

Constitution



Emergency First Responders
Always Prepared

University of Toronto
Emergency First Responders

Constitution

(Last Revised: March 1st, 2018)

1. Name
2. Mission Statement
3. Membership
4. Active Responders
 - a. Assistant Responders
 - b. Primary Responders
 - c. Skills Assessments
5. Supervisors
 - a. Distinction from Primary Responders
 - b. Roles and Responsibilities while on Duty
 - c. Assessment of Active Responders
6. Executive Committee
 - a. Executive Director
 - b. Internal Director
 - c. Finance Director
 - d. Training Director
 - e. Equipment Director
 - f. Communications Director
 - g. Faculty Liaison
 - h. Training Assistant
 - i. Social Coordinator
7. Termination
 - a. Active Responder or Supervisor Termination
 - b. Executive Committee Member Termination
8. Meetings
 - a. Executive Committee Meetings
 - b. General Meetings
 - c. Annual Election
9. Operating Guidelines
 - a. Emergency Services
 - b. Liability
 - c. Finances
 - d. Affiliations
 - e. Complaints
10. Constitutional Amendments

1. **Name**

The organization shall be known as the University of Toronto Emergency First Responders. The abbreviations for this organization is UTEFR. The University of Toronto Emergency First Responders will herein be referred to as UTEFR.

2. **Mission Statement**

To instill confidence in first aid treatment, to make first aid training readily available to the University of Toronto St. George Campus student body, and to provide quality prehospital first aid treatment on campus.

3. **Membership**

All members of the University of Toronto St. George Campus Community are entitled to UTEFR membership; to participate in training, social, and competitive activities; to become Active Responders (see section 4), and to vote at general meetings. All members are encouraged to attend executive meetings; however, only Executives are eligible to vote.

Only Active Responders who fulfill and maintain the minimum duty requirements will be eligible to go on duty, and run calls at first aid supervised events.

4. **Active Responders**

Active Responders are members of UTEFR who are eligible to go on duty and run calls. Active Responders are classified as either Assistant Responders or Primary Responders.

a. Assistant Responders

Assistant Responders are required to hold, at a minimum, current and valid Standard First Aid and CPR-C certification recognized by WSIB approved agencies. Failure to maintain current certification will result in immediate deactivation. Additionally, all Active Responders are required to sign and abide by an Active Responder Contract. Failure to do so will result in immediate deactivation.

All Assistant Responder candidates must undergo an application process which will include, but not be limited to, an application form, and a skills assessment process (see section 4-c). The skills assessment will include at a minimum a CPR-C scenario as well as a SFA level secondary assessment scenario and is valid for a period of one year.

Assistant Responder duties are listed in the Standard Operating Procedures.

b. Primary Responders

Primary Responders are required to hold, at a minimum, current and valid

Emergency First Responder and CPR-HCP certificates recognized by WSIB approved agencies (or equivalent as determined by the current Executive Committee). Failure to maintain current certification will result in immediate deactivation. Additionally, all Active Responders are required to sign and abide by an Active Responder Contract. Failure to do so will result in immediate deactivation.

All Primary Responder candidates must undergo an application process which will include, but not be limited to, an application form, a training package, and a skills assessment process (see section 4-c). The training package will teach how to perform a skills assessment, how to properly act as a Shift Supervisor, and will include a minimum of one co-supervisor; this training is valid for a period of two years. The skills assessment will include at a minimum a CPR-HCP scenario as well as a EFR level secondary assessment scenario and is valid for a period of one year. Additionally, applicants who are not currently Assistant Responders must complete a CPR-C scenario as a part of their skills assessment.

Primary Responder duties are listed in the Standard Operating Procedures.

c. Skills Assessments

A skills assessment is intended to ensure that all Active Responders are able to competently perform first aid up to the level of their training. The assessment consists of predetermined scenarios approved by the executive committee for one of four target areas: CPR-C, SFA Secondary, CPR-HCP, or EFR Secondary.

Each scenario should adequately assess the responder's skills in the respective areas and should outline the mandatory requirements for a pass. Two assessors must be present at all times and both must complete an assessment form. All assessments will be assigned one of two possible grades: pass and fail. The assessors will discuss their observations and attempt come to an agreement as to the grade to be assigned. If an agreement cannot be reached, or the applicant challenges the decision of the assessors, the executive committee will make a final decision.

A passing grade on both scenarios, along with a completed application, allows the applicant to begin acting as a Active Responder. A failing grade on either scenario requires the applicant to reattempt all scenarios. As well, the applicant may be required to undergo additional training, either in the form of taking an approved first aid course or attending a UTEFR training session, before reattempting the skills assessment.

5. Supervisors

Supervisors are the direct representatives of UTEFR at events and while on patrol. They

may be required to exercise judgement and executive power in circumstances when the Internal Director and Executive Committee are immediately unavailable. All Supervisors are required to maintain Primary Responders status, and are appointed directly by the Executive Committee.

a. **Distinction from Primary Responders**

The main distinction between Supervisors and Primary Responders is that Supervisors may be entrusted with limited executive power, as defined in their Supervisor Contract. These executive powers are subject to the restriction of the Executive Committee and may be revoked at any time without prior notice. Supervisors may or may not be members of the Executive Committee.

b. **Roles and Responsibilities while on Duty**

Supervisors sign off all documentation relating to a call while on-duty and forward them to the Internal Director for approval, including mandatory End of Shift Reports. As well, Supervisors are responsible for ensuring that all Active Responders act in a professional manner and may temporarily deactivate Active Responders if they believe they are acting in a manner detrimental to the Response Team.

Any incidents must be promptly reported to the Internal Director or Executive Committee. Finally, in the event of an emergency, the Supervisor is responsible for contacting the official responders of emergencies on campus including the City of Toronto Police, Emergency Medical Services, and Toronto Fire Services as well as respective University of Toronto divisions including Campus Community Police, Emergency Preparedness, and Community Safety Office.

c. **Assessment of Active Responders**

While all Primary Responders may conduct skills assessments if instructed to do so by the Training Director, Supervisors are permitted to conduct skills assessments at any point in time (provided rules in section 4-c are followed); however, when taking this liberty, Supervisors are held responsible for their recommendation of a grade. The results, and any other relevant documentation, should be forwarded to the Training Director as they or the Executive Committee are responsible for final appointment of Active Responders.

Detailed roles and duties are available in the UTEFR Standard Operating Procedures.

6. **Executive Structure**

The executive committee shall comprise six elected officers as well as appointed members who assist these officers in their duties. The elected offices include an Executive Director, an Internal Director, a Finance Director, an Equipment Director, a Training Director, and a Communications Director.

All members of the University of Toronto St. George Campus Community are eligible for executive positions. The six officers are elected by the membership during the Annual Election. These officers then may appoint one or more individuals to each of the remaining non-officer executive committee positions.

Membership in the Executive Committee of UTEFR must be renewed each year. Former or current executive members are allowed to assume positions for more than one year.

Executive Committee Officers and their duties are:

a. Executive Director

- i. Provides leadership, guidance, and direction to UTEFR.
- ii. Oversees the work of all other Executive Committee members.
- iii. Organizes team socials and outings.
- iv. Maintains relationship with the university including Office of Student Life, Campus Police, and Health Services.
- v. Maintains relationships with external agencies including ACERT and other campus emergency response teams.
- vi. Manages media relations.
- vii. Ensures that UTEFR meets all legal requirements.
- viii. Schedules and chairs Executive Meetings and General Meetings.
- ix. Collaborates with the Internal Director regarding disciplinary action and team conflict resolution.
- x. Collaborates with the Financial Director to sign and clearly record all financial transactions.
- xi. Acts as Transition Director at the end of term to ensure the group undergoes successful transition of information and processes.

b. Internal Director

- i. Schedules Active Responders and Supervisors.
- ii. Communicates with event organizers.
- iii. Acts as the first point of contact in the event of critical incidents.
- iv. Schedules and oversees skills assessments.
- v. Organizes recruitment events.
- vi. Actively promotes the services of UTEFR on campus.
- vii. Chairs meetings in the absence of the Executive Director.
- viii. Takes minutes at all meetings and distributes them to all attendees.
- ix. Collaborates with the Executive Director regarding disciplinary action and team conflict resolution.

c. Financial Director

- i. Maintains financial records and the UTEFR bank account.
- ii. Prepares monthly statements and presents them to the Executive Committee.
- iii. Provides year-end report at the end of the fiscal year.
- iv. Organizes the UTEFR budget and approves all UTEFR expenditures.

- v. Handles all reimbursements.
- vi. Submits sponsorship packages to the University of Toronto internal groups for sponsorship.
- vii. Contacts external companies for sponsorship including, but not limited to, monetary and equipment donations as well as retail discounts.
- viii. Represents UTEFR at sponsorship meetings and events.
- ix. Organizes fundraising activities.
- x. Collaborates with the Executive Director to sign and clearly record all financial transactions.

d. Training Director

- i. Schedules and promotes first aid courses, trainings, and workshops.
- ii. Designs and delivers biweekly response team trainings.
- iii. Designs and delivers monthly public workshops.
- iv. Develops and revises skills assessment scenarios.
- v. Finds and contracts instructors to teach first aid courses.
- vi. Acts as the point of contact for instructors throughout the course.
- vii. Coordinates, and keeps track of, members who register to take courses.
- viii. Collects instruction fees and forwards them to the Financial Director.
- ix. Ensures members receive their certificates after completing the course.

e. Equipment Director

- i. Maintains call-related documentation including: Patient Care Reports, Incident Reports, and End of Shift Reports.
- ii. Maintains member information, including certification documentation, for Active Responders and Supervisors.
- iii. Maintains inventory list of all kits and restocks items when required.
- iv. Ensures that equipment are properly cleaned, maintained, and stored.
- v. Acquires new supplies, equipment, and uniforms when necessary.
- vi. Books rooms and equipment for all workshops and meetings.
- vii. Collaborates with the Communications Director to maintain the mailing lists.

f. Communications Director

- i. Maintains the content and appearance of the website including current sponsors and information regarding the group.
- ii. Maintains Google Apps account.
- iii. Maintains and updates the UTEFR Facebook page and Twitter account.
- iv. Organizes UTEFR documents on Google Apps and Dropbox.
- v. Collaborates with the Equipment Director to maintain the mailing lists.
- vi. Collaborates with all executives to promote UTEFR membership, events,

and services through information technology.

Non-Officer Executive Committee positions and their duties are:

g. Faculty Liaison

- i. Acts as a liaison between UTEFR and the university.
- ii. Acts as a verifier for the co-curricular record.
- iii. Provides stability during executive transitions and in the long term.

h. Training Assistant

- i. Assists Training Director with training delivery and various training-related tasks including, but not limited to, developing mock first-aid scenarios, running training exercises, and answering questions during workshops.
- ii. Assists in running skills assessments.
- iii. Tracks and reports training attendance to Executive Committee.

i. Social Coordinator

- i. Maintains focus on team-building and community within club.
- ii. Oversees planning, promotion, and execution of all club social events.
- iii. Oversees provision of necessary refreshments for training and/or shifts.
- iv. Collaborates directly with Finance Director and Communications Director for all budgetary and promotional needs

7. Termination

This section outlines the procedure for termination of Active Responders, Supervisors, and Executive Committee members.

a. Active Responder or Supervisor Termination:

All incidents that may require disciplinary action must be documented in an Incident Report by the Supervisor on duty or Internal Director.

An Active Responder or Supervisor shall be immediately deactivated, until the outcome of an opportunity to be heard in discipline cases, if any of the following conditions are met:

- a. He/she attends shift while under the influence of alcohol or controlled substances as defined by the Criminal Code of Canada.
- b. He/she engages in negligence in the treatment of a patient or documentation of a call.

Each Incident Report will be reviewed by the Executive Director and Internal Director to determine what form of disciplinary action is necessary prior to, or at, the immediately following Executive Meeting.

Disciplinary actions may include but is not limited to:

- i. **Termination:** Permanent removal from the team.

- ii. **Deactivation:** Temporary leave from the team with the period of deactivation determined by the Executive Committee.
- iii. **Demotion:** Revocation of Supervisor appointment and/or placement of Responder on Probation status.
- iv. **Written Warning on File:** A warning issued by the Supervisor or a Director which needs to be signed by the Internal Director and Executive Director.
- v. **Verbal Reprimand:** A warning not on file, with no future consequences.

Where the agreed disciplinary action is Deactivation, Termination, or Demotion, a meeting with the Executive Director, Internal Director, Training Director, Equipment Director, and relevant Responder and Supervisor, as well as any other relevant Directors must be arranged within 2 days and must take place within 7 days.

The following are among the causes for termination:

- i. Emergency service guidelines provided during certification or ongoing training, or UTEFR Standard Operating Procedures, or the University of Toronto Code of Conduct and associated memorandums are not followed.
- ii. The Active Responder provides services which are beyond his/her scope

of practice.

- iii. The Active Responder endangers the lives of others.
- iv. The Active Responder is repeatedly late or absent from shifts without giving the team sufficient notice and/or legitimate reasons.
- v. The Active Responder is dishonest or displays prejudicial/inappropriate behavior while on duty or in affiliation with UTEFR.
- vi. There is a reason deemed appropriate by the Executive Committee.

Deactivation, Termination, or Demotion may only proceed following approval by a two-thirds majority vote from the Executive Committee. Once a decision is reached the Executive Committee will immediately inform the Responder in question.

All Responders have the right to appeal to the general membership any decisions made by the Executive Committee. If an appeal is requested, it must be in writing and be received by the Executive Committee within 30 days of disciplinary action. Both the Executive Committee and the involved Responder must attend a meeting with possible higher bodies (advisory committee, etc.) to determine a fair resolution.

b. Executive Committee Member Termination:

Executive Committee members must fulfill their roles and responsibilities as outlined in section 6. Any Member, Responder, Supervisor or Executive Committee member may bring into question the competency of an Executive Committee member by the following procedure:

- i. The Member / Responder / Supervisor / Executive Committee member raises the accusation via email to the Executive Director or Internal Director.
- ii. The Executive Director or the Internal Director will add the accusation as an Agenda item for the next scheduled Executive Committee Meeting.
- iii. The complainant and respondent must be present at following the Executive Committee meeting, for the duration of the Executive Termination process.
- iv. The complainant will present evidence at the Executive Committee meeting and the respondent will be given the opportunity to defend himself or herself.
- v. The Executive Director or Internal Director will mediate the discussion and direct the Executive Committee to vote on the level of competency of the respondent Executive Committee member.
- vi. The Executive Director or Internal Director will carry out any relevant disciplinary actions as decided by the vote of competency.

Levels of Competency:

- i. **Competent:** The Executive Committee member has fulfilled or is fulfilling the roles and responsibilities of their position in a satisfactory manner
- ii. **Incompetent:** The Executive Committee member has not fulfilled or is fulfilling the roles and responsibilities of their position in an unsatisfactory manner

The level of competency may only be decided following approval by a two-thirds majority vote from the Executive Committee.

The involved Executive Committee member has the right to appeal to the general membership any decisions made by the Executive Committee. If an appeal is requested, it must be in writing and be received by the Executive Committee within 30 days of disciplinary action. All involved parties must attend a meeting with possible higher bodies to determine a fair resolution.

If the outcome of the vote of competency is Incompetent, the following disciplinary actions may be taken, as decided by the Executive Committee:

- i. **Termination:** Permanent leave from the Executive Committee.
- ii. **Deactivation:** Temporary leave from the Executive Committee for a specified period of time.
- iii. **Written warning on file:** A warning issued by the Executive Committee which needs to be signed by the Executive Director or Internal Director and the convicted Executive Committee member.
- iv. **Verbal Reprimand:** A warning not on file, with no future consequences.

If Termination or Deactivation is carried out, the Executive Committee will take one or more of the following actions for replacement of the terminated or deactivated Executive Committee member:

- i. **Redistribution of Work:** The Executive Committee will distribute the roles and responsibilities of the position amongst the remaining Executive Committee members.
- ii. **Executive Appointment:** The Executive Committee will vote on the appointment of current Executive Committee members or Supervisors to take over the roles and responsibilities of the position for a specified amount of time.
- iii. **By-Appointment:** The Executive Committee will ask for nominations among the members for candidates to take on the position on the Executive Committee as outlined in section 8.

8. Meetings

All members of UTEFR are welcome to attend both Executive Committee Meetings and General Meetings.

a. **Executive Committee Meetings**

A minimum of one Executive Committee meeting shall be held during each month of the academic year. All Executive Committee Officers are expected to attend. All UTEFR members are welcome to attend, although only Executive Committee Officers are eligible to vote.

All Executive Committee Meetings must meet the following criteria:

- i. All Executive Committee members, and any other members who have indicated an interest in attending, are notified of the meeting time and location at least 48 hours in advance.
- ii. Meet quorum of two-thirds of the Executive Committee Officers, one of whom must be the Executive Director or Internal Director.
- iii. The Executive Director will draft a detailed agenda for each topic to be discussed and send out to attendees at least 24 hours in advance.
- iv. Meeting will be chaired by the Executive Director, or the Internal Director if the Executive Director is absent.
- v. Minutes will be taken by the Internal Director. The minutes will be archived and sent to those in attendance of the meeting within 48 hours after the meeting.
- vi. Motions can only be passed by a two-thirds majority vote.
- vii. Executive Committee Officers who cannot attend the meeting are required to email the Executive Director with their regrets.
- viii. Executive Committee Officers who are late, or must leave early, are required to provide a reason to the Executive Director.

Any member of the Executive Committee can call a meeting to discuss an internal conflict, provided the regulations for an Executive Committee Meeting listed in section 8-a are followed.

b. **General Meetings**

A General Meeting shall be scheduled near the end of each academic semester in which general members can put forth their input for the operation of the team and vote on relevant issues. All members are eligible to vote at these meetings.

All General Meetings must meet the following criteria:

- i. All active members are notified of the meeting time and location at least one week in advance.
- ii. Scheduled such that at least two-thirds of the Executive Committee are available at that time.
- iii. Meet quorum of two-thirds of the Executive Committee, one of whom must be the Executive Director or Internal Director.
- iv. The Executive Director will draft a detailed agenda for each topic to be discussed and send out to members at least 48 hours in advance.

- v. Meeting will be chaired by the Executive Director, or the Internal Director if the Executive Director is absent.
- vi. Minutes will be taken by the Internal Director. The minutes will be archived and sent to the Executive Committee within 48 hours after the meeting.
- vii. Motions can only be passed by a two-thirds majority vote.

c. Annual Elections

An annual election will be near the end of each academic year, and may coincide with the General Meeting, to elect the new Executive Committee Officers. Annual Elections follow the same voting procedures as General Meetings.

The executive committee shall strike the Elections Committee and appoint one Chief Returning Officer (CRO) and two Scrutineers from the general members on the committee to conduct and hold the elections. All members of the Elections Committee shall be unbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from UTEFR members. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period. The CRO shall select the election date which will be announced in a minimum of two weeks in advance and must fall on a weekday.

The CRO and Scrutineers shall provide each member with a paper ballot on the voting date and ask the member to place their ballot in an enclosed box. After the election is over, the CRO and Scrutineers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutineers shall submit a report of the results of the elections to the Executive Committee and general members.

The term of executive positions shall be from May 1st to April 30th. Once the new Executive Committee has been selected, the outgoing Executive Director is to act as the Transition Director to ensure the group undergoes successful transition of information or processes and a continuity of leadership. This may be facilitated through the use of a transition document as well as resources for student leadership transition offered by the Office of Student Life.

9. Operating Guidelines

The following guidelines outline UTEFR operations. More detailed descriptions can be found in the Standard Operating Procedures.

a. Emergency Services

UTEFR recognizes that the City of Toronto Police, Emergency Medical Services, and Toronto Fire Services as well as respective University of Toronto divisions including Campus Community Police, Emergency Preparedness, and Community Safety Office are the official first responders on campus. Therefore UTEFR solely provides supplementary emergency services in the role of on site first responders and is not a replacement for official first responders.

The primary service provided is the presence of Active Responders at University of Toronto St. George events. Requests for event coverage must be made in writing to the UTEFR Executive Committee with sufficient notice to make arrangements to ensure that the event will receive proper coverage.

Only Active Responders are able to provide the above services and a Supervisor must be present at all times. All Active Responders and Supervisors must meet the criteria outlined in sections 4 and 5 respectively. Liability is discussed in section 9-b.

b. Liability

UTEFR solely provides supplementary emergency services in the role of on site first responders and is not a replacement EMS or Campus Police. In the event of an emergency, Responders are required to call EMS and Campus Police.

UTEFR Responders act in a voluntary manner and receive no compensation for their services. Furthermore, UTEFR Responders do not act in the capacity of medical personnel and the services provided shall not exceed the first aid training and certifications held by the Active Responder.

Acting solely in a voluntary first responder capacity at the scene of the incident UTEFR Responders are protected under the ***Good Samaritan Act, 2001***.

c. Finances

The Finance Director shall ensure that:

- i. UTEFR agrees to adhere to financial by-laws set by the University of Toronto.
- ii. UTEFR shall have a bank account in the name of University of Toronto Emergency First Responders.
- iii. All financial transactions shall be signed by the Executive Director and Financial Director and must be recorded clearly. As well, all financial transactions and records must remain transparent to the Executive Committee at all times.
- iv. A monthly statement shall be prepared by the Financial Director and presented to the Executive Committee.
- v. An annual statement and budget shall be prepared by the Financial

Director in May and must be approved by the Executive Committee.

d. Affiliations

UTEFR maintains full membership and affiliation with the Association of Campus Emergency Response Teams of Canada (ACERT), which is a federally incorporated, nonprofit organization. Its purpose is to support, promote and advocate emergency care on Canadian post-secondary campuses.

As well, UTEFR agrees to follow the constitution and bylaws set forth by ACERT, in addition to this constitution and UTEFR's Standard Operating Procedures.

e. Complaints

Any individual may submit a complaint regarding any aspect of the operation of UTEFR to the Executive Committee. The complaint must be submitted in writing to either the Executive Director or the Internal Director.

The Executive Director and Internal Director shall, if possible, directly address the complaint and issue a written response to the complainant within 7 days detailing the resolution. If the complainant is unsatisfied with the resolution, they may appeal the decision to the Executive Committee within 7 days.

If the Executive Director and Internal Director are not able to address the complaint, they must raise the issue with the Executive Committee at the next meeting and inform the complainant within 7 days. Additionally, once the Executive Committee has addressed the complaint, they must inform the complainant within 7 days, detailing the resolution.

The complainant has the right to appeal to the general membership any decisions made by the Executive Committee. If an appeal is requested, it must be in writing and be received by the Executive Committee within 30 days of the decision.

If the dispute cannot be resolved by the general membership, or is time sensitive, all involved parties must attend a meeting with relevant higher bodies from the University of Toronto to determine a fair resolution.

10. Constitutional Amendments

All amendments to the constitution must be approved by at least two-thirds majority vote by the Executive Committee, then ratified by a majority vote of the general membership.

All amendments must be reviewed by the Office of Student Life before they are enacted.