductory member of HERO who is a Maryland EMT but has yet to achieve Field Training Officer Status. Provides medical care under the supervision of the Field Training Officer
- iv. **Driver:** Any HERO EMT who has been approved to drive HERO vehicles as defined in the SOGs.
- v. **Field Training Officer:** The principal medical provider on duty and preceptor for EMTs.
- vi. **Lieutenant:** A member of HERO who trains Field Training Officers and responds in cases of multiple calls. While on duty they fulfill the role of the Duty Officer and are supervisors of each shift. These officers shall be considered Field Training Officers for the sake of rights and in voting.
- vii. **Captain:** A Lieutenant or Field Training Officer who has been elected to the position as outlined in this document. Their responsibilities are as listed above.

#### 4. Promotion Procedures

- a. Promotion to the rank of FTO:
  - i. The member must complete all requirements as outlined in the relevant Promotional Competencies Packet.
  - ii. The member must attend a promotional meeting held by the Training Officer, the Personnel Officer, and a third member who has been at the minimum rank of FTO for at least one year.
    - 1. This meeting will have an interview component and a scenario component.
    - 2. These meetings will be held at least once per month while in service.
- b. Promotion to the rank of Lieutenant:
  - i. The member must complete all requirements as outlined in the relevant Promotional Competencies Packet.
  - ii. The member must attend a promotional meeting.

#### 5. Alumni Members

- a. An alumnus is defined as: A member of HERO who has graduated and is past their possible full length (4 years) of time as an undergraduate.
  - i. Members who graduate early are not deemed alumni until they reach their 4 years as expected to graduate.
  - ii. Members who remain as undergraduates past 4 years are not considered alumni until they graduate.
- b. Alumni members have the following additional regulations:
  - i. Comply to the Rights and Responsibilities outlined in Section 2, Subsection IV of the HERO Standard Operating Procedures.
  - ii. They will retain the rank they left the unit with and may not be promoted.
  - iii. They retain all other rights and responsibilities of an active member and are held to same regulations as outlined in this document, including inactivity status.



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- iv. They may attend but cannot not vote at Field Training Officer or Line Officer meetings, nor do they count towards the total number of each for these meetings.
- v. Members who wish to retain their status on the unit past graduation, must contact the Personnel Officer in writing prior to the end of their last semester prior to becoming an alumnus.

## V. Meetings

Meetings of the BOD will be called by any BOD member. Quorum consists of at least 2/3 attendance of voting officers. Voting in BOD meetings will be by show of hand, unless any BOD member requests a secret ballot. The secret ballot will be tabulated by the Secretary and verified by the Treasurer.

General Body Meetings will be called by the Secretary or Captain for the purpose of necessary activities such as:

1. Elections
  - i. A General Body Meeting will be held in November or December to elect new Officers.
2. Scheduling
3. All organization voting
  - i. Organization voting will occur by show of hands except in cases where any active member requests a secret ballot.
  - ii. A secret ballot will be used in all officer elections
  - iii. Secret ballots will be tabulated by the Secretary and verified by the Treasurer.
4. If the Secretary is presented with a signed petition of at least one quarter of the membership plus one requesting a General Body Meeting.

Quorum will be defined as 2/3 of the active members. A majority of the members of the BOD must be present and may count towards quorum. Only active member can make motions. If any of the previous conditions are not met, then no decision made during the meeting will be considered valid.

Monthly membership meetings will also be held, at which the BOD can talk with the membership without the need of a GBM. However, elections may not take place during a monthly membership meeting.

## VI. Protocol

### A. The BOD

1. Has the power to make decisions concerning administrative and operational facets of the HERO. They do not have the power to make decisions concerning medical care of patients.



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2. Should meet among themselves and with membership to discuss and vote upon any major changes or initiatives. Any decision of the BOD may be overturned by a  $\frac{3}{4}$  vote of quorum of a General Body Meeting
3. In the event of resignation of any of the officers, the BOD will immediately designate the responsibilities of the former officer to another one of the members of the BOD until special elections can be held, but no longer than six weeks after receiving the resignation.

#### **B. Election Procedures**

1. Elections shall be held during a General Body Meeting.
2. The membership shall receive written notification of the time, place, and date of a regular election or special elections at least two weeks prior to the event.
3. An outgoing officer, preferably the Personnel Officer, shall be chosen and agreed upon to run the meeting. That person will inform the membership of how each position is chosen and what the responsibilities are for each position.
4. In order to be elected and/or vote, a member must be present at the elections meeting.
5. Officers shall be elected in this order: Captain, Personnel Officer, Equipment Officer, Recruitment and Retention Officer, Training Officer, Secretary, Treasurer, and Member at Large.
6. Officers must be elected by a simple majority. In the event that the election results are such that no candidate receives a simple majority, the two candidates with the most votes will participate in a run-off election.
7. The outgoing Captain will put the change of command into effect by sending a memo to the Officer of Student Activities, the Dean of Students, the Student Health & Wellness Center, the Homewood Security Department, and other administrative departments deemed as appropriate.

### **VII. Disciplinary Action**

The BOD shall retain the right to bring disciplinary action against any member upon holding a hearing. Violations may be classified as minor, major or critical, as outlined in Section 11 of the SOPs. The BOD may determine an appropriate punishment or performance improvement plan as outlined in the SOPs.

### **VIII. Amendments and Bylaws**

1. The Constitution may be amended upon approval from  $\frac{3}{4}$  vote of quorum of a General Body Meeting.
2. The Standard Operating Procedures of the Unit and the Bylaws of the Instructional Staff shall be considered an addendum to this Constitution. They may be amended upon approval of the BOD.
3. Additional bylaws may be created for the clarification of the position responsibilities, appropriate procedure, disciplinary action, or to define procedure for other necessary activities. They may be created and ratified upon approval of the BOD and a  $\frac{2}{3}$  vote of quorum at a General Body Meeting.