

RESCUE ORGANISATION IRELAND

EAGRAÍOCHT TARRTHÁLA ÉIREANN

CONSTITUTION



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

- 1.1 The name of the organisation shall be “**Rescue Organisation Ireland**” (and/or “**Eagríocht Tarrthála Éireann**”) hereafter referred to as **ROI**.
- 1.2 ROI will incorporate a formal committee, to plan, oversee and co-ordinate the Annual Challenge, to be known as the National Extrication Challenge, an associated conference and other related business.
- 1.3 The aim of this document is to satisfy the strategic requirements of ROI.

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 victim recovery, as a result of entrapment or being stranded;
- 3.2 To continue the advancement of knowledge and skills for members of the national rescue services;
- 3.3 To provide opportunities for emergency service 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, 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 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 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 entrapment rescue.
- 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 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 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.

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 a different Fire Authority in Ireland as well as from other Emergency Services, such as the National Ambulance Service. 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 AGM.
- 5.1.2 A Chair and Vice Chair will be nominated from the membership. The Chair and Vice Chair will remain in office for two years. All full members shall have voting rights. No member shall hold more than one position on the Board. In the event that either the Chair or Vice Chair fail to fulfil their period of office, an appointee nominated by and from the 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 membership 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 the 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 written notice and CV no later than 4 weeks prior to the AGM to the Secretary. The nominations will be circulated with all reports etc. fourteen [14] days prior to the AGM.

5.1.5 The committee shall nominate specialist posts (Head of RTC Head of Trauma, Casualty Lead, and Logistics Lead) 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 ROI Executive 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 Fire Authority, 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 will be appointed by the Executive 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 The positions available on the committee of the World Rescue Organisation [WRO] shall be filled by the Chair of ROI and other officers with full membership. These officers will be nominated and elected by the ROI Committee. This process should take place on a yearly basis

5.2 Meetings

- 5.2.1 At any annual or other meetings of the committee four [4] 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 a deputy to attend in their absence. The deputy so nominated will assume the rights as conferred on the nominated member. The Secretary should be notified of this nomination at least one week prior to the AGM.

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 or by email.
- 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 review the Challenge rules in line with Section 5.7.8.

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 skype call meetings may be held regularly as required with a minimum of one week's '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 skype call meeting when one week's 'notice may be given.

5.4 Voting

5.4.1 At any meeting of the Committee where a vote is required on a particular issue, it will be decided by a majority of the votes of the Committee Members present at the meeting, this will include the Chair. In the case of votes being equal, the Chair shall have the casting vote.

5.4.2 Full members, as defined in 5.8, are eligible to vote at AGM on the filling of executive and non-executive positions on the Committee. Only those members present at the AGM will be eligible to 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 signature by the Treasurer or Secretary and Chair or Vice Chair.

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

5.6 Accounts

- 5.6.1 The Treasurer will provide books for accounts 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 after the correctness of the income and expenditure account balance sheet has been certified by a qualified auditor appointed in time for presentation at the Annual General Meeting.
- 5.6.3 Should any changes of Treasurer occur midway through a term of office, the accounts should be audited by the 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 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 Committee 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 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 is envisaged.
- 5.7.4 If team entry fees are not paid at least 6 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 H&S responsibility respectively for the RTC & Trauma Challenges.

- 5.7.6 The role of host Fire Authority 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 the Memorandum of Understanding referred to in Section 5.7.7.
- 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 should be agreed and signed between ROI and the host Fire Authority, or host organisation/ body. 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 Committee. Participating teams shall be notified of any changes prior to the Challenge event through information given in the Challenge Team pack.
- 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 Fire Authority may undertake the overall organisation of the conference under the guidance of the ROI member, 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 and the National Ambulance Service 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 AGM.

Membership at this level may attract an annual membership fee to be decided by the Committee. Voting rights will be allocated as 1 vote per member with no more than 4 votes being allocated to any one Fire Authority, no more than 4 votes overall to the National Ambulance Service, and no more than 1 vote to any other Rescue related organisation/grouping represented.

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 his 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 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 committee 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

The income and property of the body shall be applied solely towards the promotion of its main object as set forth in this Constitution. 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 the members of the body. No Officer 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 of the body (not being an Officer) for any services rendered to the body;
- (b) interest at a rate not exceeding 5% per annum on money lent by Officers 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 Officer) to the body;

- (d) reasonable and proper out-of-pocket expenses incurred by any Officer 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 Officer may be a member holding not more than one percent of the issued capital of such Company.

7 Winding-up

If upon the winding up or dissolution of the body there remains, after the satisfaction of all its 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 its or their income and property among its or their members to an extent at least as great as is imposed on the body under or by virtue of section 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.

8 Keeping of Accounts

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

Chair	Pádraig Ó Longaigh	
Secretary	Declan Cassidy	
Treasurer	Mark Brennan	