



Charitable Trust

The Resuscitation Council (UK) is a Charitable Trust established in 1983 by Trust Deed.

The objects for which the Resuscitation Council (UK) was established are:

1. The saving of life by education of the public and improving the education of medical practitioners, nursing, ambulance and other healthcare providers,
and
2. To investigate and encourage and conduct research into methods of resuscitation and the dissemination of useful results of such research.

To further these objects, the Resuscitation Council (UK) has the following powers:

- To establish appropriate guidelines for resuscitation procedures
- To teach resuscitation procedures
- To establish and maintain standards of resuscitation
- To study resuscitation teaching techniques
- To encourage research into methods of resuscitation
- To foster good working relations between all organisations involved in resuscitation
- To produce and publish training aids and other literature concerned with the organisation of resuscitation and its teaching
- To do all such other things as are necessary to the attainment of all of the above.

The Council may from time to time make, amend, add to, or revise the 'regulations' for the conduct of the affairs, meetings, and government of the Council provided no such regulations shall add to or amend the objects of the Council or effect any changes of the provisions of the Trust Deed.

These regulations or the 'Internal Constitution' are as follows:



Internal Constitution

To be read in conjunction with the Trust Deed of the Council, 1982

First draft adopted at the Special General Meeting on 7th December 1989
Second draft adopted at the Annual General Meeting on 9th June 1999
Third version adopted at the Annual General Meeting on 11th June 2001
Interim version adopted at the Annual General Meeting on 19th June 2007
This amended version adopted at the Annual General Meeting on 17th June 2008

1. Membership

The Resuscitation Council (UK) – hereinafter referred to as the Council – shall consist of full members, associate members, and honorary life members. Each class of membership shall receive benefits as determined from time to time by the Executive Committee.

Criteria for each category of membership shall be determined by the Executive Committee.

Full Membership

- 1.1 Full members shall normally be medical practitioners registered with the GMC.
- 1.2 Application for full membership is open to registered medical practitioners with a demonstrable interest in the clinical practice of resuscitation, in resuscitation training or in resuscitation research.
- 1.3 Applicants for full membership shall complete and submit a standard application form. The Honorary Secretary and Director of the Council shall review all applications and all valid applications that meet the membership criteria will be ratified by the Executive Committee at their next meeting.
- 1.4 Full members may attend, speak and vote at Ordinary, Extraordinary and Annual General Meetings, and shall be eligible for election to the Executive Committee.
- 1.5 Application for full membership is also open to those associate members who are registered healthcare providers and who have demonstrated exceptional ability in, and commitment to, resuscitation beyond that normally expected of their employment after a minimum period of one year as an associate member (see 1.8).

Associate Membership

- 1.6 Application for associate membership is open to individuals who are professional healthcare providers with an interest in resuscitation. Others who are not professional healthcare providers but who have a specific interest in the practice of resuscitation, in resuscitation training, in drugs or equipment used in resuscitation or in resuscitation research may also apply.
- 1.7 Applicants for associate membership shall complete and submit a standard application form. The Honorary Secretary and the Director of the Council will examine all such applications on behalf of the Executive Committee and notify applicants whether or not they have met the criteria for associate membership.

1. Membership (continued)

Associate Membership (continued)

- 1.8** Associate members who are registered healthcare providers and who have demonstrated exceptional ability in and commitment to resuscitation beyond that normally expected of their employment may apply for full membership after a minimum period of one year as an associate member (see 1.5).
- 1.9** Associate members may attend and speak at Ordinary, Extraordinary and Annual General Meetings, but shall not be eligible to vote at such meetings and shall not be eligible for election to the Executive Committee.

Honorary Life Membership

- 1.10** Honorary life membership may be extended to anyone who has demonstrated exceptional distinction and service in the field of resuscitation, whom the Executive Committee shall from time to time determine, subject to ratification at the next Annual General Meeting. Honorary life members may attend, speak and vote at Ordinary, Extraordinary and Annual General Meetings and are eligible for election to the Executive Committee.
- 1.11** Honorary life members shall not be required to pay an annual membership fee. The benefits of honorary life membership shall be determined from time to time by the Executive Committee.
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2. Subscriptions

- 2.1** Full and associate members of the Council shall be required to pay annual subscriptions, the amounts and method of payment of which shall be determined by the Executive Committee and ratified at the Annual General Meeting.
- 2.2** Subscriptions will be due on the date of successful application and will be due annually thereon.
- 2.3** Full and associate members shall maintain their membership by payment of the annual membership fee. The Council shall have the right to terminate the membership of any member whose payment falls six calendar months or more in arrears (as determined in the Trust Deed of the Council).
- 2.4** Those whose membership has been terminated may reapply for membership.
- 2.5** It is the responsibility of each individual member to provide the Council with their preferred address for correspondence, e-mail address and telephone numbers, and to notify the Council promptly of any changes of address or of any other contact details.
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3. Officers (Trustees)

- 3.1** The Officers of the Council shall be the **Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer**.
- 3.2** The Chairman shall be elected at the Annual General Meeting and shall serve for a period not exceeding three years. At the end of the first year of office the Chairman shall have the option to determine if they shall serve for only two instead of three years.
- 3.3** During the first year of office of a new Chairman the post of Vice Chairman shall be held by the immediate past Chairman.
- 3.4** At the end of the first year of office of a new Chairman, a new Vice Chairman shall be elected and they shall take over as Chairman when the incumbent Chairman's term is complete. The Vice Chairman shall be a full member of the Executive Committee and will be designated Chairman-elect.
- 3.5** In the absence of a Vice Chairman, either the Honorary Secretary or Honorary Treasurer shall act as Deputy for the Chairman in the absence or incapacity of the Chairman.
- 3.6** If the position of Chairman is vacated unexpectedly at any time, for whatever reason, the Vice Chairman (or in the absence of a Vice Chairman the Deputy Chairman as in 3.5) shall take on the role of Chairman until the date of the next Annual General Meeting.
- 3.7** If, during the year before their succession, the Vice Chairman (Chairman-elect) is prevented from taking up the position of Chairman, an election for the position of Chairman shall be held at the Annual General Meeting when the Vice Chairman would otherwise have taken on this role. The newly elected person shall assume the role of Chairman at that Annual General Meeting.
- 3.8** The Honorary Secretary and Honorary Treasurer shall be elected at the Annual General Meeting and shall each serve for a period not exceeding two years. They shall be eligible for re-election.
- 3.9** If the positions of Honorary Secretary or Honorary Treasurer are vacated unexpectedly at any time, for whatever reason, the Executive Committee shall have the power to appoint from its other Executive Committee members a person to take on the role of Honorary Secretary or Honorary Treasurer respectively until the date of the next Annual General Meeting at which a formal election of a replacement will be held.
- 3.10** The Officers of the Council together with the Company Secretary of the Trading Company of the Resuscitation Council (UK) shall constitute a "General Purpose Committee" and shall have powers delegated to it by the Executive Committee to manage such day-to-day affairs of the Council as shall be deemed necessary but shall report their actions to the Executive Committee either at its next meeting or by electronic communication, as the urgency of each matter is deemed to require.
- 3.11** The Executive Committee shall have the power to take whatever reasonable measures are necessary to maintain the functions and operation of the Council and its Officers in the event of any unforeseen circumstances that might compromise such functions and operation, and that are not covered by the preceding paragraphs.
- 3.12** The Officers of the Council shall be also the Trustees of the Charity and their responsibilities in the role of Trustee will be recorded as commencing from the time of their election at the Annual General Meeting.

4. Executive Committee

- 4.1** The affairs of the Council will be managed by an Executive Committee, which shall consist of no more than 24 people, 12 of whom must be elected. Elections will take place at the Annual General Meeting (see section 5).
- 4.2** The Executive Committee shall comprise:
- **The Officers** – Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer
 - The **Company Secretary** of the Trading Company
 - The Chairmen of **Subcommittees**
 - The **Lead Educator** of the Council
 - **Full or honorary life members**
 - Co-opted members – see *section 4.3*.
- 4.3** The Executive Committee shall have the right to co-opt three people, one of whom may be a layperson, for periods of one year at a time. Co-opted members of the Executive Committee do not have voting rights.
- 4.4** Co-opted membership shall cease automatically at the Annual General Meeting. The Executive Committee may choose to renew co-opted membership or select new co-opted members, within the allotted numbers, at any time thereafter.
- 4.5** Elected members of the Executive Committee shall serve for a period of two years in the first instance but shall be eligible for re-election.
- 4.6** No member of the Executive Committee shall normally serve continuously for more than eight years in any one role. When an individual is in their eighth continuous year in the same role and the Executive Committee agrees that there is no other eligible person available to take over and carry out the role effectively, the Executive Committee shall have the discretion to retain the same member in that role, subject to annual review.
- 4.7** If any member of the Executive Committee shall fail to attend, without good reason on each occasion, three consecutive meetings of the Committee, they shall be deemed to have resigned from the Committee.
- 4.8** Eight voting members of the Executive Committee shall constitute a quorum.
- 4.9** The Executive Committee shall meet at least twice per year to conduct the affairs of the Council. Additional meetings shall be convened whenever necessary. These may include telephone conferences. Such telephone conferences shall have the power to make decisions as if they were a face-to-face meeting, subject to there being a quorum present at the time of any such decision, and to minutes of the conference being recorded.
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5. Elections and Annual General Meeting

- 5.1** The Council shall hold an Annual General Meeting (AGM) to which all its members shall be invited.
- 5.2** The date of the AGM shall be set at the previous year's meeting.
- 5.3** The Honorary Secretary shall write to all full and honorary life members (electronically or by post) at least ten weeks before the date of the AGM to invite nominations for election into the positions of Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, and for other elected members of the Executive Committee where such vacancies shall occur.
- 5.4** Nominations shall be made in writing (electronically or by post) to the Honorary Secretary, subject to the consent of the nominee, to arrive no more than four weeks after despatch of the invitation.
- 5.5** Nominees shall be invited to provide a brief personal statement for circulation with the agenda and other AGM documents.
- 5.6** The agenda and any other AGM documents shall be sent to all members no less than four weeks before the date of the meeting.
- 5.7** Voting for the positions of Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, and for other elected members of the Executive Committee shall be conducted through the Electoral Reform Services.
- 5.8** Security-printed ballot papers and personal statements of nominees shall be sent by post to all full members and honorary life members by the Electoral Reform Services no less than four weeks before the date of the meeting.
- 5.9** No voting will take place at the AGM. Completed ballot papers must be returned to the Electoral Reform Services no later than noon on the Friday before the AGM.
- 5.10** Election results will be announced at the AGM.
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6. Subcommittees and Working Groups

- 6.1** The Executive Committee shall have the power to devolve specific aspects of the Council's activity to Subcommittees and to Working Groups. In general, Subcommittees will deal with long-term elements of the Council's activities and Working Groups with specific, often shorter-term topics or projects.
- 6.2** The Chairmen of the Subcommittees will be ex-officio members of the Executive Committee. Chairmen of Working Groups will not be ex-officio members of the Executive Committee but may be required to present reports at its meetings.
- 6.3** The Chairman of each Subcommittee and Working Group shall be appointed by the Executive Committee. He or she shall be responsible for appointing such other members to the Subcommittee or Working Group as seems appropriate.
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