

RESCUE ORGANISATION IRELAND
EAGRAÍOCHT TARRTHÁLA ÉIREANN



CONSTITUTION

Dated 2 July, 2020

MISSION STATEMENT:

To provide a platform for rescue personnel throughout Ireland to share and advance rescue science and technology and to develop proficiency levels in extrication, command and control and pre-hospital care.

1 Name

The name of the organisation shall be “**Rescue Organisation Ireland**” (and/or “**Eagríocht Tarrthála Éireann**”) hereafter referred to as **ROI, the Body or the Organisation**.

2 The main object for which the body is established is

To advance education through the operation of an organisation to enable rescue personnel throughout Ireland to share and advance rescue science and technology and to develop proficiency levels in extrication, command, control and pre-hospital care.

3. Subsidiary objectives:

- 3.1 To promote and stimulate interest in rescue extrication techniques and pre-hospital trauma care;
- 3.2 To continue the advancement of knowledge and skills for members of the emergency rescue services of all organisations and agencies including, but not limited to, Irish Principle and Voluntary Emergency Services, Irish Defence Forces, Irish Naval Services, Irish Air Corp, Irish Coast Guard, Motorsport Rescue Services, Airport Fire Services, Private Emergency Response Team Members. ROI is fully inclusive of all rescue personnel throughout Ireland;
- 3.3 To provide opportunities for rescue personnel to practice and improve their skills by performing under near realistic conditions.

4. Aims of Rescue Organisation Ireland

- 4.1 To improve the national standard in extrication techniques, pre-hospital trauma care, promote best practices, that is the accepted most effective and efficient methodology and develop a casualty centred approach based around the safe person concept.
- 4.2 Using the challenge arena and other training events as a catalyst to gather information, develop a forum of expertise to exchange information and life saving techniques in a learning symposium for all rescue organisations nationally and ultimately internationally.
- 4.3 To conduct an annual Challenge, in order to enable teams to train and compete at national and international level.

- 4.4 To identify and provide financial support through sponsorship or membership fees, in order to undertake the business of ROI and for teams to train and participate at national and international level.
- 4.5 To develop and expand the team approach to live rescue incidents.
- 4.6 To develop and encourage good team leadership. To test the ability of teams and leaders to deal with any given scenario with regard to rescue extrication, trauma and in-situ life support.
- 4.7 To provide an additional forum for the training and assessment of national assessors.
- 4.8 To organise Conferences or other training events to facilitate shared learning and identification of best practice.
- 4.9 To advance the aims and objectives of ROI through membership of the World Rescue Organisation.
- 4.10 To be non-profit making and therefore will re-invest any monies, where appropriate to further the aims and objectives of the organisation.
- 4.11 To comply with the requirements of the Charities Regulator, Charities Governance Code and all other laws and regulations which apply to the Organisation.

5. Rules

5.1 (Committee Officials)

- 5.1.1 The Committee will be made up from emergency services personnel or their representatives where possible, each reflecting representation from as many fire authorities in Ireland as possible as well as from other emergency services, including the National Ambulance Service and voluntary organisations and each Committee member will be appointed at an Annual General Meeting.

The person in the position of Head of Trauma should be a suitably experienced Medical Practitioner, registered with PHECC, and any other co-opted experts from outside the jurisdiction, who may be accepted to Committee membership in a supporting role.

The Committee may also nominate a non-emergency service affiliated person as a member, as shall be agreed and decided at an Annual General Meeting.

- 5.1.2 A Chair and Vice Chair will be nominated from the Committee. The Chair and Vice Chair will remain in office for two years, subject to 5.1.4.3. No member shall hold more than one position as an Executive Member.

In the event that either the Chair or Vice Chair fail to fulfil their period of office, an appointee nominated by and from the Executive Members and or Committee will be put in place until the end of the natural term.

5.1.3 Nominations and elections for the posts of Treasurer, Secretary and Director of Operations shall be made from the Committee outlined in 5.1.1. Assistants to the positions may be made.

5.1.4 The nomination of Chair and Vice-Chair will be held on alternate years. The posts of Secretary, Director of Operations and Treasurer will be addressed in similar format with the Secretary and Director of Operations election coinciding with the Chair and the Treasurer with the Vice-Chair.

5.1.4.1 In accordance with Section 5.3.1. the AGM shall be held in the month of January or within no more than 6 weeks of the end of the preceding financial year.

5.1.4.2 Any Committee Member who intends to stand for election must provide a written notice and CV no later than 4 weeks prior to the AGM. The nominations will be circulated with all reports etc. fourteen [14] days prior to the AGM.

5.1.4.3 The five elected committee positions detailed in sections 5.1.2. and 5.1.3 shall be known as Executive Members or Trustees. In accordance with the requirements of the Charities Regulator Charities Governance Code, the maximum term of office a Trustee will serve is nine years.

5.1.5 The Director of Operations shall nominate specialist posts (Head of RTC, Head of Trauma, Casualty Lead, and Logistics Lead known as the “functional directors”) from those officers mentioned in 5.1.1 or other Emergency Service officers, or other individuals, co-opted onto the committee due to their specialist knowledge or experience. These officers will be full members. The nominated specialists, known as functional directors, shall be responsible for the effective management of their respective reference and shall have a voting right within the ROI.

The nomination and selection of functional directors will be done by the Director of Operations who will then put the names before the rest of the Executive Members for ratification. These positions will be held for a minimum 2 year period and will be reviewed at the end of this period.

5.1.6 The functional directors may enlist the assistance of other people with the appropriate skills in order to operate the reference effectively.

5.1.7 When a national challenge is organised, one nominated organising officer from the host organisation, for the past year, current year and

the next year, may be full members of the committee (this to be agreed at AGM).

5.1.7.1 An Event Coordinator may be appointed by the Executive Members for each individual event, including the National Challenge. This person will be responsible for coordinating the activities and programme of that particular event (in liaison with the Functional Directors) and will be responsible for liaising directly with the host.

5.1.8 Any positions that becomes available on the committee of the World Rescue Organisation [WRO] shall be considered by the Executive Members and if appropriate a candidate from the ROI shall be put forward for election at the WRO AGM. If a WRO functional position or a nomination is requested for a position on a WRO subgroup, the Executive shall be informed and agree the nomination which will be then submitted by the Secretary.

5.2 Meetings

5.2.1 At any Annual General Meeting or other meetings of the Committee five [5] members shall form a quorum.

5.2.2. The Annual General Meeting and other meetings of the Committee shall be chaired by the Chair, the Vice Chair or a Committee member nominated by the Chair, in the absence of both.

5.2.3 At any Committee meeting, a Committee member not able to attend may nominate in writing a proxy to attend in their absence. The proxy so nominated will assume the rights as conferred on the nominated member. The Secretary should be notified in writing of this nomination at least one week prior to the AGM or other such meeting.

5.3 Annual General Meeting

5.3.1 The Annual General Meeting of the Committee will be held as soon as possible following the close of the financial year (see section 5.1.4.1). Six weeks notice of the date, time and place of the meeting shall be given, in writing.

5.3.2 Notice of any motion seeking to amend the constitution shall be forwarded, in writing, to the Secretary within twenty-one [21] days of such notice of the Annual General Meeting being issued. Particulars of any such motion submitted shall be included in the agenda for the meeting, which shall be made available, together with a copy of the balance sheet for the previous and current year, fourteen [14] days prior to the meeting.

5.3.3 The business transacted at the Annual General Meeting shall be:-

- (a) To receive the report of the Secretary
- (b) To receive the report of the Chair
- (c) To receive the report of the Treasurer
- (d) To receive reports from the Director of Operations
- (e) To elect the Chair or Vice Chair of the Committee, as in 5.1.2 and a Secretary, Director of Operations or Treasurer as in 5.1.3 of the Constitution and to elect post holders for the Committee as in Section 5.1.1 and 5.1.5 of the Constitution.
- (e) On a yearly basis, to nominate representation to the World Rescue Organisation [WRO] Committee as in 5.1.4.
- (f) To transact any motion previously submitted for inclusion on the Agenda.
- (g) To remove a Member, Committee or Executive Member
- (h) To change the name of the organisation

5.3.4 Periodic Meetings may be held once per quarter. One will immediately follow the Annual General Meeting. At least four weeks notice of the date, time and place of the meeting should be given. Alternatively skypecall or other electronic meetings may be held regularly as required with a minimum of one weeks notice preferably given.

5.3.5 Other Special General Meetings may be held as and when required to meet the demands/needs of forthcoming events. Not less than fourteen [14] days notice should be given of any Special General Meeting unless by skypecall meeting when one weeks notice may be given.

5.4 Voting

5.4.1 At any meeting of the Executive Member and or the Committee where a vote is required on a particular issue, it will be decided by a majority of the votes of the Executive Members and or Committee Members as appropriate present at the meeting, by conference call or by email resolution, this will include the Chair. In the case of votes being equal, the Chair shall have the casting vote.

5.4.2 At every Annual General Meeting or any extraordinary general meeting every Committee Member present in person shall have one vote, but so that no individual Committee Member shall have more than one vote.

5.5 Disposal of Funds

5.5.1 All payments made by, or on behalf of the ROI, in furtherance of objects of the Challenge and Conference shall be at the discretion of the Committee.

5.5.2 All monies associated with the ROI shall be paid into an account opened in the name of the Rescue Organisation Ireland [ROI]. Such monies shall only be withdrawn for the purpose of paying accounts and dues of the ROI upon at least two approvals of the Executive Members.

5.5.3 The officers of the Executive Members shall be responsible for the day-to-day administration of the ROI within the policy laid down by the Executive Members.

5.6 Accounts

5.6.1 The Treasurer will provide an income and expenditure account to show all sums of money received and paid. The financial year shall close on 31 December.

5.6.2 The accounts of the organisation shall be presented annually at the Annual General Meeting.

5.6.3 Should any change of Treasurer occur midway through a term of office, the accounts may be audited by an appointed auditor, prior to such change.

5.6.4 The maintenance of an inventory of property and any equipment shall be the responsibility of the Secretary and will be presented to the AGM, having been verified by two members appointed by the Committee.

5.7 Management of the Challenge and Conference

5.7.1 The Executive Members with assistance from functional directors and the Committee shall be responsible for the overall co-ordination of the Challenge (and associated conference if any). All participants and involved parties/individuals will adhere to the standing rules as approved by the Committee.

- 5.7.2 The Executive Members shall be responsible for all matters of policy, administration and finance of the Challenge and conference.
- 5.7.3 The aim of the Challenge shall be to seek the participation of every Fire Authority and all other Emergency Service organisations (Statutory and voluntary) within Ireland. Subject to unsubscribed places being available, second entrants will then be considered. In these cases, the Committee will not only consider the date of application for a second team entrant, but also equal representation from each area of Ireland. Currently no more than a maximum of thirty [30] participating teams in each of RTC and Trauma is envisaged.
- 5.7.4 If team entry fees are not paid by the date specified in the relevant registration or booking form and at least six weeks prior to the date of the Challenge, their entry may not be accepted.
- 5.7.5 A Logistics Lead will undertake the overall on-site logistics of the National Challenge including arranging the running of the challenge pits, scenario set up, pit prep/ clean up/ timings, pit crew coordination. The Event Coordinator will liaise with the Head of RTC and Head of Trauma and will hold the overall health and safety responsibility respectively for the RTC & Trauma Challenges.
- 5.7.6 The role of host organisation will be to assist in the overall on-site organisation of the challenge including the assessment, the planning and preparation of the onsite practical arrangements, transport and other responsibilities in line with any Memorandum of Understanding (MOU) referred to in Section 5.7.8.
- 5.7.7 In order to ensure that the challenge is organised and conducted according to the rules and protocols of the Committee, a liaison officer with full membership may be nominated to fulfil this requirement.
- 5.7.8 In order to ensure that the requirements of 5.7.5 are effectively and professionally conducted, a Memorandum of Understanding (MOU) should be agreed and signed between ROI and the host organisation. The MOU will act as a contractual agreement, which will clearly outline the responsibilities of each party.
- 5.7.9 The Challenge rules will be reviewed on an annual basis. Rule changes shall be approved by the Executive Members. Participating teams shall be notified of any changes prior to the Challenge by the Secretary with as much notice as possible.
- 5.7.10 An annual conference should be considered to coincide with the challenge. It should have an overall theme that is linked to rescue, the emergency services and/or command and control of incidents or occurrences. The host organisation may undertake the overall organisation of the conference under the guidance of the Executive

Members, in order that the conference is staged in line with ROI rules and protocols.

5.7.11 A trade exhibition may be held on the same day[s] as the Conference and that of the Challenge.

5.8 Membership

5.8.1 Full membership:

Employees of the Fire and Rescue Services in Ireland, the National Ambulance Service and Voluntary Medical and Rescue Organisations are eligible to become a member of ROI in accordance with the ROI Constitution. The Committee may also nominate non-Emergency Service affiliated individuals (typically those already affiliated with a Rescue related organisation or grouping) as members, this nomination shall be agreed at the AGM.

Membership at this level may attract an annual membership fee to be decided by the Committee.

5.8.2 Associated membership:

Organisations/individuals representing non-profit organisations or bodies with interest in the advancement of the aims and objectives of the ROI and that can benefit those aims and objectives.

Membership at this level may attract an annual membership fee to be decided by the Committee. Membership at this level will attract no voting rights.

5.8.3 Corporate membership:

Commercial organisations or companies with an interest in the advancement of the aims and objectives of the ROI.

Membership at this level may attract a contracted annual payment to be agreed between the Committee and the corporate member. Membership at this level will attract no voting rights.

5.8.4 All applications for any of the membership levels above will be processed by the committee or by a delegated position within the committee if deemed necessary.

5.9 **The Executive (Charity Trustees)**

5.9.1 The number of the Executive Members shall be not less than three (3) and unless and until determined by the Body in general meeting, not more than *five* (5).

5.9.2 No remuneration shall be payable to any of the Executive Member's in respect of his/her services as Executive Member or on any committee of the Executive. The Executive Members may be paid all travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Executive or any committee of the Executive or general meetings of the Body or otherwise in connection with the business of the Body.

5.9.3 The business of the Body shall be managed by the Executive, who may exercise all such powers of the Body as are not by these Rules required to be exercised by the Body in general meeting, subject nevertheless to the provisions of these Rules and to such directions as the Body in general meeting may give. No such direction given by the Body in general meeting shall invalidate any prior act of the Executive which would have been valid if that direction had not been given.

5.9.4 All cheques and other negotiable instruments and all receipts for moneys paid to the Body shall be signed, endorsed or otherwise executed by such person or persons and in such manner as the Executive shall from time to time by resolution determine.

5.9.5 The Body shall keep minutes:-

- (a) of the names of the Executive Members present at each meeting of the Executive and of any committee of the Executive;
- (b) of all resolutions and proceedings at all meetings of the Body and, of the Executive Members and of committees of the Executive.

The office of Executive Member shall be vacated if an Executive Member ceases to be qualified for the position of charity trustee under section 55 of the Charities Act, 2009.

5.10 **Rotation of Executive Members**

5.10.1 At the first Annual General Meeting of the Body, all the Executive Members shall retire from office and at the Annual General Meeting in every subsequent year, the Executive Members shall retire in accordance with 5.1.2, 5.1.3 and 5.1.4.

5.10.2 A retiring Executive Member shall be eligible for re-election.

5.10.3 The Body, at a meeting at which an Executive Member retires in manner aforesaid, may fill the vacated office by electing a person thereto, and in default of the Body doing so, the retiring Executive Member shall, if offering himself/herself for re-election, be deemed to have been re-elected, unless (a) at such meeting it is expressly resolved not to fill such vacated office; or (b) a resolution for the re-election of such Executive Member has been put to the meeting and lost.

5.10.4 Subject to 5.1.4.2, no person other than an Executive Member retiring at the meeting shall, unless recommended by the Executive, be eligible for election to the office of Executive Member at any general meeting.

5.10.5 The Body may remove any Executive Member before the expiry of his/her period of office.

5.10.6 The Executive may at any time appoint any person to be an Executive Member, either to fill a casual vacancy or as an addition to the existing Executive

Members, but so that the total number of Executive Members shall not at any time exceed the number, if any, provided for in these Rules. Any Executive Member so appointed shall hold office only until the next annual general meeting, and shall then be eligible for re-election.

5.11 Proceedings of the Executive

5.11.1 The Executive may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In case of equality of votes the chairperson shall have a second or casting vote.

5.11.2 If their number is reduced below the necessary quorum, the continuing Executive Member(s) may act for the purpose of increasing the number of Executive Members to that number or of summoning a general meeting of the Body, but for no other purpose.

5.11.3 If at any meeting the chairperson is not present within 15 minutes after the time appointed for holding it, the Executive Members present may choose one of their number to be chairperson of the meeting.

5.11.4 The Executive may delegate any of its powers to committees consisting of such member or members of the Executive and such other persons as they think fit, and any committee or sub-group so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Executive.

5.11.5 The Executive may appoint the chairperson of any committee or sub-group; if no such chairperson is elected, or if at any meeting of a committee or sub-group the chairperson is not present within fifteen minutes after the time appointed for holding it, the members of the committee or sub-group present may choose one of their number to be chairperson of the meeting.

5.11.6 A committee or sub-group may meet and adjourn as it thinks fit. Questions arising at any meeting of a committee or sub-group shall be determined by a majority of votes of the members of the committee or sub-group present, and when there is an equality of votes, the chairperson shall have a second or casting vote.

5.12 International Support

Any official of the Committee who is invited to participate in any International event should seek support by the organising body, both in transport and accommodation costs. If this is not forthcoming and the Executive Members agree there would be a mutual benefit in a ROI official attending such an event and this would assist the ROI to achieve its wider aims and objectives, then consideration will be given to support such a case. However, success would be based on the official supporting their application with a business case and producing a formal report on conclusion of the event.

6 Income and Property

RESCUE ORGANISATION IRELAND

Charities regulation number 20074821 | Tax Number 9743448T | Charity registered number CHY19166

- 6.1 The income and property of the Body shall be applied solely towards the promotion of Main Object(s) as set forth in these Rules. No portion of the Body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Body.
- 6.2 No Executive Member or Committee Member shall be appointed to any office of the Body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Body. However, nothing shall prevent any payment in good faith by the Body of:
- (a) reasonable and proper remuneration to any member or servant of the Body (not being an Executive Member) for any services rendered to the Body;
 - (b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by Executive Members or other members of the Body to the Body;
 - (c) reasonable and proper rent for premises demised and let by any member of the Body (including any Executive Member) to the Body;
 - (d) reasonable and proper out-of-pocket expenses incurred by any Executive Member in connection with their attendance to any matter affecting the Body;
 - (e) fees, remuneration or other benefit in money or money's worth to any company of which an Executive Member may be a member holding not more than one hundredth part of the issued capital of such company.
 - (f) Nothing shall prevent any payment by the Body to a person pursuant to an agreement entered into in compliance with section 89 of the Charities Act, 2009 (as for the time being amended, extended or replaced).

7 Winding-up

If upon the winding up or dissolution of the Body there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the Body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Body under or by virtue of Clause 6 hereof. Members of the Body shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such

provisions, then the property shall be given or transferred to some charitable object with the agreement of the Charities Regulator. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

8 Keeping of Accounts

Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

9 Trustees for the purpose of holding property of the Body

The property of the Body shall be vested in and held by the Trustees (who will be the Executive Members) for the time being of the Body upon trust for the Body as beneficial owner, to be dealt with at all times as and only as the Executive Members may, in accordance with the main objects, direct. The Trustees shall, at the request of the Executive Members and at the cost of the Body as beneficial owner, transfer or convey the trust property to such persons, at such times and in such manner as the Executive Members shall direct. The Trustees shall be indemnified out of the assets of the Body against present and future liabilities, actions, proceedings, claims, demands, duties and taxes and all other costs and expenses whatsoever in respect of the trust property. The Trustees shall not be required to incur any expenditure in respect of the trust property unless and until money shall have been provided by the Executive Members for that purpose. The number of the Trustees shall be not less than three. The Body in general meeting shall have the power of appointing new Trustees.

10 Additions, alterations or amendments

The Body must ensure that the Charities Regulator has a copy of its most recent Constitution / Rules. If it is proposed to make an amendment to the Constitution / Rules of the Body which requires the prior approval of the Charities Regulator, advance notice in writing of the proposed changes must be given to the Charities Regulator for approval, and the amendment shall not take effect until such approval is received.

Chair	Pádraig Ó Longaigh	
Vice Chair	Anthony Byrne	
Secretary	Declan Cassidy	

Treasurer	Mark Brennan	
Director of Operations	Michael Gahan	