Johns Hopkins Emergency Response Organization **Constitution**	*Original Date:*	4/2/2006
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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 President, Training Officer, Equipment Officer, Recruitment Officer, Secretary, Treasurer, Member at Large, and Captain 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.

1. **Definitions and Descriptions of HERO Officers:**
   a. **Administrative Officers**
      1. The President shall be responsible for overseeing the administrative business of the organization and ensuring that the membership and Board of Directors abide by the articles of HERO's constitution. The President shall be the Chair of the Board of Directors. The President shall be the primary contact for all interactions with external entities, but should collaborate with the Captain on any decisions and/or communications that may affect operational matters. The President shall be responsible for all public relations.
      2. The Training Officer shall be responsible for managing initial certification classes. The Training Officer shall select Training Coordinator(s) from amongst the active members to assist with teaching the HERO EMT course. The Training Officer shall manage trainings throughout each semester. The Training Officer shall assist the Recruitment Officer with choosing operationally qualified members during the selection process. The Training Officer shall coordinate members of the Operations Board to assist with training sessions for the membership. The Training Officer shall oversee initial instruction to new members on HERO-specific protocols and operations and shall assist in the promotional process with the guidance of the EMS Lieutenant in accordance with the SOPs. The Training officer shall not assist in promotions beyond their own rank; i.e. an FTO may not assist in DO promotions. The Training Officer shall be responsible for maintaining all training supplies, with assistance from the Equipment Officer as needed.
      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, including the unit's ambulance to MIEMSS certification standards. 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. The Equipment Officer shall coordinate HERO Driver clearance training for the membership alongside any qualified Driver Trainers. If the Equipment Officer is not driver cleared, this job defers to driver trained members. The Equipment Officer shall be in-charge of coordinating driver training in conjunction with the Training Officer.
      4. The Recruitment Officer shall be responsible for the recruitment of new members using resources provided by the school and social media. The Recruitment Officer shall be the Chair of the selection branch. The Recruitment Officer shall select the Selection Officers to assist in the recruitment process of new members and form the Selection Committee. The Recruitment Officer shall collaborate with the Selection Committee, the Captain, and the Training Officer to ensure the recruitment of qualified candidates for the Organization.

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 social media. The Secretary is the primary historian for the Organization and will keep records of alumni and other relations.
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 working with the Office of 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 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.

b. Operational Officers

2. The Captain is responsible for chairing the Operations Board to ensure good medical practice and that on-scene conduct conforms to the Standard Operating Guidelines. 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. The Captain shall be responsible for communicating any perceived training needs to the BOD. The Captain shall prepare candidates for and conduct Duty Officer interviews. The Captain shall assist the Recruitment Officer with choosing operationally qualified members during the selection process. 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 rank of Duty Officer.
2. The Emergency Medical Services (EMS) Lieutenant shall be responsible for assisting all FTO candidates to meet the certification and training requirements for FTO promotion. They shall also be responsible for assisting in the promotion of probationary members to EMTs. The EMS Lieutenant shall be responsible for organizing and conducting promotional meetings from EMT to FTO. The EMS Lieutenant shall be responsible for coordinating with the Recruitment Officer and Operations Board to ensure that all new members complete their EMT Clearance Packets within the allotted time frame.
3. The Personnel Lieutenant shall be responsible for scheduling Unit shifts, keeping accurate records for all Unit members, investigating disciplinary matters involving protocol violations, and managing conflicts between Unit members. The Personnel Lieutenant shall manage the logistics and documentation of obtaining initial licensures, recertifications, and license reciprocity for the membership. The Personnel Lieutenant shall be responsible for coordinating and staffing Standby events for the Unit.

2. Choice and Removal of Officers

1. All Administrative Officers are elected by HERO's active membership.
2. All Operational Officers are elected by the Operations Board.
3. Requirements for Office:
    i. The Operational Officers (Captain, EMS Lieutenant, and Personnel Lieutenant) must be Duty Officers.
        1. If no member that expresses an intent to run for an Operational Officer position is eligible, all Field Training Officers will be eligible to run for the Operational Officer position. The officer voted in will hold no operational authority or rank, until achieving the rank of Duty Officer. The ultimate operational authority on scenes shall be the on-duty Duty Officer.
    ii. The President and Training Officer must be a Field Training Officer or Duty Officer.
        1. If no member that expresses an intent to run for these positions is eligible, all EMTs will be eligible to run for that position.
    iii. The Equipment Officer and Recruitment Officer must be a Field Training Officer or Duty Officer.
        1. If only one Field Training Officer or Duty Officer expresses an intent to run, all EMTs will be eligible to run for that position.
        2. Recruitment Officer only: An EMT who has served as a Selection Officer may be considered equivalent to a Field Training Officer for solely the purpose of elections.
    iv. If any of these members are demoted below the required rank, special elections will be held to fulfill the vacancy.
    v. BOD members, upon election, agree to attend all regularly scheduled BOD meetings and may only receive two unexcused absences per academic semester. An excused absence may be granted at the discretion of the President for a medical emergency, response to a HERO call by an on-shift member, or if greater than 24-hour notice. Shifts at outside EMS organizations and work are not considered excused absences.
        1. Disciplinary action may be taken at the discretion of the President if a BOD member is in violation of this section. A first offense, including but not limited to, one unexcused absence or a pattern of late arrivals, will result in a verbal warning. A second offense, two unexcused absences or a continued pattern of late arrivals, will be a meeting with the President and Personnel Lieutenant for remediation. Any additional offenses will be subject to further remediation as seen fit by the disciplinary board including, but not limited to, removal from BOD.
        2. In the event the President is in violation, the Captain will enact the same disciplinary measures outlined in the aforementioned section.

4. Any BOD Member (except the Captain) may be impeached by 2/3 vote of the other members of the BOD after recommendation by a BOD member. Upon such an occasion, the officer will be relieved of all administrative rank and will assume no administrative duties pertaining to the Emergency Response Organization or its constituents. That officer may be reinstated within three weeks of his or her impeachment following an appeal to the Disciplinary Board. 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.
5. Any Operational Officer may be impeached by 2/3 vote of the other members of the Operations Board after joint recommendation by any two members of the Operations Board. Upon such an 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.
6. To remove an Administrative 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 President will notify the Secretary of his or her impeachment.
    iii. The President will bring the charges and moderate the meeting. In the event that the President 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 Administrative officer.
7. To remove an Operational Officer:
    i. An Operations Board 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 Operations Board meeting by the Personnel Lieutenant, giving that officer time to prepare a defense before the meeting. In the event that the Personnel Lieutenant is being impeached, the Captain will notify the Personnel Lieutenant of his or her impeachment.
    iii. The Personnel Lieutenant will bring the charges and moderate the meeting. In the event that the Personnel Lieutenant 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 Operations Board is needed to remove an Operational Officer.

8. Vacancies in any of the eight Board of Directors positions (except the Captain) shall be filled immediately by special elections, where 2/3 of the general body must be present to satisfy quorum.
9. Vacancies in any of the three Operational Officer positions shall be filled immediately by special elections, where 2/3 of the Operations Board 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; however, the President retains the right to remove any individual necessary for the discussion or voting of sensitive topics.
4. Four types of 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. The CPR & STB Coordinator to provide CPR and STB initial training and recertification for HERO members as necessary free of charge. The CPR & STB Coordinator shall be responsible for arranging and instructing classes for outside entities as approved by the BOD. The CPR & STB Coordinator shall also be responsible for maintaining the university's supply of Stop the Bleed Kits around campus.
    ii. The Retention Coordinator to organize social events and encourage Unit bonding. The Retention Coordinator may organize an open retention committee to support them in their duties.
    iii. The Vehicle Coordinator to manage the proper inventory and maintenance of all HERO vehicles. The Vehicle Coordinator shall regularly evaluate HERO vehicle equipment and cleanliness. The Vehicle Coordinator shall arrange for the cleaning of the HERO vehicles as necessary.
    iv. The Training Coordinator(s) to assist the Training Officer with the instruction of the HERO EMT course. There shall be up to two Training

Coordinators. The BOD may approve by unanimous vote to increase the number of Training Coordinators. Any Training Coordinator must be selected from amongst the members of the Operations Board unless specially approved by the BOD.

IV. Membership

1. **Applications to HERO**
    a. For an applicant to apply as a "prior" EMT, they must have already obtained EMT certification and be eligible for Maryland EMT Reciprocity. An applicant who has completed or is in the process of completing an NREMT-Recognized EMT course outside of HERO and will thus be eligible to obtain an NREMT certification without HERO's assistance must apply as a "prior" EMT.
    b. For an applicant to apply as a "non-EMT", they must not have received an EMT certification. They must be available to attend the HERO EMT course and pass all required exams for certification.
    c. All new applicants must be Freshmen and Sophomore undergraduate students currently enrolled at Johns Hopkins University.

2. **Rights and Responsibilities of Members**
    a. An active member is defined as:
        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 licensure.
        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 Lieutenant.
        v. Serve an average 8 hours per week on duty as calculated by the end of the semester.
        vi. Have a working knowledge of the layout of campus and the area immediately surrounding campus.
        vii. Participate in or attend training 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 in a manner that properly represents the professional mission of HERO.
        iii. Vote in General Body elections or in General Body Meetings
        iv. Attend Board of Directors meetings at the discretion of the President.

v. Run shifts or teach classes in accordance with this document and the Standard Operating Procedures
vi. 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 EMS Lieutenant/ Training Officer with approval by the Operational Board.
vii. Obtain meeting minutes from the Secretary in cases of Organization meetings or by the Training officer in cases of training sessions.

d. Inactive members may only:
   i. Teach Emergency Response courses if they hold current certifications
   ii. 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. **Probational EMT:** A member of HERO who has received their Maryland EMT Certification but has not completed the necessary observer hours or passed the required promotional steps to operate as a HERO EMT.
   iii. **EMT:** A Maryland EMT who 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 SOPs.
   v. **Field Training Officer:** The principal medical provider on duty and preceptor for EMTs and Probational EMTs.
   vi. **Duty Officer:** A member of HERO who trains Field Training Officers and responds to calls on an "as needed" basis. While on duty, they are supervisors of each shift and have authority on scene over FTOs, EMTs, and Probationary members.
   vii. **Captain:** A Duty Officer or Field Training Officer who has been elected to the position as outlined in this document. Their responsibilities are as listed above. They shall serve as the highest operational authority on scene so long as they have achieved the rank of Duty Officer

4. Promotion Procedures

a. Promotion to the rank of EMT:
   i. Be accepted to the HERO EMT Class or be accepted as a prior EMT through the selection process. Note that acceptance through selection's process does not guarantee HERO membership.

ii. Complete the HERO EMT class successfully if accepted as a non-prior. Complete the HERO guided prior course & Maryland Reciprocity training successfully if accepted as a prior.
iii. Submit all required documents/certifications as requested by the Personnel Lieutenant.
iv. Complete forty (40) hours of Probational EMT Observer shifts with a member of the primary crew.
v. Attend all scheduled unit training courses. Attendance may be excused by the Training Officer on a case-by-case basis.
vi. Successfully complete a written examination and a psychomotor examination. In the event the Probational EMT fails either of the examinations, they shall be required to retake the entire examination within one (1) month from the initial test date. Should the probational EMT fail a second time, they will not be granted HERO membership. Examinations will be held twice a semester; if the probational member is unable to attend the time outlined, they shall coordinate with the EMS Lieutenant and the Training Officer for alternate arrangements.
vii. Upon completion of observer hours and psychomotor, the Operational Board will convene. Simple majority vote must be attained using blind-voting procedures to determine acceptance onto the unit.
viii. All Probational EMTs must promote to EMT within 3 months, or they will not be granted membership on the unit. Extensions may be offered on a case-by-case basis.

b. 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 EMS Lieutenant, 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.
c. Promotion to the rank of Duty Officer:
    i. The member must complete all requirements as outlined in the relevant Promotional Competencies Packet.
    ii. All Duty Officers must have achieved 300+ hours of time working in EMS (HERO and outside EMS hours) or have led five or more 911 calls. Captain shall obtain verification that these requirements are completed prior to promotional meeting.
    iii. The member must attend a promotional meeting held by two current Duty Officers along with the Captain, EMS Lieutenant, Personnel Lieutenant, or Training Officer.

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. Alumni members who continue to comply with the requirements of active membership shall retain the rights of an active member including, but not limited to, the ability to run shifts, promote, and vote in BOD, Operations meeting, and General Body Meetings.
    iii. Alumni members who go inactive for two (2) sequential semesters shall be considered HERO Alumni and retain no rights of active membership. HERO Alumni may be invited to HERO Trainings/classes at the permission of the Training Officer, provided their licensure is still current. All alumni will be added to the HERO Alumni Network, provided they were not removed from HERO due to any malfeasance.
    iv. 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. In the event either are absent from the meeting, the President shall select the officers responsible for tabulating.

General Body Meetings will be called by the Secretary or President in coordination with the Personnel Lieutenant for the purpose of necessary activities such as:

1. Elections
    i. A General Body Meeting will be held in April or May and 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. In the event either are absent from the meeting, the President shall select the officers responsible for tabulating.

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 simple majority of the members of the BOD must be present and may count towards quorum. Only an 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.

Bi-weekly 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 bi-weekly membership meeting.

VI. Protocol

A. The Board of Directors (BOD)

1. Has the power to make decisions concerning the administrative facets of HERO. They do not have the power to make decisions concerning medical care of patients nor do they have the ability to individually decide operation changes without consulting with Operations Board.
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 ¾ 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. The Operations Board

1. Shall be composed of the Captain, EMS Lieutenant, Personnel Lieutenant, Field Training Officers, and Duty Officers.
2. Shall be chaired by the Captain. If the Captain is unavailable for any reason, the Captain shall select another member of the Council to serve as Chair of the Operations Board in their stead.
    a. The Chair will arbitrate any disputes on all protocol matters.
    b. The Chair shall be responsible for taking meeting minutes or directing another Council member to take minutes in their place.
    c. The Chair shall track attendance.
3. Has the power to make decisions concerning the operational facets of HERO.
4. Will meet at least monthly while HERO is in service to discuss operational topics and continuing education concerns.
    a. The Operations Board's jurisdiction includes, but is not limited to: the Standard Operating Procedures, demotions, promotions, quality assurance, mentorship, and any other operational topics.
5. Can also meet at any time between regularly scheduled meetings if requested by a member of the Council.

6. May only vote on operational or SOP changes if a 2/3 quorum of the Council is present at the meeting.
7. May pass SOP changes with a simple majority when a 2/3 quorum of the Council is present, or with a 2/3 majority of a quorum if the decision is vetoed by the President.
8. Operations members, upon promotion, agree to attend all regularly scheduled Operations Board meetings and may only receive two unexcused absences per academic semester. An excused absence may be granted at the discretion of the Captain for a medical emergency, response to a HERO call by an on-shift member, or if greater than 24-hour notice. Shifts at outside EMS organizations and work are not considered excused absences.
    a. Disciplinary action may be taken at the discretion of the Captain if an Operations Board member is in violation of this section. A first offense, including, but not limited to, one unexcused absence or an unexcused pattern of late arrivals, will result in a verbal warning. A second offense, two unexcused absences or a continued unexcused pattern of late arrivals, will be a meeting with the Captain and Personnel Lieutenant for remediation. Any additional offenses will be subject to further remediation as seen fit by the disciplinary board.
    b. In the event the Captain is in violation, the Personnel Lieutenant will enact the same disciplinary measures outlined in the aforementioned section.
    c. In the event the Personnel Lieutenant is in violation, the Captain and EMS Lieutenant will preform the remediation meeting.

C. 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. In the same election cycle, the operational officers shall be elected by the Operations Board prior to the election of the administrative officers by the active membership. A 2/3 quorum of the Operations Board and a 2/3 quorum of the active voting membership respectively are required to elect operational and administrative officers.
6. The operational officers shall be elected in this order: Captain, Emergency Medical Services (EMS) Lieutenant, and Personnel Lieutenant.
7. The administrative officers shall be elected in this order: President, Training Officer, Equipment Officer, Recruitment Officer, Secretary, Treasurer, and Member at Large.
8. 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.

9. The outgoing President 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.
10. The outgoing Captain shall be responsible for creating the Annual Report for distribution to constituents prior to their departure.
11. During the operational officer elections, speeches and discussions of the candidates will proceed as follows:
    i. Captain: 5-minute speech, 5-minute Q&A, 30-minute discussion
    ii. EMS and Personnel Lieutenant: 3-minute speech, 5-minute Q&A, 25-minute discussion
12. During the administrative officer elections, speeches and discussions of the candidates will proceed as follows:
    i. President: 5-minute speech, 5-minute Q&A, 30-minute discussion
    ii. Training, Equipment, and Recruitment Officer: 3-minute speech, 5-minute Q&A, 25-minute discussion
    iii. Secretary, Treasurer, and Member at Large: 2-minute speech, 4-minute Q&A, 25-minute discussion

VII. Amendments and Bylaws

1. The Constitution may be amended upon approval from ¾ vote of quorum of a General Body Meeting.
2. The Standard Operating Procedures of the Unit shall be considered an addendum to this Constitution. They may be amended upon a simple majority vote of the Operations Board. An amendment to these addendums may be vetoed by the President. A veto from the President on an amendment may be overturned by a 2/3 vote of the Operations Board. Updated Standard Operating Procedures shall be presented to the Board of Directors as an informational, non-voting, item by the Captain.
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 2/3 vote of quorum at a General Body Meeting.