

World Rescue Organisation



WRO Constitution
WRO/Doc/001/Con



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World Rescue Organisation Constitution

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WRO – Constitution 6.1- Alignment with 2020-2024 Business plan

WRO – Constitution V7 – This section will be updated if carried following the AGM 2024

WRO – Draft Constitution v7.4 – Addition accepted Membership changes agreed by WRO Committee in 2022 and addition changes relative to Business Plan and Lessons Learned from WRC2024

Document Location

The source of the document will be found at – WRO [Sharepoint](#)

Approvals

This document requires the following approvals. Signed approvals should accompany this document.

<i>Organisation</i>	<i>Signature</i>	<i>Title</i>	<i>Date of Issue</i>	<i>Version</i>
LRO		Chair		Draft V7.4
UKRO		Deputy Chair		Draft V7.4
ROI		Vice Chair (Delivery)		Draft V7.4
Vacant		Vice Chair (Support)		Draft V7.4
ROI		Secretary		Draft V7.4
FNSPF		Treasurer		Draft V7.4
ROI		Operations Director		Draft V7.4
UKRO		Education and Development Director		Draft V7.4

Distribution

This document is available on the WRO [sharepoint site](#) and it has been distributed to the WRO Executive and WRO Committee as per the [Master Contacts list on SharePoint](#).

Constitution of the World Rescue Organisation



WORLD RESCUE ORGANISATION

MISSION STATEMENT

To provide a platform for rescue personnel throughout the world to share and advance rescue science and technology and to develop and enhance proficiency in general rescue techniques, vehicle rescue, incident command and pre-hospital care. To promote injury prevention, through education and awareness, within all groups at risk from unintentional injury.

Constitution

1. Name

- 1.1 The name of the organisation shall be “World Rescue Organisation “hereafter referred to as the WRO.

2. Aims and Objectives

- 2.1 The aims and objectives of the WRO are:

- 2.1.1 To promote and stimulate interest in rescue techniques and victim rescue and recovery, as a result of entrapment or being stranded. To continue the advancement of knowledge and skills for members of the world's rescue, paramedical and medical services and provide opportunities to enhance and improve their skills.
- 2.1.2 To improve the world standard in rescue techniques, promote best practice and develop a casualty centred approach based around the team-based scenario training concept.
- 2.1.3 To use the Rescue Challenge Concept as a learning symposium to gather information, develop expertise, exchange information and monitor life saving techniques for all rescue organisations internationally.
- 2.1.4 To conduct an annual learning symposium and Challenge, in order to enable teams to enhance skills and compete by performing under realistic conditions and measured against a recognised global industry standard.
- 2.1.5 To have the potential to identify and raise appropriate funds for WRO which will be used for day-to-day business of the WRO.
- 2.1.6 Where appropriate, to provide sustainable training for rescue services and personnel in developed, transitional and developing countries with

the goal of the host country becoming self-sufficient in vehicle rescue and pre-hospital care.

- 2.1.7 To provide for the training and verification of assessors competent to a standard appropriate to assess at world level.
- 2.1.8 To be a non-profit and of charitable status.
- 2.1.9 To promote the reduction of avoidable road death and injury by means of education and awareness to groups who are at risk within areas of high mortality and morbidity.
- 2.2.0 To encourage the development of self-help groups to build upon the initial training provided by the WRO and therefore establish an ongoing educational programme.
- 2.2.1 To establish and develop links and partnerships between organisations which have similar aims and objectives.

3. Membership Structure

- 3.1 The WRO will be structured by means of **four membership groups**, these being,
- 3.2 **Full Member – Comprises member organisations that have consistently demonstrated commitment to the development of the WRO and its objectives and that meet the entire Full Member criterion (see appendix one). Full member organisations will be entitled to nominate two representatives from their organisation to the WRO committee. Full Members must provide a representative from its membership as a non-elected official on the WRO Executive. Full members will have one vote. Full members will pay an annual subscription fee agreed by the WRO committee. The fee will be reviewed on a regular basis.**
- 3.3 **Developing Member – Comprises of member organisations working towards Full Membership that meet the entire New Member criterion (see standing order/appendix one). New member organisations may nominate two observers to represent their organisation at WRO committee meetings. New members will have no voting rights.**
- 3.4 **Civil Society Organisations Member – Will consist of organisations representing non-profit bodies with interests in the advancement of the aims and objectives of the WRO, which will be of direct benefit to the WRO. Civil Society Organisations members may nominate two observers to represent their organisation at WRO committee meetings. Civil Society Organisations members will have no voting rights. Civil Society Organisations members will not pay an annual subscription fee however they may enter a mutual agreed membership between WRO and their own organisation.**
- 3.5 **Corporate Membership – Comprises of WRO approved organisations who have a joint agreement with the WRO via a MOU. They may nominate two observers to represent their organisation at WRO committee meetings. Corporate members will have no voting rights. Membership Fees may be applied subject to agreements within the MOU.**

3.6 Sanctions Against Member Organisations – A Member Organisation may be subject to sanction proceedings for failure to maintain membership criteria, non-compliance with the Constitution or Standing Orders, or actions which may harm the proper functioning or reputation of the WRO. The Executive Committee may impose provisional measures, including temporary suspension of rights or functions, pending review. The Member Organisation shall be notified in writing of the grounds for action and given the opportunity to respond. The Executive may close the process and lift provisional measures if the Member Organisation complies or satisfactorily remedies its conduct, but shall in all cases report to the WRO Committee. Where the matter proceeds, the WRO Committee shall determine the final outcome, which may include downgrading, suspension, or disassociation. Sanctions short of disassociation may be accompanied by a monitoring period to ensure compliance. The detailed process governing sanctions is set out in the WRO Sanctions Standing Order, which shall be deemed part of this Constitution.

3.7 As a WRO Member Organisation, regional organisational member, executive committee member or committee member, it is understood that the unapproved use of the WRO brand, WRO copyrighted written material, intellectual property, pictures, videos or forms and the use of the WRO rescue challenge format is strictly prohibited unless prior authorisation is given by the WRO Executive. See WRO Branding Guidelines.

3.8 Code of Ethics to which all WRO members must comply are detailed the WRO Membership Policy

~~As members of the WRO, we recognise the importance of making known, to our clients, sponsors and to the general public that all business practices will adhere to a strict Code of Ethics. This Code will embody several key ethical principles and responsibilities to help guide the WRO in a fair and un-biased manner.~~

~~The principles of this Code are expressed in broad statements to guide ethical decision making. These statements will provide a framework to help enforce and support the WRO's mission and purpose.~~

~~As a member of a Member Organisation, I will....~~

- ~~• Provide the highest level of professionalism and courtesy to fellow members, clients, sponsors and the general public at all times.~~
- ~~• Support and respect the principle of diversity of all cultures and avoid harm to others.~~
- ~~• Be honest and trustworthy when conducting WRO business and provide full disclosure of all pertinent information that might lead to conflicts of interest.~~
- ~~• Be fair and take action not to discriminate on the basis of race, sex, religion, age, disability, national origin, or other such factors.~~
- ~~• Honour all agreements and assigned responsibilities~~
- ~~• Strive for excellence by maintaining and enhancing professional knowledge and skills and by encouraging further professional development of co-workers by fostering positive networking aspirations.~~

~~Adherence of WRO members, individuals and organisations, to this Code of Ethics is highly encouraged. However, if a member does not follow this Code by engaging in gross misconduct, membership in WRO may be terminated.~~

~~Not only is it important for WRO members to adhere to the principles expressed in this Code, each member should encourage and support adherence by other members.~~

- 3.9 The WRO will only accept membership from recognised organisations which meet the entry criteria, the WRO will not accept individual membership requests. Where this occurs, the individual should be directed to the nearest WRO member organisation.

4 Committees

- 4.1 The WRO will consist of two committees known as the WRO Executive Committee and the WRO Committee

4.1.1 WRO Executive Committee – this committee will consist of nominated and elected members from official member representatives from the Full members group and will undertake day to day functions of the WRO.

4.1.2 The WRO Committee – this committee will consist of nominated members from WRO member organisations and will align with agreed membership allowances outlined within the WRO membership criteria.

- 4.2 The WRO committee will be made up from member organisations who will nominate their representatives in line with the WRO membership criteria.

- 4.3 The Executive Committee will be elected from Full Members of the WRO Committee. Nominations will be through a Member Organisation, endorsed and recognised by the WRO.

4.3.1 Individual nominations for membership of the Executive committee will be taken from that Member Organisations representatives who are on the WRO committee.

4.3.2 The Executive will consist of a Chair, a Deputy Chair, Two Vice-Chairs, a Secretary, a Treasurer, a Director of Operations and a Director of Education and Development.

4.3.3 Persons being nominated for the Chair, Deputy Chair and Vice Chairs Positions must be a serving Executive Officer or the current Chair or Vice Chair of their own WRO member organisation.

For the purpose of this constitution, executive officer is defined as a senior leader within an officially recognised emergency responding organisation responsible for the implementation of policies, strategies and good governance and accountable to the governing body of this organisation.

- 4.4 The Executive Committee shall be tasked with the day-to-day operations of the organisation. The Executive Committee shall have the powers to act on

behalf of the best interest of the organisation based on the following 7 guidelines:

4.4.1 Duty to act within your powers – Committee members have the job of managing the organisation and they are given certain powers to enable them to do that. They must act according to the organisation's constitution and use those powers in the interests of the organisation.

4.4.2 Duty to promote the success of the WRO –Committee members of the organisation must act in the way they consider, in good faith, would be most likely to promote the success of the organisation for the benefit of its members as a whole.

4.4.3 Duty to exercise independent judgment - The Committee member is to act in the best interests of the organisation as a whole, not to represent the interests of just one Stakeholder or even a group of like-minded Agencies.

4.4.4 Duty to exercise reasonable care, skill and diligence - This Article sets out a double test. First, there is an objective standard: an Executive Committee member must have the knowledge, skill and experience that would reasonably be expected of anyone doing that job. Second, a subjective standard must also be met: a WRO Executive member has to perform according to the knowledge, skill and experience they actually have.

4.4.5 Avoiding a 'situational' conflict – A Committee member must avoid a situation in which he or she: has, or can have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the organisation. This covers both actual and potential conflicts and direct and indirect interests. It applies both to a conflict of interest and a conflict of duty, it may include:

4.4.5.1 a committee members use for their own purpose of information belonging to the WRO.

4.4.5.2 a committee member who sits on two committees where their duties may conflict

4.4.6 Disclosing a 'transactional' conflict - All Committee members must disclose any interest they have in other organisations or groups whether direct or indirect, before any agreements are signed. The disclosure declaration must be full and frank so that, before the WRO Executive approves agrees, it is aware of the nature and extent of the WRO Executive member's interest. No declaration is needed where:

4.4.6.1 The member is not aware of their own interest (and that lack of awareness was reasonable).

4.4.6.2 The WRO Executive is not aware of the transaction or arrangement with the company (and that lack of awareness was reasonable).

4.4.6.3 The interest cannot reasonably be regarded as giving rise to a conflict.

4.4.6.4 The rest of the committee is already aware of the member's interest and has fully disclosed their interest and have opted not to vote on the issue.

4.4.7 An Executive member may be required to provide details such as name, address, age and also to provide proof of address and proof of ID. These details may be required by the Charities Commission, Companies House and the WRO bank provider as part of charities, banking, and revenue regulations. Failure to provide these details may result in a candidate being excluded from taking up the position.

Executive Committee Officials

- 4.5 Each of the 8 Executive Committee members will be elected from Full Members Organisations and shall be responsible for the day to day administration of the WRO. Each member of the Executive Committee will have one vote and will contribute to the work of the Executive as a collective and within their own reference. It is a requirement that, the eight person WRO Executive Committee, is made up from no more than three persons from any one Member Organisation.

4.5.1 Duties of the Chair:

4.5.1.1 The Chair shall preside over the World Rescue Organisation's day to day operations and will be the WRO's top official.

4.5.1.2 The Chair provides strategic leadership to the WRO Executive and the WRO Committee, ensuring the effective governance and development of the organisation. The Chair is responsible for fostering strong relationships with all member organisations, actively encouraging their involvement and participation in the initiatives and activities of the WRO at every level. Additionally, the Chair ensures that the organisation operates in alignment with its mission, goals, and values, promoting collaboration and inclusivity across the global WRO community.

4.5.1.3 The Chair will work in conjunction with a Deputy Chair, two Vice-Chairs, Secretary, Treasurer, Director of Operations and a Director of Education and Development. This eight person panel will also be known as the WRO Executive and shall have the power to further expand the WRO Executive of directors should the need arise in accordance with the WRO Constitution.

4.5.1.4 The Chair or his/her designee will be the lead point of contact and WRO representative with all WRO partners, authorities or other agencies such as the World Health Organisation and United Nations sub-committees.

4.5.1.5 Should the Chair incorporate the necessity to expand the WRO Executive he/she shall make the motion to amend Article 4 of the WRO Constitution as deemed lawful and file these amendments with any applicable fees with the proper agencies in a reasonable time.

4.5.1.6 The Chair or his/her designee will coordinate the efforts to promote charitable networking with outside public and corporate Organisations functioning under the guidelines as deemed lawful and in accordance with the WRO's Charitable status.

4.5.1.7 On behalf of the WRO Executive, the Chair may elect to secure the services of an outside accounting agency to assist with the timely filing of the corporate documents. These services will be secured in accordance with a standard service policy.

4.5.1.8 The Chair and other executive officers will oversee the appointment sub-committees as the need arises to further develop and support the goals of the World Rescue Organisation.

4.5.1.9 The Chair will arrange to hand over to his/her successor or appointed person within the first four weeks of stepping down from post.

4.5.2 Duties of the Deputy Chair

4.5.2.1 The Deputy Chair assists the Chair in the strategic leadership of the WRO and shall stand in for the Chair in his/her absence as necessary

4.5.2.2 One of the main priority areas for the Deputy Chair will be to progress the work of the other Executive members and the organisation as set out in the Business Plan.

4.5.2.3 The Deputy Chair will arrange to hand over to his/her successor or appointed person within the first four weeks of stepping down from post.

4.5.3 Common Duties of the Vice-Chairs

4.5.3.1. The Vice-Chairs will work with the Chair in the research and development of new WRO programs.

4.5.3.2. A Vice-Chair will assume the duties of the Chair or the Deputy Chair in cases of emergency where the Chair/Deputy Chair is incapacitated, removed, or otherwise unavailable.

4.5.2.3. The Vice-Chairs will arrange to hand over to his/her successor or appointed person within the first four weeks of stepping down from post.

4.5.4. Duties of the Vice-Chair in charge of WRO Delivery

4.5.4.1. One of the Vice-Chairs will oversee the WRO work related to delivering rescue challenges, training and educational programmes and the development of related capacities of WRO member organisations. To that end, the Vice-Chair will work in close collaboration with the Director of Operations and the Director of Education and Development.

4.5.4.2. The Vice-Chair will oversee the periodic review and update of all documentation, guidelines and rules related to the running of a World Rescue Challenge and to Education and Development

4.5.4.3 The Vice Chair is responsible for overseeing health and safety arrangements.

4.5.4.4 The Vice-Chair in charge of WRO delivery will liaise with the future hosts of a World Rescue Challenge. The Vice-Chair is responsible that regular meetings (online and/or in person) take place between WRO and hosts, chairs the joint working group established to organise WRC and ensures the execution of the parties' obligations agreed upon.

4.5.5 Duties of the Vice-Chair in charge of WRO Support

4.5.5.1 The Vice-Chair in charge of WRO support will oversee the WRO support work relevant to achieve WRO's aims and objectives. This comprises but is not limited to all administrative and financial duties. To that end, the Vice-Chair will work in close collaboration with the Secretary and the Treasurer.

4.5.5.2. The Vice-Chair will oversee the periodic review and update of all WRO documentation including the Constitution, the Business plan, WRO policies etc.

4.5.5.3 The Vice-Chair will assist the WRO Executive in developing and implementing a multi-faceted marketing program

4.5.5.4. The Vice-Chair is responsible for the coordination of fundraising to promote WRO programs through various means including membership fees, grants, donations and corporate sponsorships.

4.5.6 Duties of the Secretary:

4.5.6.1. The Secretary will be responsible for accurately recording and storing all WRO Executive and WRO committee associated documentation.

4.5.6.2. The Secretary will ensure a system of strict version control and documentation recording.

4.5.6.3. The Secretary will maintain an international database of all WRO members, their contact information and their membership status. This includes the WRO Communications Group (made up of two members from each WRO member organisation) to assist with day-to-day communications between the WRO and its Members thus ensuring that key messages are received.

4.5.6.4. The Secretary will be responsible for maintaining a national database of all people and organisations contacted through WRO activities.

4.5.6.5. On behalf of the WRO Executive, the Secretary shall be in charge of organising WRO meeting dates, set meeting agendas, travel arrangements and lodging.

4.5.6.6. The Secretary will serve as WRO's official liaison to various international governmental agencies and WRO sections and groups.

4.5.6.7. The Secretary will be responsible for the management and maintenance of all WRO related social media, to include the website, Facebook, Twitter, etc.

4.5.6.8. The Secretary will be responsible for the maintenance of the WRO charitable status.

4.5.6.9. The Secretary will arrange to hand over to his/her successor or appointed person within the first four weeks of stepping down from post, or as otherwise agreed by the WRO Executive.

4.5.6.10 The Secretary will be responsible for establishing and maintaining a communications strategy for the WRO which will include internal and external communications including temporary communications methods set up for official WRO activity, such as WRC events and appointed Working Groups.

4.5.7 Duties of the Treasurer:

4.5.7.1. The Treasurer will oversee the accurate accounting of all WRO Organisational funds and expenses.

4.5.7.2. The Treasurer will provide an annual financial report to the WRO Executive, accountant, auditor and membership.

4.5.7.3. The Treasurer will assist the Chair in preparing an annual budget.

4.5.7.4. The Treasurer will provide timely information to the Chair and WRO Executive as to the status of all WRO related funds collected, deposited and disbursed.

4.5.7.5. The Treasurer will work with other WRO Executive members, WRO Member Organisations and WRC Hosts to actively solicit funds to promote WRO programs through various means including grants, donations and corporate sponsorships relative to the WRO.

4.5.7.6. The Treasurer will be the WRO point of contact to collect all fees and sponsorships negotiated through WRO activities.

4.5.7.7. The Treasurer will manage financial reports and returns for Companies House and other organisations.

4.5.7.8. The Treasurer will establish and maintain all appropriate insurance policies for the WRO.

4.5.7.9. The Treasurer will arrange to hand over to his/her successor or appointed person within the first four weeks of stepping down from post, or as otherwise agreed by the WRO Executive.

4.5.8 Duties of the Director of Operations

With the support from the appropriate Functional Director/s, the Director of Operations will oversee-

4.5.8.1. All WRO assessors and finalise their nomination to assess at the WRC.

4.5.8.2. The coordination, through each Member Organisation Head/Lead assessor, for all rescue challenge disciplines including RTC, Trauma, Rope, Water and USAR.

4.5.8.3. The implementation of a quality shadow assessor evaluation process at the WRC.

4.5.8.4. To work with the host organisations Head/Lead Assessor/s (who will become the Deputy WRO Assessor for that year) to guarantee consistency at the WRC. Work in relation to new assessor recruitment to ensure an appropriate number of qualified assessors. To implement a plan for the recruitment and retention of assessors.

4.5.8.6. The maintenance of an up to date database of all WRO approved assessors and their qualifications.

4.5.8.7. To work with WRO member organisations and the Director of Education & Development to standardise assessor standards. To maintain assessor standards with the production of an accepted WRO Assessor Policy and marking sheets etc.

4.5.8.8. To oversee the maintenance of the WRC challenge rules

4.5.8.9. To maintain and update challenge scoresheets and guidelines that reflect WRO standards, are easy to understand, adaptable to the different scenario types and are functional in the context of the rescue challenge.

4.5.8.10. To ensure a suitable scoring recording system is in place to ensure the accuracy of data entry and challenge results.

4.5.8.11. To ensure ongoing development of scenarios that reflect current rescue types, and provide realistic, consistent and fair challenge for participating teams.

4.5.8.12. Responsible for the delivery of health and safety arrangements during rescue challenge events in consultation with the host.

4.5.8.13. The Director of Operations will arrange to hand over to his/her successor or appointed person within the first four weeks of stepping down from post , or as otherwise agreed by the WRO Executive.

4.5.9 Duties of the Director of Education and Development

With the support from the appropriate Functional Director/s, this Director of Education and Development will oversee-

4.5.9.1. The establishment of an education and development strategy, including the production of training materials and courses, consistent with the objectives of the WRO strategic business plan.

4.5.9.2. The development of [WRO Rescue and Trauma standards that underpin](#) assessor standards, assessors training, evaluation [education programmes](#) and quality assurance process. [Ensure governance arrangements are in place to review and continuously update standards on new research and good practice.](#)

4.5.9.3. [Provide a mechanism for members to access learning through a global network and provide access to rescue and trauma information advice and guidance. This should include a digital platform and mentoring programmes.](#)

4.5.9.4. To work with the Director of Operations and WRC Host country Head/Lead Assessor to develop assessor training at the WRC each year.

4.5.9.5. The production of educational programmes for challenge workshops and training events in collaboration with the WRC Host country.

4.5.9.6. [Responsible for ensuring suitable health and safety arrangements are in place during WRO mentoring and training programmes](#)

4.5.9.7 The Director of Education and Development will arrange to hand over to his/her successor or appointed person within the first four weeks of stepping down from post, [or as otherwise agreed by the WRO Executive.](#)

- 4.6 In the event that the Chair, [Deputy Chair](#), Vice Chairs, Secretary, Treasurer, Director of Operations or Director of Education and Development fail to fulfil their period of office, a casual appointment nominated by the committee will deputise until the end of the natural term. In the event of a temporary vacancy being created within any of the above posts the Chair, or in the case of the Chair's unavailability, the Committee, may appoint a member of the committee to fill the post on a temporary basis in the official's absence.
- 4.7 The committee shall nominate specialist posts from the membership, in line with accepted management model. The nominated specialists, known as functional directors, shall be responsible for the effective management of the respective reference, in line with the WRO rules and protocols. Nominated persons can be drawn from all [membership groups](#). The WRO will not be subject to any additional costs as a result of the enlistment of a functional director/s post/s unless agreed by the committee.
- 4.8 The WRO Committee may enlist the temporary assistance of other people with the appropriate skills in order to operate the reference effectively. The WRO will not be subject to any additional costs as a result of the enlistment of assistance unless agreed by the committee.
- 4.9 Elections for the positions of Chair, [Vice Chair 1](#), Director of Operations and Secretary will take place on even numbered years, with elections of the [Deputy Chair](#), [Vice Chair 2](#), Treasurer and Director of Education and Development taking place on odd numbered years. All elected Executive Committee members will remain in office for two years. There are no term limits for executive committee positions. All other specialist/temporary posts will be held

for a one-year period and renewed as required, elections may be staggered in order to ensure continuity. Newly elected officials will take up post immediately following election or appointment.

5 Meetings

5.1 The required general quorum at an AGM shall be a minimum of 50% of the Full membership, in terms of individual member organisations who are eligible to vote.

5.2 The annual general meeting and other meetings of the committee shall be chaired by the Chair, or in his/her absence, by the Deputy Chair, a Vice Chair or a committee member nominated by the Chair.

5.3 ~~At any Committee meeting, a Committee member not able to attend may nominate a deputy from the same WRO member organisation, in the case of voting members a proxy, to attend in their absence. The deputy so nominated will assume the rights as conferred on the nominated member. The secretary must be informed in writing, no later than one week before the meeting of a request for a deputy/proxy, providing reason, name of replacement and in the case of a proxy, proxy rights are requested in relation to the member attending.~~

5.4 Meetings may be held under video or audio conferencing arrangements.

5.5 Annual General Meeting

5.5.1 The Annual General Meeting of the committee will be held in the days immediately prior to or following the WRC. A minimum of ten weeks' notice of the date, time and place of the meeting shall be given.

5.5.2 Notice of any motion amending the constitution shall be forwarded, in writing, to the Secretary within 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 (interim), 14 days prior to the meeting.

5.6 The business transacted at the Annual General Meeting shall be:

5.6.1 To receive the report of the Secretary.

5.6.2 To receive the report of the Treasurer.

5.6.3 To receive the report of the Chair.

5.6.4 To Receive the report of the Deputy Chair

5.6.5 To receive the report of the Vice Chairs

5.6.6 To receive the report from the Director of Operations

5.6.7. To receive the report from the Director of Education and Development

5.6.8 To receive reports from Functional Directors.

5.6.9 To undertake elections as detailed in 4.3. Nominations for the relevant posts will be taken from **Full** members only. In addition, **all members may** nominate representatives from their organisation for the general committee, as outlined in section 3 of the constitution

5.6.10 To transact any motion previously submitted for inclusion on the Agenda.

5.6.11 **To receive a Member Activity Report (MAR) from each member organisation which will consist of a standard template and report on various activities and Key Performance Indicators as set by the WRO Executive.**

5.7 Periodic Meetings

5.8 May be held once per month via phone conference. One will immediately precede or follow the Annual General Meeting. A minimum of ten weeks' notice of the date, time and place of the meeting shall be given.

5.9 Other Special General Meetings may be held as and when required to meet the demands/needs of the WRO. Not less than 21 days' notice shall be given of any Special General Meeting.

6 Notification of Elections

6.1 When a post within the WRO Committee is up for re-election of where a vacancy exists, the following process must be followed by the secretary. The secretary will write to all WRO members indicating that elections will be held at the next AGM, this will be done eight weeks prior to the date of the AGM. The secretary will provide the following information

6.1.1 A list containing all posts which will be up for election will be compiled

6.1.2 The standard guidance document on the election process will be made available.

6.1.3 A blank CV document

6.1.4 A blank ballot paper or link to electronic voting system

Accompanying all of these documents will be confirmation of the return date for completed nominations and CV's this will be four weeks before the date of the AGM. No nominations, CV's or adjustments to CV's will be accepted after that date.

7 Voting

7.1 At any meeting of the Executive where a vote is required on a particular issue, it will be decided by a majority of the votes of all Executive members, including the Chair. **Each Full Member Organisation** ~~Executive Committee member~~ will have a single vote to aid the decision making process during this day to day business. Where necessary, in the event of a tie, the Chairman will have the casting vote.

7.2 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 submitting a vote~~, including the Chair. A minimum of ~~four~~ **six** executive committee members must be present in order to form a quorum. ~~All executive~~

~~committee members and WRO Committee members are allowed to cast one vote, the Chair shall have the casting vote.~~

- 7.3 ~~Where a member of the WRO committee is unable to attend any constituted meeting, a representative member of the appropriate Member Organisation may attend and hold proxy rights. Notification, in writing, will be made to the secretary detailing the proxy arrangements. Failure to meet this requirement will prevent the proxy being used.~~

- 7.4 Each Full member organisation will have one vote; this will be carried by one of the nominated members from the full member organisation which is eligible to vote.

8. Disposal of Funds

- 8.1 All payments made by, or on behalf of the WRO, shall be at the discretion of procedures determined by the committee.
- 8.2 All monies associated with the WRO shall be paid into an account opened in the name of World Rescue Organisation. Such monies shall only be withdrawn for the purpose of paying accounts and dues of the WRO upon signature by any two of the following Executive Committee members - the Treasurer, Secretary, Chair, Deputy Chair Vice Chairs, Director of Operations and Director of Education and Development. Should circumstances arise which preclude the aforementioned officers becoming unavailable for greater than 28 days, then any two of the aforementioned officers may, in an emergency, authorise, by signature, the withdrawal of funds.
- 8.3 The treasurer will develop and seek agreement for a WRO expense process and the use of mandatory expenses documentation

9 Accounts

- 9.1 The Treasurer will provide books of accounts to show all sums of money received and paid. The WRO's financial year shall run from October to September each year.
- 9.2 After the correctness of the income and expenditure and account balance sheet has been certified by the qualified auditor the accounts of the organisation shall be provided annually in time for presentation at the Annual General Meeting.
- 9.3 Should any changes of Treasurer occur midway through a term of office, the accounts should be audited by the appointed auditor.
- 9.4 An inventory of property and equipment shall be maintained and presented to the AGM, having been verified by two members appointed by the committee.

10 Management of the Challenge and Conference

- 10.1 Members of the WRO Executive Committee, along with select Member Organisation members and the host committee will oversee the annual Challenge, to be known as the World Rescue Challenge. The committee shall be responsible for the overall co-ordination of the challenge and associated conference. An MOU will be provided by the WRO which must be followed by the Host and established committee.

- 10.2 The host WRO Member Organisation or its designated agency will pay a licence fee to the WRO to run the challenge at a rate to be set by the WRO committee, **any changes to the licence fee must be approved by the WRO Executive Committee**. This fee can be raised by a levy that is to be clearly identified on entry documentation by entrants to the challenge.
- 10.3 The Executive Committee shall be responsible for overseeing all matters of policy and administration of the Challenge and Conference.
- 10.4 The number of teams allowed to enter from each country will be determined by the Committee, with equal representation from each region of the world, wherever this is achievable.
- 10.5 If team entry fees are not paid at least 2 months prior to the date of the Challenge their entry may not be accepted.
- 10.6 The role of the host WRO Member Organisation will be to undertake 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 guidelines given by the committee.
- 10.7 In order to ensure that the Challenge is organised and conducted according to the rules and protocols of the committee, a liaison officer/s will be nominated by the Executive Committee to fulfil this requirement.
- 10.8 In order to ensure that the requirements of 10.6 are effectively and professionally conducted, a Memorandum of Understanding will be agreed and signed between the WRO, the WRO host Member Organisation and the host agency. The MOU will act as a contractual agreement, which will clearly outline the responsibilities of each body.
- 10.9 The Challenge rules will be reviewed on an annual basis. Rule changes will be approved by the Committee. Competing teams will be notified of any changes **60 days** prior to the Challenge event through information given in the application pack.
- 10.10 An annual learning symposium may be held 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 agency will undertake the overall organisation of the Symposium under the guidance of the WRO host Member Organisation or nominated WRO member, in order that the conference is staged in line with WRO rules and protocols.
- 10.11 A trade exhibition may be held on the same day(s) as the learning symposium and that of the Challenge.
- 11 Standing orders
- 11.1 Procedural notes will form an appendix of the constitution, known as Standing Orders. Such notes may be amended in accordance with WRO demands and needs as and when required with ratification at the following AGM.

WRO Standing Order - Sanctions

1. Purpose

This procedure sets out the process to be followed when a WRO Member Organisation is alleged to have failed to meet its obligations or engaged in conduct warranting sanction under the Constitution.

2. Grounds for Sanction

A Member Organisation may be subject to sanction proceedings if it is determined that it has:

- a. Failed to maintain the criteria required for the membership group under which it operates;
- b. Failed to comply with the WRO Constitution or Standing Orders;
- c. Undertaken actions, or failed to act, in a manner that may harm the proper functioning or reputation of the WRO.

3. Provisional Measures

3.1 The Executive Committee may impose provisional measures where immediate action is necessary to protect the interests, proper functioning, or reputation of the WRO.

3.2 Provisional measures may include, but are not limited to:

- Temporary suspension of rights or privileges;
- Temporary restriction from participation in certain activities;
- Temporary exclusion from decision-making forums.

3.3 Provisional measures must be proportionate to the circumstances and shall remain in effect until the WRO Committee reaches a final decision, unless lifted earlier in accordance with section 5.

4. Notification

4.1 The Executive Committee shall notify the Member Organisation in writing, specifying:

- The grounds for possible sanction;
- The evidence or details supporting the concerns;
- Any provisional measures applied;
- The opportunity to respond in writing within a specified time frame.

5. Resolution Process

5.1 The Executive Committee shall appoint a lead officer and two additional Executive members to:

- Review the concerns and any response from the Member Organisation;
- Engage with the Member Organisation to identify possible resolutions;
- Offer additional support where appropriate.

5.2 If, during the resolution process, the Member Organisation complies with the requirements or takes satisfactory action to redress its behaviour, the Executive may lift provisional measures and close the process.

5.3 Even where the process is closed at Executive level, the Executive shall provide a report to the WRO Committee summarising the matter and its resolution.

6. Final Decision

6.1 Where the process is not closed under section 5, the Executive shall present its findings and recommendations to the WRO Committee.

6.2 The WRO Committee shall decide whether to:

a. Lift all provisional measures and take no further action;

b. Impose sanctions, which may include:

- Downgrading of membership status;

- Suspension, with or without conditions for reinstatement;

- Disassociation (termination of membership).

6.3 The decision of the WRO Committee is final and binding.

6.4 The WRO membership shall be informed of the decision and the reasons for it.

7. Monitoring

Where sanctions short of disassociation are imposed, the Member Organisation shall be subject to a monitoring period agreed by the WRO Committee, during which it must demonstrate compliance with the required criteria and obligations.

Appendix 1

Membership Criteria
Full Member 1. Be a constituted National Rescue Organisation, national/regional government funded first responder agency which is recognised by the WRO and which upholds WRO guidelines. 2. Must be self-funding and capable of financing the attendance of two representatives to WRO meetings. The two representatives which should have the authority (proxy) of their own organisation to make decisions at WRO meetings. 3. Has delivered a national rescue challenge for a minimum of four years which demonstrates growth, where that is possible, in numbers of competitors and local regions participating. The development and delivery of educational materials/programmes and training to in country responders in order to enhance development pathways and full members should demonstrate their ability to engage with in country road safety partners in terms of the promotion of road safety prevention and intervention (Post-Crash Response) 4. Has qualified assessors, logistics and trained to WRO standards. 5. Participates in and supports WRO projects. 6. Has representatives at all WRO meetings 7. Provides individuals to participate in WRO work groups 8. Demonstrates an ongoing commitment to the WRO, its members and partners. 9. Must support/promote WRO Education & Development programs. 10. Promotes the WRO, its aims and objectives and aids the growth of the WRO 11. Must have been a WRO founding member, previous level 1, level 2 or level 3 member or has progressed through the new membership groups. 12. Must provide a representative from its membership as a non-elected official on the WRO Executive. 13. Full members will be entitled to exercise their single member vote.
Developing Member 1. Has completed and been accepted in the WRO membership application process. 2. Is a constituted National Rescue Organisation which is recognised by the WRO, and which adheres to WRO guidelines. 3. Must be self-funding and capable of financing the attendance of two representatives to WRO meetings. 4. Must be in the process of developing and operating a National or in country Regional Rescue Challenge and have in place or developing an Education Programme 5. Must have or be in the process of developing local and national assessors, trained to WRO standards. 6. Supports attendance at WRO meetings. 7. Can provide individuals to participate in WRO work groups 8. Promotes the WRO, its aims and objectives and aids the growth of the WRO 9. New members will not have a vote
Civil Society Organisations Member 1. Must be a non-profit organisation or registered charity with interest in the advancement of the aims and objectives of the WRO 2. Have met WRO due diligence criteria 3. NGO and Charity members will not have a vote
Corporate Member

1. Corporate members will provide financial or in-kind support
2. Have met WRO due diligence criteria
3. Corporate members will not have a vote