

Rules and Regulations of the 20th District Cadet Youth Group

1. Definitions

- a. The following words and terms, as utilized in this document, shall have the following meanings, unless the context in which they are utilized clearly indicates otherwise.
 - i. "CYG" means the 20th District Cadet Youth Group.
 - ii. "Cadet" 16 - 18 year old EMT.
 - iii. "Youth Member" 16 - 18 year old "EMT".
 - iv. "Junior Member" 16 - 18 year old "EMT".
 - v. "EMT Student" 16 -18 year old attending EMT Basic Training.
 - vi. "EMT" means certified Emergency Medical Technician.
 - vii. "EMR" means certified Emergency Medical Responder.
 - viii. "Senior Member" means certified Emergency Medical Technician at least 18 years of age.
 - ix. "EMSCNJ" means the EMS Council of New Jersey
 - x. "20th District" means the 20th District of the EMS Council of New Jersey.
 - xi. "Participating Squads" means a 20th District Squad that has "CYG" member(s). Or, a squad that does not have "CYG" members, but supplies their building and Senior Member for a "CYG" drill/meeting.

2. Name

- a. The name by which this organization is to be known is the "20th District Cadet Youth Group".
- b. Acronym and short name of the Cadet Youth Group is "CYG".

3. Mission Statement

- a. The purpose for which this organization is formed is as follows:
To provide better patient care by advancing the skill levels, commitment, confidence, and longevity of Cadet/Youth/Junior members.

4. Membership

- a. All members must be at least 16 years old to join the "CYG".
- b. Members can continue as part of the "CYG" through the end of college. Because of their value to the "CYG", there is not an upper limit on age.
- c. All members of the "CYG" must be affiliated with a "20th District" squad under some capacity, including "Cadet", "Youth", "Junior", "Senior", "EMT Student", or "EMR".
- d. All members must submit a "CYG" Member Application.
- e. All "CYG" Member Applications must be signed by the sponsoring squad's Chief/Captain or commanding officer, and a parent/guardian if the member is younger than 18 years of age.
- f. Membership will be gratis.
- g. Membership is optional.
- h. Members will be accepted on a rolling basis
- i. Each member of the "CYG" must possess a valid EMT, or EMR certification issued by the New Jersey Department of Health and Senior Services, or be in the process of obtaining one (i.e. an "EMT Student").

5. Executive Board

- a. The "CYG" Executive Board will be responsible for the ongoing management of the group.
- b. The Executive Board will be elected by the "CYG" as described under Elections.
- c. The Executive Board of the "CYG" shall consist of the following:
 - i. 20th District Mentor(s) For "CYG"
 - ii. Chief
 - iii. First Lieutenant
 - iv. Second Lieutenant
 - v. Drill Officer

- vi. 20th District “CYG” Liaison (“CYG” Member)
- vii. Recording Secretary
- viii. Corresponding Secretary
- d. With the exception of the 20th District “CYG” Liaison, no member shall hold more than one elected office concurrently.

6. Duties of the Executive Board Officers

- a. 20th District Mentor(s) For “CYG”
 - i. Will be at least 18 years of age and appointed by the 20th District.
 - ii. Will be a Delegate or Honorary Delegate of the 20th District.
 - iii. Will represent the “CYG”, along with “CYG” 20th District Liaison, at the 20th District business meetings.
 - iv. Will be appointed by the 20th District Delegates.
 - v. Shall act as the leader and mentor to the “CYG”.
 - vi. Abide by the 20th District Bylaws.
 - vii. Abide by and enforce the Rules and Regulations of the “CYG”.
 - viii. Will tally the votes of the “CYG” Executive Board Officers.
 - ix. Upon notification by the Parliamentarian, the 20th District Mentor(s) will resolve or refer disciplinary action to the 20th District or the “CYG” member’s sponsoring squad.
- b. Chief
 - i. The Chief, or a Lieutenant shall preside at all business meetings of the “CYG”.
 - ii. The Chief shall be responsible for upholding the Rules & Regulations of the “CYG” and perform all those duties necessary to uphold the values and goals of the “CYG”.
 - iii. The Chief shall have the power to appoint a temporary officer in cases of resignation, dismissal, or incapacitation of any officer until the next regular business meeting at which time an election must be held.
 - iv. The Chief shall be responsible for coordinating “CYG” drills and events, assisted by the Drill Officer.
- c. First Lieutenant
 - i. In the temporary absence of the Chief, the First Lieutenant shall discharge the duties of the Chief and shall perform such other duties as assigned by the Chief.
 - ii. The First Lieutenant shall act as the Parliamentarian during all meetings.
 - iii. The duty of the Parliamentarian is to maintain order and carry out the Rules and Regulations as described in this document at all meetings.
 - iv. The First Lieutenant will refer all disciplinary actions to the 20th District Mentor for “CYG”.
- d. Second Lieutenant
 - i. The Second Lieutenant shall serve as the recruitment and membership officer.
 - ii. The Second Lieutenant shall appoint a committee to help with recruitment.
 - iii. The Second Lieutenant shall have the duty of tracking certification and membership requirements.
- e. Drill Officer
 - i. The Drill Officer shall assist the Chief in coordination of all “CYG” drills, including but not limited to:
 - 1. Reserving area and equipment
 - 2. Tracking attendance
 - 3. Assigning team leaders
 - ii. The Drill Officer shall coordinate with the hosting squad.
- f. 20th District Liaison (“CYG” position)
 - i. The 20th District Liaison shall attend 20th District Meetings with the 20th District Mentor(s) For “CYG”, as a representative of the “CYG” to represent matters as they relate to the “CYG”.
 - ii. If the 20th District Liaison is not available to attend a 20th District Meeting, the Chief shall designate an alternate.

- iii. This position can be held concurrently with another Executive Board position
- g. Recording Secretary
 - i. The Recording Secretary shall keep minutes of all business meetings of the “CYG” and a written record of all matters at the direction of the Chief.
- h. Corresponding Secretary
 - i. The Corresponding Secretary shall issue notices as directed by the Chief and shall handle the correspondence of the “CYG”.

7. Executive Board Elections

- a. The “CYG” Executive Board officers shall be elected once per calendar year in December by the “CYG” membership.
- b. Nominations will be taken from the floor, with a quorum present, at the November meeting, prior to the annual election.
- c. Annual election shall be done by electronic ballot during the first week of December.
- d. The Recording Secretary or appointee shall prepare an electronic ballot and share it with the membership.
- e. Voting may take place for one (1) week after the release of the ballot to the membership.
- f. All ballots will be returned to and tabulated by the 20th District Mentor(s) For “CYG” and other 20th District Delegates if necessary.
- g. Special elections may be held at any regular business meeting, with a quorum present, to fill a vacancy created by resignation or removal from office of any officer. The Chief and the 20th District Mentor(s), will appoint a temporary officer until the special election is completed. If the Chief is unavailable, the 20th District Mentor(s) will appoint the temporary officer(s).
- h. If a special election is held, nominees will be made at a “CYG” meeting. Electronic email ballot will be sent out, which will need to be returned and tabulated at the end of business on the 7th day.

8. Code of Conduct

- a. All “CYG” members shall abide by the 20th District Bylaws and their sponsoring squad’s bylaws and procedures.
- b. Standards
 - i. All members shall perform their duties in a professional and ethical manner. They shall carefully avoid any action or deed, which would bring discredit to the “CYG”, the 20th District of the EMSCNJ, or their sponsoring squad.
- c. Sexual and Other Harassment
 - i. The 20th District, and “CYG” is committed to providing an environment that is 100% free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual’s sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic under state or federal laws will not be tolerated. Any violations will be moved for disciplinary matter.
 - ii. A “CYG” Member may report any matters to the 20th District Delegate for CYG or to the President/Chairperson of the 20th District.
- d. Disciplinary Matters
 - i. If a “CYG” member is found to have violated the 20th District Bylaws, “CYG” Rules and Regulations, the “CYG” Code of Conduct, or in any way participated in an action that resulted in discredit to the “CYG”, the 20th District Mentor(s) For “CYG” shall refer all disciplinary matters to the offending member’s sponsoring squad at the behest of the 20th District for resolution.

9. Drills/Meetings

- a. “CYG” drills/meetings shall be held every month, May through August, and also the months September, November, January, and March.

- b. All meetings will be held on the last Saturday of that month, unless otherwise directed by the Executive Board or "CYG" membership. (special elections, event participation, etc.). The schedule is made to accommodate those attending colleges and universities.
- c. A sign-up shall be released electronically to the members of the CYG who wish to participate in the drill.
- d. The meetings shall be held at a participating squad. This will be assigned in alphabetical order (based on the schedule approximately once every 18 months).
- e. If a scheduling conflict in hosting arises, a participating squad shall coordinate with the Drill Officer to find an alternate squad to host the meeting.
- f. Present at each drill/meeting, there shall be one senior member of the hosting squad designated by the hosting squad to facilitate teaching and supervision. The senior member from the hosting squad must be present until the last CYG member is picked up.
- g. Non-participating squads that are members of the 20th District may make their facilities available for a "CYG" meeting if they desire.
- h. Squads that agree to host "CYG" drills/meeting are opening up their facilities and equipment to the "CYG" in good faith. It is expected that members present at "CYG" events conduct themselves appropriately, and treat the facilities and equipment of the hosting squad with respect.
- i. "CYG" members must follow all rules designated by the hosting squad.
- j. In the event it is found that damage has been caused to the hosting squad's facilities and/or equipment due to a "CYG" drill, this must be immediately reported to the 20th District "CYG" Delegate.
- k. Any "CYG" member that deliberately destroys equipment will be held personally responsible.
- l. Business Meeting
 - i. A business meeting will be conducted at the beginning of the drill.
 - ii. Special meetings may be called by the Chief.
 - iii. A quorum at any business meeting shall consist of 10% of the CYG membership.
 - iv. The structure of the meeting shall be governed by Robert's Rules of Order.
 - v. All members will have the privilege of the floor at all "CYG" business meetings.
 - vi. All members in good standing are entitled to vote and make motions.
 - vii. Any behavior at business meetings or drills that is considered disruptive, will be addressed at that time by the Chief and/or First Lieutenant (Parliamentarian).
- m. Drill Content Examples
 - i. CEU or A, B, C classes
 - ii. Bring in a Paramedic
 - iii. Cross train on special equipment
 - iv. Train on administrative matters such as; setting up I Am Responding; Filing EMSCNJ Annual Reports; IT issues; OSHA issues, etc.
 - v. Competitive team training drills.
 - vi. Team events such as baseball, volleyball, soccer game.
 - vii. Many more ideas.

10. Financial Matters

- a. All financial matters will be conducted by the 20th District of the EMSCNJ.

11. Rules and Regulations

- a. Changes to these Rules and Regulations can be made by the CYG Executive Board or its membership, and presented to the 20th District, at its next regularly scheduled meeting for approval.
- b. These Rules and Regulations can be amended as described above.
- c. These Rules and Regulations were last revised: March 28, 2017 - Rev. 17.3.28.2.