



University of Toronto Emergency First Responders

Constitution

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(Last Revised: July 17, 2021)

1. Name
2. Mission Statement
3. Membership
4. Active Responders
 - a. Roles and Responsibilities
 - b. Skills Assessment
5. Supervisors
 - a. Distinction from Responders
 - b. Roles and Responsibilities
 - c. Skills Assessment
6. Executive Structure
 - a. Executive Director
 - b. Internal Director
 - c. Finance Director
 - d. Training Director
 - e. Equipment Director
 - f. Communications Director
 - g. Socials & Marketing Director
 - h. Executive Assistants
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 abbreviation 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 pre-hospital first aid treatment at events.

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.

a. Roles and Responsibilities

Active 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 Active 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 4c). The skills assessment will include at a minimum a CPRC scenario as well as an SFA level secondary assessment scenario and is valid for a period of one year.

b. Skills Assessment

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.

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 to 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 an 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. All Supervisors are required to maintain Active Responders status and are appointed directly by the Executive Committee.

a. Distinction from Active Responders

The main distinction between Supervisors and Primary Responders is that Supervisors act as the lead medics on-site, as well as the liaison between the Responders and the Event Coordinators.

b. Roles and Responsibilities

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. Skills Assessment

A skills assessment is intended to ensure that all Supervisors are able to competently perform first aid up to the level of their training. The assessment consists of predetermined supervisor scenarios approved by the executive committee.

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 to 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 an 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.

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 executive assistant positions. Membership in the Executive Committee of UTEFR must be renewed each year. In the event where an Executive position is left unfilled after an election, the Executive Committee may hold an external recruitment campaign. Former or current executive members are allowed to assume positions for more than one year.

The 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 relationships with the university including the 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. Takes minutes at all meetings and distributes them to all attendees.
- x. Collaborates with the Internal Director regarding disciplinary action and team conflict resolution.
- xi. Collaborates with the Financial Director to sign and clearly record all financial transactions.
- xii. Acts as Transition Director at the end of term to ensure the group undergoes a successful transition of information and processes.
- xiii. Books rooms and equipment for all workshops and meetings.
- xiv. Acts as a verifier for the co-curricular record.

b. Internal Director

- i. Schedules Active Responders and Supervisors.
- ii. Maintains member information, including certification documentation, for Active Responders and Supervisors.
- iii. Collaborates with the Communications Director to maintain the mailing lists.
- iv. Maintains current paper records as well as hard-drive of historic records.
- v. Communicates with event organizers.

- vi. Acts as the first point of contact in the event of critical incidents.
- vii. Schedules and oversees skills assessments.
- viii. Organizes recruitment events.
- ix. Actively promotes the services of UTEFR on campus.
- x. Chairs meetings in the absence of the Executive Director.
- xi. Collaborates with the Executive Director regarding disciplinary action and team conflict resolution.

c. Finance 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.
- x. Hires, trains and directs the Training Assistants

e. Equipment Director

- i. Maintains call-related documentation including Patient Care Reports, Incident Reports, and End of Shift Reports.
- ii. Maintains an inventory list of all kits and restocks items when required.
- iii. Ensures that equipment are properly cleaned, maintained, and stored.
- iv. Acquires new supplies, equipment, and uniforms when necessary.
- v. Hires, trains and directs Quartermasters.

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 UTEFR Slack Channel
- iv. Organizes UTEFR documents on Google Apps and Dropbox.
- v. Collaborates with the Internal Director to maintain the mailing lists.
- vi. Collaborates with all executives to promote UTEFR membership, events, and services through information technology.
- vii. Works with Socials & Marketing Director for Branding and Marketing.

g. Socials & Marketing Director

- i. Updates and Maintains Club Social Media
- ii. Oversees the planning, promotion, and execution of all club events, including general meetings and training.
- iii. Creates marketing material with Communications director.
- iv. Maintains focus on team-building and community within the club.

h. Executive Assistants

Executive Assistants report directly to their respective directors and are hired through an interview process at the beginning of the year.

- i. Training Assistants
 - 1. 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.
 - 2. Assists in running skills assessments.
 - 3. Tracks and reports training attendance to Executive Committee.
 - ii. Quartermasters
 - 1. Assists Equipment Director with keeping track of equipment use, including, but not limited to, restocking kits after events, and keeping track of equipment inventory.
 - 2. Reviews end-of-shift reports to keep track of equipment used

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.

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. **Demotion:** Revocation of Supervisor appointment and/or placement of Responder on Probation status.
- iii. **Verbal reprimand:** A warning not on file, with no future consequences.

Where the agreed disciplinary action is Termination or Demotion, a meeting with the Executive team must be arranged within 2 days and must take place within 7 days.

The following are among the causes for termination:

- iv. They attend UTEFR Events (excluding socials) while under the influence of alcohol or controlled substances as defined by the Criminal Code of Canada.

- v. They engages in negligence in the treatment of a patient or documentation of a call, including:
 - 1. Operating beyond scope of practice.
 - 2. Failing to follow 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
- vi. They are repeated late or miss shifts without giving sufficient notice or legitimate reasons
- vii. The Active Responder is dishonest or displays prejudicial/inappropriate behaviour while on duty or in affiliation with UTEFR.
- viii. There is a reason deemed appropriate by the Executive Committee.

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 of 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 Team
- 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 Chief Returning Officer will mediate the discussion and direct the UTEFR members to vote on the level of competency of the respondent Executive Committee member. Eligibility to vote requires the members to have attended at least two training sessions.
- iv. The Executive Director or Internal Director will carry out any relevant disciplinary actions as decided by the vote of competency.

Levels of Competency:

- v. **Competent:** The Executive Committee member has fulfilled or is fulfilling the roles and responsibilities of their position in a satisfactory manner
- vi. **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:

- vii. **Termination:** Permanent leave from the Executive Committee.
- viii. **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:

- ix. **Redistribution of Work:** The Executive Committee will distribute the roles and responsibilities of the position amongst the remaining Executive Committee members.
- x. **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.
- xi. **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. The 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 Executive 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 contact the Executive Director with a valid excuse. Executive Committee Officers who are late, or must

leave early, are required to provide a reason to the Executive Director.

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. The 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 Executive 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 appoint one Chief Returning Officer (CRO) to conduct and hold the elections. The CRO shall be selected from past team alumni. If past team alumni cannot be chosen, then the CRO will be randomly chosen from the general members. The CRO 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 have attended 2 training sessions 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 shall create an online voting form, and count the ballots. The candidate with the most votes shall be elected to the position. The CRO 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 a 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 the 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 and medical coverage 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 9b.

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 bylaws 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
- vi. 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 postsecondary 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, such as an CRO, 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.