

**TEESDALE & WEARDALE
SEARCH & MOUNTAIN RESCUE TEAM**
Search and rescue throughout County Durham

RULES & CONSTITUTION

TITLE:

The organisation shall be known as the Teesdale & Weardale Search & Mountain Rescue Team, hereinafter called "The Team".

1. AIMS & OBJECTIVES:

The aims of the Team are:

- i) To relieve suffering and distress amongst persons endangered by accidents or natural hazards, by the provision and maintenance of a trained rescue team to operate throughout County Durham, or any other place if requested.
- ii) To seek to educate all potential users of the hills and countryside, advising of possible dangers in the area and aiming to prevent tragedies or mishaps by giving talks and demonstrations to interested organisations.

2. POWERS:

In furtherance of the objects but not otherwise, the Committee may exercise the following powers:

- i) Power to make use of the Team's search, rescue and casualty care abilities, to relieve suffering and distress in any other ways that are considered by the Team to be practical and are within the Team's legal and insurance operating restrictions;
- ii) Power to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- iii) Power to buy, take on lease or in exchange, any property necessary for the achievement of the objectives and to maintain and equip it for use;
- iv) Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity;
- v) Power to co-operate with other charities, voluntary bodies and Statutory authorities operating in furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them;
- vi) Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects
- vii) Power to appoint and constitute such advisory committees as the Committee may think fit;
- viii) Power to do all such other lawful things as is necessary for the achievement of the objectives.

3. MEMBERSHIP:

The Team may consist of President, Vice-Presidents, Full Team Members, Associate Members, Trainee Members and Youth team Members.

- a) The President and Vice-Presidents shall be elected at the Annual General Meeting and hold office for one year. They shall be eligible for re-election. They shall have the privileges of Team members.
- b) Team Members shall be over the age of eighteen years and will be placed on one of the following lists, (in the case of the 'A' Lists, this will be after having served a period of assessment, which shall normally be one year).

'A' LIST: This list consists of Full Team Members who are willing, at any time, to attend a Callout and are expected to hold a First Aid qualification. Members on this list are expected to attend a minimum of five Sunday exercises during the year, other than where it can be shown that they have a regular weekend commitment to their employment which precludes their attendance. In this event a minimum of two exercises may be acceptable subject to prior written agreement with the training officer. Members on this list are also expected to attend a minimum of five evening training sessions per year, as specified by the Training Officer. A-list members who do not satisfy these minimum requirements will normally be moved to the C list (subject to conditions in Appendix B).

'B' LIST: This list consists of in the main, local farmers and gamekeepers. Whilst not training regularly with the Team, they can be called upon to provide local knowledge.

'C' LIST: This list is made up of

- i) Trainee Members who are undergoing a period of training and assessment before being considered for Full Team Membership (as specified in Section 3d of this document) and will be expected to attend the required five Sunday exercises and 5 evening training sessions
- ii) Experienced team members who can no longer meet the requirements of the A list but continue to actively support the Team. The status of Team members in this category will be reviewed by the committee every 6 months.
- iii) Support specialists e.g. canoe team, admin etc

When an 'A' List member does not attend, or expect to attend, the requisite number of exercises applicable to his/her status, he/she shall furnish the Training Officer with the reason for non-attendance. 'A' List member's attendance at training will be considered from time to time at Committee meetings. Where there are concerns about an 'A' list member's non-attendance at training the Training Officer will contact the team member and give him/her 3 months written notice of the Committee's intention to move the team member from the A to the 'C' List. The Team member will have the right to appeal the decision to the Committee, giving written reasons for non-attendance or expected non-attendance. 'C' List members are also to comply with these rules regarding regular attendance or may be removed from the 'C' List. Membership will be considered on a twelve month rolling programme and amended according to the guidelines in Appendix B.

Full Team Members (A List) shall be eligible:

- i) To vote at General Meetings;
 - ii) To nominate candidates as Officers and Committee members;
 - iii) For nomination as Officers and Committee members;
 - iv) To propose, through the Committee, new members.
- (c) Associate Membership is open to:

- i) Ex-members of the Team who have moved away from the area;
 - ii) Team Members who are no longer able to attend training sessions;
 - iii) Members of the public who are interested in supporting the activities of the Team. An Associate Member shall only be allowed to vote if he/she is an Officer or Committee Member. Associate Members shall only take part in any rescue on the direction of the Team Leader and then only if belonging to category 3c (i) or 3c (ii) above.
- (d) A Trainee Member (C List) shall be over eighteen years of age and shall **not** be eligible:
- i) To vote at General Meetings;
 - ii) To be nominated as an Officer or Committee Member.
- (e) **Youth Team Membership** shall be open to all people between the ages of sixteen and eighteen years of age who are interested in Search and Mountain Rescue work and associated activities. Membership may be extended to ‘Student membership’ for young people over the age of eighteen who wish to remain involved in the Team, and continue until they finish full time education. They shall **not** be eligible:
- i) To vote;
 - ii) To be nominated as Officers or Committee members.
- (f) The Committee shall confirm membership by the issue of a Membership Card, renewable annually to all full team members only.
- (g) The Committee reserves the right to terminate the membership of any individual (subject to Section 16 of this Constitution).

4. MANAGEMENT:

The management of the Team shall be in the hands of an elected Committee, which shall consist of elected Officers and not more than one Associate Member, the latter having been selected by the Associate Membership. The Committee shall meet immediately after the Annual General Meeting to consider co-options as necessary. Co-options shall be for a specific role only and are not eligible to vote.

5. OFFICERS:

- a) The Officers shall consist of:
- i) Team Leader
 - ii) Three Deputy Team Leaders
 - iii) Hon. Secretary
 - iv) Hon. Treasurer
 - v) Training Officer
 - v) Youth Team Leader
 - vi) (up to) Five Group Leaders
 - vii) Public Relations Officer
 - ix) Equipment Officer
 - x) Fundraising Officer
 - xi) Transport Officer

- xi) Casualty Care Officer
- xii) Information Technology Officer
- xiii) SARDA Representative
- xiv) (up to) Four Members Representatives
- xv) Associate Members Representative

The duties of the above Officers are as defined in Appendix A.

- b) Except with the prior written approval of the Charity Commissioners no trustee may:
- receive any benefit in money or in kind from the charity; or
 - have a financial interest in the supply of goods or services to the charity other than those permitted by law; or
 - acquire or hold any interest in property of the charity (except in order to hold it as trustee of the charity).

6. MANAGEMENT COMMITTEE MEETINGS:

Meetings of the Management Committee shall be called as and when required at the discretion of the Team Leader and Hon. Secretary. A quorum shall consist of the Team Leader or a Deputy Team Leader and eight other members.

Working parties shall be formed as and when the occasion demands and shall cease to exist when the particular purpose for which they were formed no longer exists - providing always, that the actions and proceedings of any such working party, (or persons referred to in that way), shall be fully and promptly reported back to the Committee.

Any team member may attend committee meetings.

7. ANNUAL GENERAL MEETING:

The Annual General Meeting shall be held in November each year.

Fourteen days notice of the Meeting shall be given. Notices of motion shall be sent to the Hon. Secretary, to arrive not less than seven days before the Meeting. If there are more candidates than positions, voting shall be by secret ballot.

8. EXTRAORDINARY GENERAL MEETING:

An Extraordinary General Meeting shall be called within twenty eight days of a written request to the Team Leader, signed personally by twenty five per cent or more Members, or two thirds of the members of the Committee. Fourteen days written notice shall be given to all Members. The business of the Meeting shall solely consist of the item(s) for which the meeting is called. A quorum shall be twenty five per cent of the Full Team Membership.

9. CHANGES IN RULES & CONSTITUTION:

Any changes in the Rules & Constitution of the Team shall be agreed at the Annual General Meeting or at such Extraordinary General Meetings especially convened for the purpose of amending the Rules & Constitution and providing that no alteration shall be made which would cause the Charity to cease to be charitable at Law. The proposed changes must be approved by seventy five per cent of the votes cast at that meeting.

10. VOTING:

Voting rights shall consist of one vote per person, irrespective of the number of positions held. The Team Leader shall not vote on any issue, but in the event of a tie, shall have the deciding vote. Co-opted committee members are not eligible to vote.

11. FINANCE:

The Team shall be financed by subscription, donation and fundraising activities. The assets of the Team shall, in the event of its dissolution, be vested in the Mountain Rescue Council (England and Wales), as Trustees.

12. SUBSCRIPTIONS & BANKING:

Subscriptions are entirely voluntary. The Hon Treasurer shall maintain a bank account. Withdrawals shall be on the signature of the treasurer and one of two committee members who have been appointed by committee.

13. ACCOUNTS:

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (i) The keeping of accounting records for the Charity;
- (ii) The preparation of annual statements of account for the Charity;
- (iii) The auditing or independent examination of the statements of account of the Charity; and
- (iv) The transmission of the statements of account of the Charity to the Commission.

14. ANNUAL REPORT:

The Committee shall comply with their obligation under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

15. ANNUAL RETURN:

The Committee shall comply with their obligations under the Charities Act 1993 (or any other statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

16. DISCIPLINE:

Any Member, who, by his or her action, brings disrepute upon the Team, shall be asked to appear before a working party appointed by the Committee to look at disciplinary matters. Dependent on the findings of the appointed working party, the Committee may, for good and sufficient reason, terminate his/her membership. The working party may also recommend to the Committee that legal advice is sought, depending on the circumstances surrounding the particular event for which the working party was convened. The Team Member may be accompanied at such meetings of the working party, by a 'friend'. The Team Member may have the right of appeal.

17. DISSOLUTION:

If the charity trustees decide that it is necessary or advisable to dissolve the charity, they shall call a meeting of all members of the charity of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the charity trustees shall have power to realise any assets held by or on behalf of the charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the object of this charity as the members of the charity may determine, or, if that cannot be done, shall be applied for some other charitable purpose.

APPENDIX A: DUTIES OF OFFICERS

TEAM LEADER:

Shall have the overall responsibility for the administration of the Team and chair Management and other meetings. The Team Leader would normally act as the Team Controller during exercises and Callouts.

THREE DEPUTY TEAM LEADERS:

Shall assist the Team Leader where necessary and assume responsibility in the absence of the Team Leader. Each Deputy Team Leader will have responsibility for one of the following areas; Resources, Communications or Operations

HON. SECRETARY:

Shall be responsible for all general correspondence and secretarial duties.

HON. TREASURER:

Shall be responsible for all financial matters, except those delegated to the Fundraising Officer.

TRAINING OFFICER:

Shall be responsible for the organisation of all necessary training to achieve and maintain efficiency within the Team.

YOUTH TEAM LEADER:

Shall be responsible for the organisation and management of the Youth Team. On the occasions where the Youth Team trains jointly with the 'adult Team' this will be organised in conjunction with the Training Officer.

PUBLIC RELATIONS OFFICER:

Shall be responsible for liaison between the Team and the Press and also for the maintenance of contacts with local and national bodies.

FIVE GROUP LEADERS:

Will be nominated by the Committee, for election at the Annual General Meeting. They will take the responsibility for leading groups of Team Members on Callouts or exercises. They will also assist the Training Officer, where required, in the delivery of training.

EQUIPMENT OFFICER:

Shall be responsible for the care and maintenance of all Team equipment.

FUNDRAISING OFFICER:

Shall be responsible for the co-ordination of fundraising.

Shall assist the Team Leader and Deputy Team Leaders or relevant person with major fundraising bids.

TRANSPORT OFFICER:

Shall be responsible for the Team's vehicles, ensuring that they receive regular maintenance and, in conjunction with the Equipment Officer, ensuring that they are always fully equipped for a Callout.

CASUALTY CARE OFFICER:

Shall be responsible for the provision of appropriate training and equipment

INFORMATION TECHNOLOGY OFFICER:

Shall be responsible for the computer equipment and maintenance of the Team's web pages

SARDA OFFICER

Shall be responsible for the representation of any SARDA dog handlers on the Team membership

ASSOCIATE MEMBERS REPRESENTATIVE:

Responsible for liaising with associate members (and other supporters agreed by the committee) and keeping them informed of team developments by sending them regular

newsletters after every committee meeting.

Responsible for bringing any feedback raised by associate members to the committee

Extending the number of associate members

Maintaining and updating associate member records and finances

Extending the associate member base as active supporters of the Team.

MEMBERS REPRESENTATIVE OFFICERS:

Responsible for reporting back to all A and C list members following every committee meeting.

Responsible for actively identifying any problems from any Team member that should be fed back to individual committee members or the committee as a whole.

Responsible for organising social activities to promote Team cohesion.

Also to encourage support of committee decisions through the Team.

APPENDIX B: CHANGES TO CALLOUT LISTS

The Callout lists will be reviewed and updated as necessary by the Hon. Secretary. A review of Membership will be undertaken by the Committee at the next ordinary Meeting following the Annual General Meeting, using the following guidelines:

'A' List to 'C' List -

If a Full Team Member on the 'A' List has not fulfilled the attendance requirement as specified in Section 3(1,) of this document, then he/she will be moved to the 'C' List, unless the Committee decides there is good reason, in which case the change shall not be made.

'C' List to B' List -

The Committee may decide that a Team Member is no longer active in the Training Programme of the Team, but could still offer valuable assistance on a local basis in the event of a Callout.

'C' List to Associate Membership -

The Committee may decide that a Team Member no longer shows any commitment to training. He/she should be asked if they wish to keep in touch with Team activities by becoming an Associate Member.

All changes should be based on a Register of Attendance kept by the Training Officer. However, if a team member is missing for more than three months without explanation and no contact is received after a further month, they will be removed from the call-out list forthwith.