

The Rules of Resuscitation Council (UK)

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

The Trustees may make, amend, add to or revise these Rules, provided that the Rules must be consistent with the Constitution. In the event of any inconsistency between the Rules and the Constitution, the Constitution shall prevail.

The Objects of RCUK are to advance health and save lives, in particular but not exclusively by:

- providing education and training, including but not limited to members of the public, organisations, medical, nursing and ambulance practitioners, and all other healthcare workers; and
- supporting research and policy development,

in each case in all aspects of resuscitation.

Any change to the Objects requires prior written authorisation from the Charity Commission and a change to the Constitution.

1. Definitions and interpretation

1.1. In these Rules, the following words shall have the following meanings, unless the context requires otherwise:

Word	Meaning
AGM	the annual general meeting of RCUK;
Appointed Trustees	Trustees who are appointed in accordance with clause 15 (Appointed Trustees) of the Constitution and Rule 7 below (also known as Non-Clinical Trustees);
Board	the board of Trustees of RCUK;
Constitution	the CIO constitution of RCUK;
Elected Trustees	Trustees who are elected in accordance with clause 14 (Elected Trustees) of the Constitution and Rule 6 below (also known as Clinical Trustees);
Executive Committee	the executive committee of RCUK;
Objects	the charitable objects of RCUK as set out in the Constitution;
Officers	the President, Vice-President, Honorary Secretary and Honorary Treasurer;
RCUK	Resuscitation Council (UK), a charitable incorporated

	organisation with charity number 1168914;
RCUK Instructors	any person who has been approved by RCUK to deliver RCUK training courses;
Regional Representatives	appointed senior instructor who represents RCUK at a regional level, conducts course centre assessments for the purposes of revalidation, and acts as a formal link between RCUK course centres and RCUK
Trustees	the charity trustees of RCUK (including the Appointed Trustees and the Elected Trustees).

2. Membership of RCUK

2.1. RCUK shall consist of Full Members, Associate Members and Honorary Life Members. Each class of membership shall receive benefits as determined by the Trustees.

2.2. Voting vs. non-voting members

- 2.2.1. Full Members and Honorary Life Members are voting members, i.e. they are entitled to vote at general meetings of RCUK.
- 2.2.2. Associate Members are non-voting members, i.e. they are not entitled to vote at general meetings of RCUK.
- 2.2.3. References to “members” and “membership” in the Constitution refer to voting members only (save as set out in clause 9.9 (Informal or associate (non-voting membership))).
- 2.2.4. References to “members” and “membership” in these Rules apply to both voting and non-voting members, unless expressly indicated otherwise.

2.3. The number of members of RCUK is unlimited.

2.4. Ending of membership

- 2.4.1. Full Members and Honorary Life Members cease to be members in accordance with the Constitution (clause 9.7).
- 2.4.2. Associate Members shall cease to be members in the same circumstances, i.e. clause 9.7 shall for the purpose of these Rules be applied to Associate Members.
- 2.4.3. Before the Trustees can take any decision to remove someone from membership of RCUK, the member must be:
 - 2.4.3.1. informed of the reasons why it is proposed to remove them from membership; and
 - 2.4.3.2. given not less than four weeks’ notice in which to make representations in writing as to why they should not be removed from membership.
- 2.4.4. The Trustees are responsible for taking the final decision as to whether a member should be removed.

2.5. Full Membership

- 2.5.1. Eligibility: Application for Full Membership is open to anyone with an interest in resuscitation who meets the eligibility requirements under the Constitution (clause 9.3).

2.5.2. Admissions procedure:

2.5.2.1. Applicants for Full Membership shall complete and submit a standard application form.

2.5.2.2. Applications will be reviewed internally by RCUK staff and may be referred to Trustees for approval.

2.5.2.3. An application may be refused if the Trustees believe this is in the best interests of RCUK.

2.5.3. Rights of Full Members:

2.5.3.1. Full Members may attend, speak and vote at general meetings, and shall be eligible for election to the Executive Committee and thereafter as an Elected Trustee.

2.5.3.2. Full Members will be eligible for a package of benefits as detailed on the RCUK website.

2.6. Associate Membership

2.6.1. Eligibility: Application for Associate Membership is open to anyone.

2.6.2. Admissions procedure:

2.6.2.1. Applicants for Associate Membership shall complete and submit a standard application form.

2.6.2.2. Applications will be reviewed internally by RCUK staff and may be referred to Trustees for approval.

2.6.2.3. An application may be refused if the Trustees believe this is in the best interests of RCUK.

2.6.2.4. All RCUK Instructors in good standing with RCUK are automatically admitted as Associate Members upon becoming a full instructor.

2.6.3. Rights of Associate Members:

2.6.3.1. Associate members may attend and speak at general meetings but shall not be eligible to vote at such meetings and shall not be eligible for election to the Executive Committee or as an Elected Trustee.

2.7. Honorary Life Membership

2.7.1. Eligibility: Honorary Life Membership may be awarded by RCUK to anyone who has demonstrated exceptional distinction and service in the field of resuscitation.

2.7.2. Admissions procedure:

2.7.2.1. Nominations for Honorary Life Membership will be sought from Full Members on an annual basis.

2.7.2.2. RCUK will inform Full Members of the form, process and timeframe for making nominations. Nominations are only valid if they comply with these requirements.

2.7.2.3. Current Trustees may not be nominated.

2.7.2.4. The final decision regarding admission shall rest with the Trustees whose decision shall be announced at the following AGM.

2.7.3. Rights of Honorary Life Members:

2.7.3.1. The benefits of Honorary Life Membership shall be determined by the Trustees in consultation with the

Executive Committee.

- 2.7.3.2. Honorary Life Members may attend, speak and vote at general meetings and are eligible for election to the Executive Committee and thereafter as Elected Trustees.

2.8. Membership fees

- 2.8.1. Full Members and Associate Members shall be required to pay annual subscriptions, the amounts and method of payment of which shall be determined by the Trustees and announced at the AGM.
- 2.8.2. Paragraph 2.9 below outlines the groups that qualify for a waiver of membership fees.
- 2.8.3. Subscriptions will be due on application and will be due annually thereafter. If an application is refused, any fee paid may be refunded.
- 2.8.4. Paying members shall maintain their membership by payment of the membership fees.
- 2.8.5. It is the responsibility of each individual member to provide RCUK with their preferred contact details for correspondence, and to notify RCUK promptly of any changes to these contact details.

2.9. Free Membership status

- 2.9.1. Associate Membership fees will be waived for:
- 2.9.1.1. RCUK Instructors, for the duration of their full instructor status;
 - 2.9.1.2. Subcommittee members, for the duration of their tenure;
 - 2.9.1.3. Staff members, for the duration of their employment.
- 2.9.2. Full Membership fees will be waived for:
- 2.9.2.1. Regional Representatives for the duration of their tenure;
 - 2.9.2.2. Honorary Life Members;
 - 2.9.2.3. Trustees and Executive Committee members for the duration of their tenure.

2.10. Member duties

- 2.10.1. Members are required to abide by the RCUK Code of Conduct.

3. The Executive Committee

- 3.1. The clinical affairs of RCUK will be managed by an Executive Committee.
- 3.2. The Executive Committee shall establish subcommittees and oversee activities to ensure alignment with RCUK objectives.
- 3.3. The Executive Committee shall comprise in the region of [30] people. [At least] 12 of the Executive Committee members must be elected.
- 3.4. The Executive Committee shall comprise:
- 3.4.1. the Elected Trustees (elected);
 - 3.4.2. the Chairs of any Subcommittees (appointed);
 - 3.4.3. the Lead Educator (appointed);
 - 3.4.4. Full or Honorary Life Members (elected); and
 - 3.4.5. Co-opted members (appointed).

3.5. The Elected Trustees, the Subcommittee Chairs and the Lead Educator are members of the Executive Committee ex-officio, i.e. by virtue of these roles. They will remain on the Executive Committee for as long as they hold the relevant role.

3.6. Full or Honorary Life Members

3.6.1. Full or Honorary Life Members may be elected to the Executive Committee by the members.

3.6.2. The process for such elections is set out in section 9.

3.6.3. Elected members of the Executive Committee will be confirmed at the AGM.

3.6.4. Elected members of the Executive Committee shall serve for a period of three years and are, subject to paragraph 3.8, eligible for re-election.

3.7. Co-option to Executive Committee

3.7.1. The Executive Committee shall have the right to co-opt up to four persons to serve on the Executive Committee, one of whom may be a layperson, for periods of up to one year at a time.

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

3.7.3. Co-opted membership shall cease automatically at the next AGM.

3.7.4. The Executive Committee may choose to renew co-opted membership or select new co-opted members, within the allotted numbers, at any time thereafter.

3.8. No person shall serve continuously in the same role on the Executive Committee for longer than nine years, unless the Executive Committee determines that exceptional circumstances apply that justify longer service.

3.9. Ten voting members of the Executive Committee, plus the acting chair, shall constitute a quorum.

3.10. The CEO and senior leadership team of RCUK shall wherever possible attend meetings of the Executive Committee and contribute to discussions.

3.11. The Executive Committee shall meet at least twice per year. Additional meetings shall be convened whenever necessary.

3.12. Executive Committee meetings may be virtual, face to face or a hybrid combination. Minutes of all meetings must be recorded.

3.13. The President shall usually preside as chair of Executive Committee meetings. They may delegate this task to the Vice-President or, if they are unavailable, another Elected Trustee.

3.14. The Executive Committee shall be responsible for developing its own Terms of Reference, which shall be reviewed annually by Executive Committee members and by the Trustees.

3.15. All members of the Executive Committee are expected to attend and

actively participate for the full duration of all meetings. Any member who misses two or more meetings within a year will be considered to have resigned from the Executive Committee, except in cases of extenuating circumstances (as determined by the chair of the meeting).

3.16. Removal of a member of the Executive Committee

3.16.1. An Executive Committee member shall be removed from the Executive Committee where the Trustees consider that their conduct brings RCUK into disrepute and/or it is in the best interests of RCUK.

3.16.2. Before the Trustees take any decision to remove an Executive Committee member they will:

3.16.2.1. inform the member of the reasons why it is proposed to remove their Executive Committee membership;

3.16.2.2. give the member not less than four weeks' notice in which to make representations in writing to the Trustees as to why they should not be removed from the Executive Committee;

3.16.2.3. at a duly constituted meeting of the Trustees, consider whether or not the Executive Committee member should be removed from the Executive Committee;

3.16.2.4. consider at that meeting any representations which the Executive Committee member makes as to why they should not be removed; and

3.16.2.5. allow the Executive Committee member to make those representations at that meeting, if they so choose.

4. Subcommittees and Working Groups

4.1. The Executive Committee will establish subcommittees and working groups.

4.1.1. Subcommittees will usually deal with long-term educational and research elements of RCUK's activities.

4.1.2. Working Groups will usually deal with specific, often shorter-term topics or projects.

4.2. The Chair of each Subcommittee will be an ex-officio member of the Executive Committee.

4.3. 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.

4.4. The Chair of each Subcommittee shall be appointed by the Executive Committee and approved by Trustees.

4.5. The Trustees may in their discretion dismiss a Subcommittee Chair at any time if they consider that the Subcommittee Chair has failed to meet their roles and responsibilities, their conduct brings RCUK into disrepute and/or

it is in the best interests of RCUK.

- 4.6.** The Chair of each Subcommittee shall be responsible for appointing other Subcommittee members as seems appropriate.
- 4.7.** 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 subject to approval by the Executive Committee.
- 4.8.** The Chair of each Subcommittee, alongside the Director of Clinical and Service Development, shall be responsible for producing an annual workplan for approval by the Executive Committee.
- 4.9.** The Chair of each Subcommittee shall serve a term of three years from the date of their appointment and are eligible for reappointment by the Executive Committee for a further two terms.
- 4.10.** 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 Executive Committee shall have the discretion to re-appoint the same Chair, subject to annual review.
- 4.11.** The Chair of each Subcommittee shall produce an annual written report for presentation at the Executive Committee of the activities of their Subcommittee over the previous 12 months.

5. The Trustees

- 5.1.** The Trustees shall consist of the Elected Trustees and the Appointed Trustees as described in the Constitution and the Rules below.
- 5.2.** The Trustees have ultimate control over RCUK and its property and funds, and are ultimately responsible for managing the charity's affairs.
- 5.3.** The Constitution sets out the rules relating to decision-making by the Trustees.
- 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. Additional meetings shall be convened whenever necessary.
- 5.5.** All Trustees are expected to attend and actively participate for the full duration of all meetings. As set out in the Constitution, any Trustee who misses two or more meetings within a year is liable to be removed from office, unless the President has approved their absence (e.g. in the case of extenuating family circumstances).
- 5.6.** A Trustee may serve for up to nine years as a Trustee. However, if the Board determines that exceptional circumstances apply, a Trustee may serve for up to three further years.

6. Elected Trustees (also see Constitution section 14)

6.1. RCUK shall have up to four Elected Trustees, including the President and the Vice-President.

6.2. Election of Elected Trustees

6.2.1. Only Full or Honorary Life Members serving on the Executive Committee are eligible for election as Elected Trustees.

6.2.2. Non-Officer Elected Trustees are elected by the voting members of RCUK in accordance with section 9, to serve for terms of three years.

6.2.3. The President and Vice-President are appointed as follows:

6.2.3.1. whenever a vacancy in the role of Vice-President arises, a new Vice-President is elected by the voting members of RCUK in accordance with section 9;

6.2.3.2. the Vice-President serves for two years as Vice-President, after which they become President; and

6.2.3.3. the President serves for three years as President, after which they serve as Vice-President for a further year.

6.2.4. As set out in the Constitution, terms of office for Elected Trustees take effect from the close of the AGM at which an Elected Trustee is appointed and a “**year**” for these purposes shall mean the period between the end of one AGM and the end of the next AGM.

6.3. The Elected Trustees will be recorded in the register of Trustees as commencing their term in office from the close of the relevant AGM.

6.4. If the position of President is vacated unexpectedly at any time, for whatever reason, the Vice-President shall take on the role of President.

6.5. If the Vice-President (President-elect) is unable or unwilling to take up the position of President, an election for the position of President shall be held at the AGM when the Vice-President would otherwise have taken on this role. The newly elected person shall assume the role of President at that AGM.

6.6. If an Elected Trustee position is vacated unexpectedly at any time, for whatever reason, the Board shall have the power to appoint from the Executive Committee members a person to take on the role until a formal re-election is undertaken.

6.7. In the absence of a Vice-President, the Board will appoint one of the Elected Trustees to act as Deputy for the President in the event of absence or incapacity of the President.

6.8. Notwithstanding anything to the contrary in these Rules, the Board may, in exceptional circumstances, determine that a person should not serve as the Vice-President or President and/or make alternative arrangements to fill these roles. This is subject to the following:

6.8.1. any decision must be taken at a meeting of the Board; and

6.8.2. where it is proposed that someone may be removed, or prevented, from

serving as Vice-President or President, that person must be informed of the reasons for the proposal and given not less than four weeks' notice in which to make representations as to the proposal.

6.9. Elected Trustees shall, by virtue of their role, be members of the Executive Committee.

7. Appointed Trustees (also see Constitution section 15)

7.1. Up to three people (who need not be members of RCUK) may be appointed as Appointed Trustees.

7.2. Appointed Trustees are appointed by the Board.

7.3. Appointed Trustees 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.

7.4. Appointed Trustees shall serve a term of three years from the date of their appointment and are eligible for reappointment subject to the overall service limit set out in Rule 5.6.

7.5. The Appointed Trustees will be recorded in the register of Trustees as commencing their term in office from the time of their appointment.

8. Honorary Treasurer and Honorary Secretary

8.1. The Honorary Secretary and Honorary Treasurer shall be appointed by the Trustees from among their number.

8.2. Applications for these Officer roles will be sought from either Elected or Appointed Trustees.

8.3. Applicants 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.

8.4. Appointment will be decided by a majority vote of Trustees with the President having a second or casting vote.

8.5. The Honorary Secretary and Honorary Treasurer shall serve a term of three years from the date of their appointment and are eligible for re-appointment for a further two terms of office, subject to the overall service limit set out in Rule 5.6.

8.6. If the positions of Honorary Secretary or Honorary Treasurer are vacated unexpectedly at any time, for whatever reason, the Trustees shall appoint another Trustee to fill the role in accordance with this clause 8.

9. Elections and Annual General Meetings

9.1. RCUK shall hold an AGM to which all its members shall be invited. Notice shall be given to all members in accordance with section 11.3 of the Constitution.

9.2. Eligibility for elections:

9.2.1. All Full and Honorary Life Members are eligible for election to the Executive Committee.

9.2.2. All Executive Committee members are eligible for election as Elected Trustees.

9.3. Elections process:

9.3.1. Elections will be run through Civica Election Services or another suitable provider of election services chosen by the Trustees (the “**Election Management Service**”).

9.3.2. At least 10 weeks before the date of the AGM, the Honorary Secretary shall write to all Full and Honorary Life Members (electronically or by post) to invite them to apply for election to the Executive Committee (where such vacancies occur).

9.3.3. Members of the Executive Committee may apply for election as Elected Trustees, subject to any conditions set out in the Constitution and these Rules.

9.3.4. All applications shall be made in writing via the Election Management Service.

9.3.5. A deadline for the receipt of applications will be agreed each year with the Election Management Service and communicated to all potential applicants.

9.3.6. Applicants shall be invited to provide a brief personal statement for circulation amongst the voting members.

9.3.7. Applicants must demonstrate in their personal statement that they have the skills and experience required for the positions they are applying for, and are able to commit the time to carry out the requirements of the role described in the applicable Roles and Responsibilities document.

9.3.8. A deadline for the receipt of votes will be agreed each year with the Election Management Service.

9.3.9. Instructions on the method of voting and personal statements will be sent to all Full and Honorary Life Members by the Election Management Service no less than four weeks before the deadline for receipt of votes.

9.3.10. No voting will take place at the AGM. Completed ballot papers must be returned via the Election Management Service.

9.3.11. Election results will be announced at the AGM

10. Scheme of delegation

10.1. Trustees and Executive Committee Members shall operate in line with RCUK’s Scheme of Delegation which shall be reviewed annually.