

University of Delaware Emergency Care Unit

By-Laws

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737-8451

ARTICLE ONE

Name

This organization shall be known as the University of Delaware Emergency Care Unit. It shall be a registered student organization at the University of Delaware.

ARTICLE TWO

Purpose

The primary purpose of this organization is to protect against casualties and loss of life, and to provide emergency medical care to all persons on the University of Delaware Newark campus and neighboring communities. The secondary purpose shall be the continued education of our membership in the field of emergency medical care.

ARTICLE THREE

Membership Eligibility

Section 1: Any person currently enrolled as a fulltime undergraduate student at the University of Delaware shall be eligible for membership in the organization.

Section 2: Any applicant under the age of eighteen years shall submit the written consent of the parent or guardian at the time of his/her application.

Section 3: If, in the opinion of the Director of Membership, the candidate may not be of sound health at the time of his/her application, this candidate shall submit written consent from their physician that they are eligible for membership.

Section 4: All candidates shall be interviewed by the Director of Membership and at least one other executive board member.

Section 5: In accordance to University of Delaware policies, the organization shall not discriminate against an applicant on the basis of race, religion, sex, or national origin.

ARTICLE FOUR

Membership Requirements and Restrictions

Section 1: Every member is required to give hours of service towards the organization every month. The amount and parameters of the hours shall be governed by the current UDECU Standard Operating Procedure pertaining to membership hours. Required hours will never exceed 12. These hours can be fulfilled by normal pager duty or other services towards the organization. Of the hours required half should be pager hours.

Section 2: Each member shall be required to attend the monthly membership meeting, unless he/she has a valid excuse, presented to the Secretary 24 hours prior to the meeting he/she is asking to be excused from, by a method approved by the executive board. Failure to do so is grounds for dismissal. The secretary shall determine the validity of all excuses.

Section 3: All members who have not previously done so must complete or be currently enrolled in the Delaware EMT-B (or National Registry EMT-B) course within one year of their acceptance as a member.

Section 4:

All members who have completed their EMT class and achieved a level 3 status shall be required to complete one training unit per month. Training units shall be established and made available to the membership by the Director of Training.

Section 5: Any trainee or assistant technician who cannot attend or complete a scheduled duty shift must attempt to find a replacement. He/She must also notify the driver and/or the technician on duty of the change.

Section 6: All technicians and drivers are obligated to take the specific duty shift they sign up for or find a replacement. In any event, it is the person's responsibility to insure that there is a minimum of one technician or driver available during the shift in question.

Section 7: All members shall abide by the laws of the United States of America, the State of Delaware, and the City of Newark. In addition, every member shall comply with the rules and policies of the University of Delaware, the Department of Public Safety, and the University of Delaware Emergency Care Unit.

Section 8: Any violation of the aforementioned requirements and restrictions shall be grounds for review by the Grievance Committee. Any possible actions that may be taken will be determined by the said committee as set forth in Article Twenty.

ARTICLE FIVE

Membership Classification

Section 1: A probationary member is one who is in their first semester of the organization unless otherwise designated. A probationary member does not have the right to vote at the membership meeting and will not have their way paid through the Delaware EMT-B or National Registry EMT-B courses.

Section 2: Each member of the organization shall be assigned a three digit number by the Director of Membership. The first digit shall denote the member's rank as described below. The following two numbers will be the member's permanent identification number within the organization.

Section 3: Any member of the organization who has no prior recognized emergency medical training, and has less than seven runs with the organization shall be classified as an Assistant Technician and shall have a designator code of one.

Section 4: Any member of the organization who has seven or more runs with the organization and current certification of American Heart Association CPR for the healthcare provider, shall be classified as an Assistant Technician and shall have a designator code of two.

Section 5: Any member who is a cardholding Delaware EMT-B and who currently has American Heart Association CPR certification for the Healthcare Provider shall be designated as an Assistant Technician and shall have the designator code of three.

A. Any certified EMT who has been evaluated by any Tech or Driver in the organization can call for a formal review of their prior performance. The procedure for requesting and carrying out this review is as follows:

i. The request for a review must be submitted in writing to any active Technician or Driver.

ii. Within one week of receipt of this request, the active Technicians and Drivers must schedule a time for the review. The review must be held within two weeks of receipt of request, and must include at least a majority of the Technicians and Drivers active at the time of request.

iii. At the discretion of the member requesting the review, the presence of the Advisor and/or Assistant Advisor may be requested, but their presence is not required for the review to be carried out. At any point, the member requesting the review may cancel his/her request.

iv. The review will include interactive review of all written evaluations of the member in question; discussion of any concerns the member or Technicians and/or Drivers may have; recommendations for skill improvements; a written summary of the review signed by all persons present during said review.

v. Members may request official reviews in accordance with this By-Law up to two times each semester.

B. Upon the discretion of the majority of the technicians and drivers, a "three" may be designated a field promotable member of the organization. A field promotable can tech the run only when a technician is unavailable and the ambulance is driven by a UDECU member who is both a level five and has given approval for the said member to tech the call.

Section 6: Any member who is Field Promotable or has a designator code of four or five is eligible to become cleared to lead a Bike Team. Additionally, the candidate must also satisfactorily complete the following:

i. An approved EMS Bike Team Training course.

ii. A radio training administered by a Technician or Driver.

iii. A Bike Team skills assessment administered by at least three members cleared to lead a Bike Team, a majority of whom must be Technicians or Drivers.

iv. Upon satisfactory completion, as determined by a simple majority of the members administering the Bike Team skills assessment, of the above requirements, the candidate is cleared to lead a Bike Team, and shall have "Bike Team Leader" added to their Certifications list.

Section 7: Any member of the organization who meets the following requirements shall be designated as a Technician, and shall have the designator code of four.

- A. He/She must be currently certified as a Delaware EMT-B.**
- B. He/She must have valid American Heart Association CPR certification for the Healthcare Provider.**
- C. He/She must participate in a minimum of 25 ambulance runs with the organization with no less than five of those runs being major in status.**
- D. He/She must participate on either one run that New Castle County Paramedics were called on, or participate on at least one evening of a ride-along program with the aforementioned paramedics.**
- E. Upon completion of the other requirements the candidate for Technician status must challenge a pre-approved test administered by all of the current Technicians and Drivers. Once the examination is successfully completed, the candidate's previous performance is to be reviewed by all of the current Technicians and Drivers and a simple majority will be required for the conferral of Technician status. The test and the review may take place without all of the Technicians and Drivers present so long as the member(s) absent have given their written consent to a Technician or Driver present at the test and review. The absent member(s) may also vote by proxy (the proxy must be a written letter) or the absent member(s) may abstain from voting. The candidate for Technician status will deliver a letter to any of the Technicians or Drivers and a response to the candidates letter will be delivered within two weeks. The response will include a scheduled date for the Technician Test and Review.**

Section 8: Any member who has completed all of the requirements in Sections 5 and 6, and who has fulfilled the following additional requirements shall be considered a Driver in the organization, and shall be given the designator code of five.

- A. His/Her membership in the organization must have been for at least 30 consecutive weeks.**
- B. He/She must have satisfactory completion of the Delaware State Fire School course entitled "Emergency Vehicle Operations" and a cardholder of the aforementioned course.**
- C. He/She must have satisfactory completion of a skills test as designated by the University of Delaware Police Department.**
- D. He/She must have satisfactory completion of vehicle operations, knowledge of campus geography, and personal attitudes towards these responsibilities as determined by a University Police Department Observer.**

Section 9: Any alumni of the University of Delaware Emergency Care Unit, who obtained a level of four or higher and currently certified as an Emergency Medical Technician Basic in the state of Delaware, may ride the ambulance, when called upon to do so by a current member of the organization.

ARTICLE SIX
General Membership Meetings

Section 1: The monthly general membership meeting of the organization shall be held on the first Sunday of the month, excluding the months when the University is not in full session. Should the meeting fall on a holiday, the meeting shall be held on the next available Sunday. The meeting shall commence promptly at 1900 hours.

Section 2: The presence of at least 50 percent plus one person of the voting membership shall constitute a quorum for a general membership meeting. In the event that a quorum is not available, the meeting shall take place, however no voting shall take place at that meeting. Any action taken by the majority of the quorum shall constitute an action taken by the membership.

Section 3: At the appointed time the Co-coordinator will call order and the business shall proceed in the following order:

- A. Roll call
- B. Adoption of minutes of the previous meeting
- C. Deferred or unfinished business
- D. Reports of committee chairs
- E. Reports of officers
- F. New business
- G. Equipment demonstration and/or continuing education program.
- H. Election (if applicable)
- I. Good of the Organization

Section 4: The Co-coordinator shall preside over the meeting, preserving order and proceeding as he/she sees fit providing that he/she adheres to the order of business in Section 3.

Section 5: The general membership meetings shall be open to the public so that they may benefit from any guest speaker, program, etc. No non-member shall have a voice or vote at any said meeting.

Section 6: Motions may be introduced at any time during item C, F, or H of the meeting. Once the motion is introduced it must be acted on by the membership either by approval, rejection or tabling by simple majority; or it may be withdrawn or amended by its originator.

ARTICLE SEVEN
Elections

Section 1: Nominations of elective officers shall be made at the regular stated November meeting, and again directly preceding the elections at the December meeting. No

nominations shall be accepted unless the candidate is present or a letter of acceptance is presented at the November or December meetings.

Section 2: All elections for office shall take place at the regular December meeting. The elections shall be by a secret ballot. If a member wishes to cast a vote but is unable to attend the meeting, he/she may cast a vote by proxy. To do this a signed statement must be shown to the Co-coordinator prior to the elections, stating that the named person has the power of proxy for the absent individual. The elections shall be made by secret ballot. In order to be elected, a candidate must receive a simple majority of votes cast for the particular office. If no one person receives a simple majority of the vote, the two candidates that had received the highest number of votes shall run opposed to only the other candidate. When there is only one candidate for a particular office, that person shall move automatically into that position.

Section 3: Immediately preceding the election, the Co-Coordinator shall appoint one person to collect the ballots, and two to tally the votes. The results of the elections shall be made known to the membership at once.

Section 4: No member shall hold more than one elected office at the same time.

Section 5: Any vote cast for an individual not nominated shall not be counted.

Section 6: Any vacancy that may occur in an elective office for any reason shall be announced to the membership by the Coordinator at the next general membership meeting. An election for the vacated office must be held within two general membership meetings following the rules set forth as recorded above.

Section 7

Election shall be held in the following order:

Coordinator

Co-Coordinator

Director of Training

Director of Equipment

Treasurer

Director of Membership

Recorder

Secretary

Section 8: All candidates for the position for Coordinator and Co-coordinator shall be certified to the level of National Registered EMT-Basic at the time of election.

Section 9: Elections that are held in December will be overseen by the existing Co-Coordinator or Coordinator in their absence and will proceed as follows:

1. Nominees for the position in discussion will be allowed to make a short speech stating why they believe they are the most qualified for that position.
2. After all nominees have made their speeches; they will leave the room so discussion

can begin.

3. All statements made during the debate will not be discussed after the conclusion of the elections

Each nominee will be discussed in the following manner:

1. Members will first be asked to state a pro for the nominee under discussion.
2. Next, members will be asked to state a con against the nominee under discussion.
3. This pattern will continue until all members state and/or written documentation by excused absent members has been presented.
4. The next nominee will be called for discussion, and the process will repeat until all nominees have been viewed.
5. Votes will be cast.

ARTICLE EIGHT

Meeting Records

A written record of every meeting of any committee, the general membership, or the Executive Board shall be kept by the Secretary or his/her assistant.

ARTICLE NINE

Executive Board

Section 1: The Executive Board of the organization shall meet by-monthly, one of which being held at 1800 hours the day of the general membership meeting, and the other to be decided at the discretion of the Executive Board members. If the Executive Board meeting shall fall on a holiday, the meeting shall be held on the Sunday prior to the regularly scheduled time.

Section 2: The Executive Board meeting shall be open to organization members only. Non-Executive Board members have the right to speak at an Executive Board meeting, but they do not have the right to vote. The meetings of the Executive Board shall be presided over by the Coordinator. He/She shall have the power to expel non-Executive Board members if in his/her opinion they are impeding the progress of said meetings.

Section 3: The Executive Board shall consist of the following elected officers:

- A. Coordinator
- B. Co-Coordinator
- C. Treasurer
- D. Secretary
- E. Director of Equipment
- F. Director of Training
- G. Director of Membership
- H. Recorder

Five of the above officers shall constitute a quorum for an Executive Board meeting.

Section 4: The Executive Board shall have general charge over the affairs of the organization, and shall conduct those affairs in accordance with the By-Laws.

Section 5: The Executive Board shall have the power to enact, amend, or remove any Standard Operating Procedure with a majority vote by all Executive Board Members

Section 6: The Executive Board must be notified by the Coordinator within 24 hours of any SOP changes made under Article 11, Section 5. Upon notification, the Executive Board must decide whether to temporarily approve the SOP change, deny the SOP change, or permanently approve the SOP change. This decision must be made by a quorum of Executive Board members.

Section 7: The affairs of the organization include the supervision of all organization property, supervision of all members, the purchasing of new equipment, the alterations or additions to existing property, and the payment of bills.

Section 8: The Coordinator shall report all activities of the Executive Board to the general membership at the next general membership meeting. The Executive Board shall make recommendations regarding the business of the organization. Any recommendations shall be presented to the membership at a regular or specially called meeting.

Section 9: The membership shall take action on all recommendations made by the Executive Board. The action shall be to approve, to reject, or to table as follows:

- A. A simple majority of members present and voting shall be required for rejection.
- B. A two-thirds majority shall be required for acceptance.
- C. A simple majority shall be required to table an action on a recommendation. All tabled material shall be represented at the following general membership meeting as per Article 6, Section 3.

Section 10: The Executive Board shall hold a minimum of nine meetings per year. Written notice of the date and hour of a meeting shall be posted forty eight hours prior to a meeting.

ARTICLE TEN

Special Meetings

Section 1: The Coordinator or Co-coordinator may call a special meeting of the general membership or the Executive Board. Notice and topic of said meeting must be posted at least forty-eight hours prior to the time of the meeting.

Section 2: At any special meeting, only the posted topic, and no other business may be discussed.

ARTICLE ELEVEN

Duties of the Coordinator

Section 1: The Coordinator shall preserve order and enforce all of the By-Laws and Standard Operating Procedures (SOPs) of the organization (in conjunction with the Grievance Committee). He/She shall call special meetings in conjunction with Article 10. He/She shall appoint all of the regular, standing, and special committees. He/She shall be an ex-officio member of all committees.

Section 2: The Coordinator is the organization's representative to the University of Delaware, and as such will serve as liaison between the organization and the University, surrounding community, as well as all EMS associations in which UDECU is currently a member. The Coordinator shall act as official spokesperson for the organization.

Section 3: As official spokesperson, the Coordinator shall be responsible for discussing or answering any inquiries relevant to the organization. He/She shall be responsible for coordinating the operations of all facets of the organization.

Section 4: The Coordinator shall have the power to appoint special committees as needed. The special committee shall stand until it has reported to and has been discharged by the Coordinator.

Section 5: The Coordinator shall have the power to enact or amend any Standard Operating Procedures in circumstances where an immediate decision is necessary.

Section 6: The Coordinator must notify the executive board within 24 hours of enacting or amending any Standard Operating Procedure under Article 11, Section 5

Section 7: The Coordinator shall have the power to assign ancillary personnel as needed.

ARTICLE TWELVE

Duties of the Co-coordinator

Section 1: The Co-coordinator shall work in conjunction with the Coordinator. He/She shall be responsible for dealing with the internal affairs of the organization, acting as liaison and or mediator between members of the organization.

Section 2: Should any Executive Board office become vacant, the Co-coordinator shall perform the duties of that office, until that vacancy is filled in accordance with Article 7 Section 6.

Section 3: The Co-coordinator shall preside over the general membership meetings.

Section 4: The Co-coordinator shall have the power to assign ancillary personnel as needed.

ARTICLE THIRTEEN

Duties of the Treasurer

Section 1: The Treasurer shall be responsible for the maintenance of all financial records for the organization.

Section 2: The Treasurer shall dispense no capital expenditures without the approval of the Executive Board. In an emergency, the approval of the Coordinator shall suffice.

Section 3: The Treasurer shall appoint a person who shall be responsible for organizational sales (shirts, patches, etc.). This person shall be responsible for researching prices of said goods and for selling of those goods to the membership.

Section 4: The Treasurer shall attend all meetings as required by the student activities office.

Section 5: The Treasurer shall have the power to assign ancillary personnel as needed.

ARTICLE FOURTEEN

Duties of the Secretary

Section 1: The Secretary shall keep accurate, written records of all general membership, Executive Board, and committee meetings. The minutes of all meetings shall be typed and entered into permanent organizational files.

Section 2: The Secretary shall see that all records and files of the organization are kept in a neat and orderly manner.

Section 3: The Secretary shall be responsible for maintaining the appearance of all organization bulletin boards.

Section 4: The Secretary shall publish a newsletter no later than two weeks after the general membership meeting.

Section 5: The Secretary shall have the power to assign ancillary personnel as needed.

ARTICLE FIFTEEN

Duties of the Director of Equipment

Section 1: The Director of Equipment shall be responsible for maintaining the ambulance in a ready to run condition at all times. He/She shall work closely with the members of the University of Delaware Police Department and the staff at the Student Health Center to achieve this goal.

Section 2: If at any time the Director of Equipment feels that the ambulance is unsafe or otherwise not in run-ready condition, he/she may, at his/her discretion, take the ambulance out of service until such time that it is again ready to respond to a medical emergency safely and reliably.

Section 3: He/She shall maintain the organization's radios and pagers in operating condition. It is also the Director of Equipment's responsibility to ensure that all members fully understand the use of all radios and equipment stored on the ambulance.

Section 4: He/She shall be responsible for maintaining up-to-date map books of the University of Delaware campus as well as all routes to Christiana, Newark, Wilmington, and Elkton medical facilities.

Section 5: The Director of Equipment has the power to assign ancillary personnel as needed.

ARTICLE SIXTEEN
Duties of the Director of Training

Section 1: The Director of Training shall oversee all continuing education activities of the organization.

Section 2: He/She shall gather all information in relation to classes and training in emergency medical procedures and shall make this information accessible to the membership.

Section 3: The Director of Training shall work in conjunction with the Director of Membership to maintain a list of each member's status (certification status, expiration dates, continuing education hours, and copies of all certificates) which will be placed in each member's permanent file.

Section 4

- a) The Director of Training shall be responsible for establishing, creating, and making training units available to the membership so that members of level 3 status are able to fulfill their training requirement.
- b) A training unit shall be defined as any activity that the Director of Training believes will improve the EMT's knowledge or skills. (ex: membership trainings, ride-a-longs, CEU classes, videos)

Section 5: He/She shall be in charge of organizing any of the organization's field trips.

Section 6: The Director of Training has the power to assign ancillary personnel as needed.

ARTICLE SEVENTEEN
Duties of the Director of Membership

Section 1: The Director of Membership shall be responsible for supplying membership applications to, and scheduling interviews with, potential membership candidates.

Section 2: The Director of Membership shall supply the names of any and/or all potential membership candidates to the faculty advisor, for the appropriate background checks to be completed.

Section 3: The members present at the new member interviews will give an overall recommendation of the interviewee who shall be approved/disapproved at a later date by the Executive Board.

Section 4: He/She shall, in conjunction with the Director of Training, maintain files on each member. These files shall include all information pertinent to the member, such as his/her rank, training level, letters of reprimand, etc.

Section 5: The Director of Membership shall have the power to send letters of reprimand to members who fail to meet membership requirements in accordance with Article Four. He/She shall also have the power, with the approval of the Executive Board, to expel members from the organization for repeated membership delinquencies.

Section 6: The Director of Membership, with the consent of the Executive Board, shall have the power to define the conditions of any member's probation. This includes, but is not limited to, members put on probation for failing to meet the membership requirements in accordance with Article Four.

Section 7: The Director of Membership shall have the power to assign ancillary personnel as needed.

ARTICLE EIGHTEEN

Duties of the Recorder

Section 1: The Recorder shall be responsible for filing all run related paperwork, such as patient refusal forms and Health Insurance Portability and Accountability Act (HIPAA) signature forms, in the UDECU files.

Section 2: The Recorder shall be responsible for assuring that all PCRs are correctly filed using the State of Delaware Electronic Run Report System.

Section 3: The Recorder shall prepare a report at the end of each month that includes a breakdown of total number of runs, total number of major runs, number of specific types of emergencies, duty hours for each member, and the total number of runs, major or otherwise that each member responded to. This report must be presented at the general membership meeting following the month for which it was compiled. Copies shall go into the organization's permanent file, organizational bulletin boards, and to the Director of Membership. All data sources used to assimilate this report (paper logs, duty sign-up sheets, etc.) shall be put into the organization's permanent files.

Section 4: The recorder shall have the power to assign ancillary personnel as needed.

ARTICLE NINETEEN

Duties of the Executive Board at Meetings

Section 1: All elected officers of the organization shall attend all general membership meetings with the necessary books, papers, etc. of their office. If unable to attend, they shall see that the materials of their office are delivered to the meeting place in ample time for the meeting.

Section 2: Each elected officer shall issue a report at the general membership meeting detailing the activities of his/her office over the past month.

ARTICLE TWENTY

Grievance Committee

Section 1: Offenses warranting the grievance procedures include any member who, through carelessness or incompetence, as per a reasonable person, endangers the life or well being of either the crew or the patient, whether that be through lack of adequate care, or an unwarranted method of response to either the scene of the emergency, or to the office prior to an ambulance response. A grievance may also be filed for any action or group of actions which violate either the organization's By-Laws or Standard Operating Procedures. This includes but is not limited to promotion of a member by unauthorized personnel in order to respond to a run, misrepresentation of oneself in supplying any necessary information regarding all training or any required materials for any of the organization's certification processes. Also included in punishable actions are any actions which may inhibit the efficiency or Esprit de Corps of the organization, i.e. chastising members on or off runs, in front of both members and non-members alike.

Section 2: Any member with a grievance must present their grievance in writing to one of the top five Executive Board members as defined by election order. That Executive Board member must then meet with either the Coordinator or Co-Coordinator within 24 hours to decide whether the grievance merits further investigation. If the two Executive Board members do not see any merit in investigating or otherwise acting on the grievance, then the issue is resolved. In the case that the Executive Board members decide that the grievance requires further attention, they can order a 48 hour suspension – alternately or concurrently, they can conduct interviews and investigations during the 48 hours following the initial decision to investigate as they see fit. In either case the person against whom the grievance is being filed will be notified. Once the 48 hour period described above has passed, the person against whom the grievance was filed will be presented with an official copy of the grievance filed against them and will be asked to submit a written reply within 24 hours if they have not already done so. The previous sentence is in no way intended to preclude providing a copy of the grievance to or obtaining a reply from the person against whom the grievance is being filed – it is rather a deadline for doing so. Upon receipt of said written reply, the entire Executive Board will meet within 48 hours to decide if and how to proceed. The Executive Board has

three options – they can dismiss the grievance as unfounded by evidence; they can decide that any action already taken was sufficient; or they can decide that the grievance holds enough merit to warrant further reprimand and a formal hearing per Article 20, Section 3. This decision will be made by no less than a majority of the Executive Board. If the Executive Board takes any action against a member, a written record must be retained documenting the reasons for that action. Otherwise, the members involved will be informed verbally of the findings of the Executive Board. In any case, a record of the grievance filed will be kept along with all decisions related to it.

Section 3: If a further hearing is decided upon, the Co-coordinator will oversee the grievance. The grievance committee will be composed of all seven members of the Executive Board. If the Co-coordinator is involved in the grievance, the coordinator will head the committee. If he too is involved, the head of the hearing will be whoever is next in the election order and not involved in the grievance. These guidelines are to be followed during the grievance process:

- A. Each person involved shall be notified in writing no less than five days prior to the hearings.
- B. Each person charged shall be given the opportunity to produce any evidence, and/or witnesses, he/she feels may bear weight on the outcome of the hearing.
- C. The hearing will be closed to the public, and the outcome is only to be made public if the person charged so chooses. Once the board has come to a decision, the person charged shall be notified of the decision of the committee in person and in writing. The letter shall be sent no more than three days after the decision is reached. A copy of the letter is to be placed on the permanent file of the person charged.

Section 4: If, as a result of the hearing it is decided that punishment of the person or persons involved is warranted, the board may consider and/or all of the following:

- A. Expulsion
- B. Suspension (not to exceed the entirety of the next semester)
- C. Demotion - Mostly for the punishment of life threatening actions of a level 4 or a level 5 (not to exceed the demotion to a rank of 3).
- D. The stripping of major runs from a level 2 or a level 3. Once a member becomes a level 3, the organization cannot take his/her Delaware EMT-B status away.
- E. Certain limitations may be placed on that individual in regards to when and with whom that person may ride, i.e. a probationary period determining that a person may ride only when there is an organization certified driver on duty.

Section 5: If there is a grievance against a member of the grievance committee a substitute shall act in place of the accused. If any member of the Executive Board is involved in any way with the grievance, a substitute will be selected by the remaining members of the grievance committee. All other rules shall apply as stated above.

Section 6: If an Executive Board member is charged, the rest of the Executive Board shall determine at the meeting referred to in Section 2 whether that individual shall continue the duties of his/her office until completion of the actual grievance hearing. If it is decided that the Executive Board member is to be suspended from his/her office, the

duties of the vacated office shall be taken over by the Co-coordinator in compliance with Article 12 Section 2. In addition to the removal from office, the aforementioned punishments will also apply.

Section 7: Once the official written decision of the board is received, the subject who is charged can appeal the decision of the board. This appeal must be made in writing no more than seven days after receipt of the decision. This dispute must be given to the officer who presided over the first board, and it must state the grounds for the appeal. Upon receipt of the letter of appeal, the Executive Board shall meet to decide if an appeal is warranted.

Section 8: If a second hearing is to take place, a group of four people not on the original Grievance Committee shall be chosen at random, and shall join either the Coordinator or Co-coordinator, whichever one presided over the original meeting. If the dispute is based on a biased grievance board, the entire committee shall be reviewed by the faculty advisor to determine if the charge is valid. If a bias is indeed found, a second board shall be chosen by the faculty advisor, who shall strive for as neutral a board as possible, and any record of the first board shall be stricken from the record of the accused.

Section 9: The decision of the second board shall be final.

ARTICLE TWENTY-ONE

Reinstatement

Any person expelled from the organization may be considered for reinstatement after one year by submitting an application in accordance with Article Three.

ARTICLE TWENTY-TWO

Dissolution

The organization shall not be dissolved so long as seven members desire that it continue to function, and as long as the organization continues to act under the guidelines set forth by the Student Activities Office, and the University of Delaware regarding student run organizations.

ARTICLE TWENTY-THREE

Interpretation

Any doubt that may arise as to the true meaning of any Article, Section, or Clause of these By-Laws shall be submitted to a Special Committee consisting of three general members and two Executive Board members who shall be chosen and approved by no less than a quorum of the Executive Board. This committee shall interpret the meaning of the Article, Section, or Clause and present its recommendations to the membership at a regular meeting. Action by the membership shall be recorded and filed in the regular minutes, and used for future reference.

ARTICLE TWENTY-FOUR

Amendments

All rules and resolutions conflicting with these By-Laws are declared null and void. No alterations, additions, or amendments shall be made to these By-Laws unless they are proposed in writing by a member, and seconded by another member at a general membership meeting. Said alterations, additions, or amendments must receive a two-thirds vote at two consecutive general membership meetings where there are at least one-half of the active members present.