

# The Rules of the Resuscitation Council UK

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These Rules should be read in accordance with the Constitution of the Resuscitation Council UK ('RCUK') a charitable incorporated organisation with the charity number 1168914. Prior to January 2017 RCUK was a charitable trust.

The Trustees may make, amend, add to, or revise the Rules provided these do not add to or amend the objects of the RCUK or effect any changes of the provisions of the Constitution.

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## 1. Membership of the RCUK

- 1.1. The RCUK 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 Trustees.
- 1.2. The number of members of RCUK is unlimited. They remain members until they cease to be members in accordance with the Constitution (section 9.6).
- 1.3. Admission of new Full members
  - 1.3.1. Eligibility

Application for Full membership is open to anyone with a demonstrable interest in the clinical practice of resuscitation, resuscitation training or resuscitation research. Individuals must be from or working within the UK.
  - 1.3.2. Admissions procedure for new Full members:
    - 1.3.2.1. Applicants for Full membership shall complete and submit a standard application form.
    - 1.3.2.2. An application for membership may be refused if the Trustees and Executive Committee believe that it is in the best interests of the RCUK for them to do so.
  - 1.3.3. Rights of Full members:
    - 1.3.3.1. Full members may attend, speak and vote at General and Annual General Meetings, and shall be eligible for election to the Executive Committee.
    - 1.3.3.2. Full Members will be eligible to a package of benefits as detailed on the RCUK website.
- 1.4. Admission of new Associate members
  - 1.4.1. Eligibility

Application for Associate membership is open to individuals with an interest in resuscitation. These individuals may be registered or non-registered healthcare providers, and from within or outside of the UK.

1.4.2. Admissions procedure for new Associate members:

1.4.2.1. Applicants for Associate membership shall complete and submit a standard application form.

1.4.2.2. An application for membership may be refused if the Trustees and/or Executive Committee believe that it is in the best interests of the RCUK for them to do so.

1.4.2.3. All RCUK life support course Instructors will be awarded free Associate membership on becoming a full Instructor but may at any time choose to opt out or upgrade to Full membership. Associate membership will remain active as long as the instructor status is maintained.

1.4.3. Rights of Associate members:

1.4.3.1. Associate members may attend and speak at General and Annual General Meetings but shall not be eligible to vote at such meetings and shall not be eligible for election to be a Trustee or a member the Executive Committee.

1.4.3.2. References in the Constitution and in these Rules to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

**1.5. Honorary life membership**

1.5.1. Honorary life membership may be awarded to anyone who has demonstrated exceptional distinction and service in the field of resuscitation. Nominations will be sought from Full members on an annual basis and must be made using a standardised form and received within the specified timeframe. Current Trustees may not be nominated. The final decision shall rest with the Trustees whose decision shall be announced at the following Annual General Meeting.

1.5.2. The benefits of Honorary life membership shall be determined from time to time by the Trustees in consultation with the Executive Committee.

1.5.3. Honorary life members may attend, speak and vote at General and Annual General Meetings and are eligible for election to the Executive Committee.

**1.6. Membership fees**

1.6.1. Membership fees do not apply to RCUK life support course Instructors who are given free Associate Membership.

1.6.2. Full and non-Instructor 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 Trustees and ratified at the Annual General Meeting.

1.6.3. Subscriptions will be due on application and will be due annually thereon.

- 1.6.4. Unsuccessful applicants will be informed in writing within 28 days of the initial application and any subscription fee taken will be refunded.
- 1.6.5. Full and non-Instructor Associate members shall maintain their membership by payment of the annual membership fee. RCUK life support course Instructors will retain free Associate membership for the duration of their instructor status, and this will discontinue if the instructor status lapses.
- 1.6.6. It is the responsibility of each individual member to provide the RCUK with their preferred contact details for correspondence, and to notify the RCUK promptly of any changes to these contact details.

### **1.7. Removal of membership**

- 1.7.1. Before the Trustees take any decision to remove someone from membership of the RCUK they must:
  - 1.7.1.1. inform the member of the reasons why it is proposed to remove him or her from membership;
  - 1.7.1.2. give the member not less than four weeks' notice in which to make representations in writing to the Trustees as to why he or she should not be removed from the membership;
  - 1.7.1.3. at a duly constituted meeting of the Trustees, consider whether or not the member should be removed from membership;
  - 1.7.1.4. consider at that meeting any representations which the member makes as to why the member should not be removed; and
  - 1.7.1.5. allow the member to make those representations in person at that meeting, if the member so chooses.

## **2. Postal and electronic voting**

- 2.1. The Trustees may invite the voting members to vote by post or by electronic means to elect the President, Vice-President, Honorary Secretary, Honorary Treasurer and Executive Committee members (see section 7) or to make a decision on any matter that is being decided at a general meeting of the members. If postal and/or electronic voting is required to decide on a matter, the RCUK shall conduct this through the Electoral Reform Services (ERS).
- 2.2. Voting members of the RCUK shall be sent an explanation of the purpose of the vote and the voting procedure by the ERS not less than four weeks before the deadline for receipt of votes.

## **3. Elected Trustees (see Constitution section 14)**

- 3.1. The Elected Trustees are the President, Vice-President, Honorary Secretary and Honorary Treasurer, who shall, by virtue of their role, be members of the Executive Committee.
- 3.2. Nominees for these positions must demonstrate in their personal statement that they have the skills and experience for these positions

and are able to commit the time to carry out the requirements of the role described in the applicable Roles and Responsibilities document.

- 3.3.** The President shall be ratified 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 President shall have the option to determine if they shall serve for only two instead of three years.
- 3.4.** During the first year of office of a new President the post of Vice-President shall be held by the immediate past President.
- 3.5.** At the end of the first year of office of a new President, a new Vice-President shall be elected.
- 3.6.** The newly elected Vice-President will be designated President-elect and shall take over as President when the incumbent President's term is complete.
- 3.7.** A President may stand for re-election for one further term of office after a period of three years after finishing as Vice-President.
- 3.8.** In the absence of a Vice-President, either the Honorary Secretary or Honorary Treasurer shall act as Deputy for the President in the absence or incapacity of the President.
- 3.9.** If the position of President is vacated unexpectedly at any time, for whatever reason, the Vice-President shall take on the role of President until the date of the next Annual General Meeting.
- 3.10.** If, during the year before his/her succession, the Vice-President (President-elect) is prevented from taking up the position of President, an election for the position of President shall be held at the Annual General Meeting when the Vice-President would otherwise have taken on this role. The newly elected person shall assume the role of President at that Annual General Meeting.
- 3.11.** The Honorary Secretary and Honorary Treasurer shall be elected at the Annual General Meeting and shall each serve for a period not exceeding three years.
- 3.12.** Both the Honorary Secretary and Honorary Treasurer shall be eligible for re-election for two further terms of office as long as that period does not exceed nine years in total.
- 3.13.** If the positions of Honorary Secretary or Honorary Treasurer are vacated unexpectedly at any time, for whatever reason, the Trustees 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.

3.14. The Elected Trustees of the RCUK will be recorded in the register of Trustees as commencing their term in office from the time of their election at the Annual General Meeting.

#### **4. Appointed Trustees (see Constitution section 15)**

- 4.1. Up to three people (who need not be members of the RCUK) may be appointed as Trustees.
- 4.2. They will be appointed by the Elected Trustees, namely the President, Vice-President, Honorary Secretary and Honorary Treasurer.
- 4.3. Appointed Trustees may be nominated by members of the Executive and the position advertised as required. They must provide evidence through their CV and at interview that they have the relevant skills and experience identified for these positions and are able to commit the time to carry out the requirements of the role described in the Roles and Responsibilities document.
- 4.4. Appointed Trustees shall serve a term of three years from the date of their appointment and are eligible for reappointment by the Trustees for a further two terms and shall serve no more than nine years in total.
- 4.5. The Appointed Trustees of the RCUK will be recorded in the register of Trustees as commencing their term in office from the time of their appointment.

#### **5. The Trustees**

- 5.1. The Trustees shall consist of the Elected Trustees and Appointed Trustees as described in sections 3 and 4 of The Rules.
- 5.2. The Trustees shall manage the affairs of the Council and may for that purpose exercise all the powers of the RCUK and operate in accordance with sections 13 to 19 of the Constitution.
- 5.3. The Trustees shall establish Subcommittees and Working Groups who will be responsible for specific aspects of the CIO's activities.
- 5.4. The Trustees shall meet as often as required in order to fulfil their duties and functions. They shall usually meet four times each year and these meetings 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 the minutes of the conference being recorded. Additional meetings shall be convened whenever necessary.

**5.5.** A quorum is three Trustees with two of those three Trustees being Elected Trustees.

**5.6.** The President shall usually preside as chair of the meetings. He/she may delegate this position to one of the other Elected Trustees

## **6. The Executive Committee**

**6.1.** The professional affairs of the RCUK will be managed by an Executive Committee.

**6.2.** The Executive Committee shall consist of no more than 28 people, 12 of whom must be elected.

**6.3.** Elections will take place at the Annual General Meeting.

**6.4.** The Executive Committee shall comprise:

6.4.1. The Elected Trustees; President, Vice-President, Honorary Secretary, Honorary Treasurer

6.4.2. The Chairs of Subcommittees (appointed)

6.4.3. The Lead Educator (appointed)

6.4.4. Full or Honorary life members (elected)

6.4.5. Co-opted members (appointed)

**6.5.** The Executive Committee shall have the right to co-opt four members, one of whom may be a layperson, for periods of one year at a time.

**6.6.** Co-opted members of the Executive Committee will have the same voting rights as other elected members.

**6.7.** 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.

**6.8.** Elected members of the Executive Committee shall serve for a period of three years in the first instance but shall be eligible for re-election.

- 6.9.** No member of the Executive Committee shall normally serve continuously for more than nine years in any one role.
- 6.10.** For the purposes of calculating how many years and terms a person has served as a member of the Executive, and when positions become available for election, account shall be taken of any time served by a member of the Executive when the RCUK was operating as an unincorporated charity.
- 6.11.** Ten voting members of the Executive Committee shall constitute a quorum.
- 6.12.** The CEO and senior management team shall attend as ex-officio members of the Executive Committee.
- 6.13.** The Executive Committee shall meet at least twice per year to conduct the professional affairs of the RCUK. 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 the minutes of the conference being recorded.
- 6.14.** The President shall usually preside as chair of the meetings. He/she may delegate this position to the Vice-President or, if unavailable, the Honorary Secretary.
- 6.15.** The Executive Committee shall be responsible for developing its Terms of Reference which shall be reviewed annually by its members and by the Trustees.
- 6.16.** If any member of the Executive Committee shall fail to attend, without good reason on each occasion, three consecutive committee meetings, they shall be deemed to have resigned from the committee.
- 6.17.** Removal of a member of the Executive:
- 6.17.1. An Executive member shall be removed from the Executive Committee if their conduct brings the RCUK into disrepute or if the Trustees decide it is in the best interest of the RCUK that he/she should be removed before his/her term of office has ended.

Before the trustees take any decision to remove an Executive member they will:

- 6.17.1.1. inform the member of the reasons why it is proposed to remove him or her from membership;
- 6.17.1.2. give the member not less than four weeks' notice in which to make representations in writing to the Trustees as to why he or she should not be removed from the Executive Committee;
- 6.17.1.3. at a duly constituted meeting of the Trustees, consider whether or not the Executive member should be removed from Executive Committee;
- 6.17.1.4. consider at that meeting any representations which the member makes as to why he/she should not be removed; and
- 6.17.1.5. allow the member to make those representations in person at that meeting, if he/she so chooses.

## **7. Subcommittees and Working Groups**

- 7.1. Subcommittees will usually deal with long-term educational and research elements of the RCUK's activities.
- 7.2. Working Groups will usually deal with specific, often shorter-term topics or projects.
- 7.3. The Chair of each Subcommittee will be an ex-officio member of the Executive Committee.
- 7.4. The Chairs of Working Groups will not be ex-officio members of the Executive Committee but may be required to present reports at its meetings.
- 7.5. The Chair of each Subcommittee shall be appointed by the Trustees.
- 7.6. The Trustees shall retain the right to dismiss the Chair before the completion of the term if the Chair is considered to have failed to meet their roles and responsibilities or be deemed to have acted against the objects of the RCUK.
- 7.7. The Chair of each Subcommittee or Working Group shall be responsible for appointing other members to the Subcommittee or Working Group as seems appropriate.



**7.8.** The Chair of each Subcommittee or Working Group shall be responsible for developing Terms of Reference which shall be reviewed annually by its members and by the Trustees.

**7.9.** If the Chair of a Subcommittee is in their ninth year and there is no other eligible person available to take over and continue the role effectively, the Trustees shall have the discretion to re-appoint the same Chair, subject to annual review.

**7.10.** The Chair of each Subcommittee shall produce a written report for presentation at the AGM of the activities and achievements over the previous 12 months.

## **8. Elections and Annual General Meetings**

**8.1.** The RCUK shall hold an Annual General Meeting (AGM) to which all its members shall be invited in accordance with the section 11.3 of the Constitution.

**8.2.** At least 28 clear days' notice of the AGM will be sent to all members. The notice will include the annual statement of accounts and Trustees annual report.

**8.3.** The Honorary Secretary shall write to all Full and Honorary life members (electronically or by post) at least 10 weeks before the date of the AGM to invite applications for election into the positions of President, Vice-President, Honorary Secretary, Honorary Treasurer, and for other elected members of the Executive Committee where such vacancies shall occur.

8.3.1. Applications shall be made in writing (electronically or by post)

8.3.2. Applicants shall be invited to provide a brief personal statement for circulation which shall be sent to all members no less than four weeks before the date of the AGM.

8.3.3. Voting for the positions of President, Vice-President, Honorary Secretary, Honorary Treasurer, and for other elected members of the Executive Committee shall be conducted through the Electoral Reform Services.

8.3.4. Instructions on the method of voting and personal statements shall be sent to all Full and Honorary life members by the Electoral Reform Services no less than four weeks before the date of the AGM.

8.3.5. No voting will take place at the AGM. Completed ballot papers must be returned to the Electoral Reform Services no later three working days before the AGM.

8.3.6. Election results will be announced at the AGM.