

Article 1: Name

The name of the student group is St. John Ambulance-University of Manitoba Medical First Response Team, also known as UofM FRT. This group may also be referred to as St. John Ambulance Division 281.

Article 2: Purpose of Group

The purpose of UofM FRT is to be a branch of the charitable organization of St. John Ambulance. We aim to carry out their goals of improving health, safety, and quality of life by providing first aid training and community service. The goal of UofM FRT will be to provide student volunteers with Medical First Response training and to give them the opportunity to provide onsite medical assistance at various public as well as University events. We hope to create a safety net for events in our community as well as to make events on campus safe for students and staff.

Article 3: Membership

Membership to UofM FRT is open to all students of the University of Manitoba, up until a capacity that can be appropriately trained. Such restrictions will be decided by the executive team and the Director of Community Services at St. John Ambulance.

The UofM FRT is to keep an active and up to date list of members and attendance. These records are to be kept by the executive members and the Provincial Office at 1 St. John Ambulance Way. This ensures the group will always know how many individuals are active members and when there is space for potential members to join.

Members must successfully complete an application package and an interview. The final decision of an applicant's acceptance to UofM FRT will be up to the Superintendent, Assistant Superintendent and the Director of Community Services.

Membership may be revoked due to misconduct. This includes but is not limited to: poor attendance, inappropriate behaviour while on duty and not attending duties that the member has signed up for. Members will receive a verbal warning for their first offense. A written warning will be issued for their second offense and a meeting will be set up to discuss the member's further membership. A third offense will result in their membership being revoked as a joint decision by the Superintendent, Assistant Superintendent and the Director of Community Services.

Article 4: Compliance with UMSU/SGPAC Policies and Procedures

UofM FRT will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) and the Student Group Promotion and Affairs Committee (SGPAC).

Article 5: Executive Officers and Duties

Superintendent and Assistant Superintendent:

1. Ensures members' records are current and up to date, including service hours, membership status, attendance, training courses, awards, appointments, uniform and supplies issued, personal medical forms, proficiencies, and others as required.
2. Ensures adequate financial procedures and records are maintained for the Division (i.e. duty money, fundraising, and dues or social funds) by.
3. Ensures public duties are adequately covered.
4. Encourages the proficiency of the training program by monitoring individual progression, motivating and providing guidance on requirements.
5. Oversees Divisional fundraising activities
6. Ensures organizational standards regarding uniform, duty coverage, and conduct are maintained. Initiating appropriate action where necessary.
7. Provides Divisional leadership by:
 - being an appropriate role model, of good character
 - adhering to the policies of the organization including uniform
 - demonstrating enthusiasm for personal learning/development
 - motivating and encouraging members
 - providing clear direction
8. Represents the Division at the Branch/Area level.
9. Evaluates the need for recruitment and develops recruitment strategies when necessary by:
 - designing or obtaining resources to Administrative Officer Director of Community Services

Article 6: Executive Elections and Terms of Office

The election of the superintendent and the assistant superintendent would be solely up to the director of community services. Any member of UofM FRT has the ability to apply to any of the executive positions available at a given moment. The election of the support officers would be up to the current superintendent and the assistant superintendent.

Article 7: Transition of the Executive

1. In case an executive member wishes to step down from his/her position, the executive member will have to submit a formal resignation letter to the director of community services at least one month prior.
2. The duration of the period of service will be decided by the director of community services.
3. It is the responsibility of the departing Executive to help the incoming Executive the responsibilities their roles entitle. These include teaching them about the student group

and Student Union policies and procedures, transferring custody of group records such as mailbox keys, online account passwords etc. by June 30.

4. It is the responsibility of the departing Superintendent to ensure that the annual report is submitted and student group materials removed from the office and locker before the incoming Superintendent takes up the position.
5. It is the responsibility of the Superintendent and Assistant Superintendent to bring any accounts up to date and prepare financial statements if needed.
6. It will be the responsibility of the incoming Executives to take possession of all group records and responsibilities outlined by their position commencing in the new academic school year.

Article 8: Meetings

All the communication regarding meetings and duties would be made through the official Facebook page of UofM FRT and by email. The UofM FRT will meet every second Thursday at the university from 1900h-2100h. Members are expected to attend at least one meeting held at the university per month. In order to maintain a good standing, a member must not miss two consecutive meetings. Members are also encouraged to attend at least one meeting out of an existing four meetings held Tuesday evenings from 1830h-2030h at St. John Ambulance Division 003 per month.

Article 9: Amendments to the Constitution

Any member is entitled to propose changes or amendments to the current constitution. The proposal must be submitted to the Superintendent.

Any changes (amendments) to this constitution must be made only by the executive members and approved by the director of community services.

A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting.