



INTERNATIONAL
MARITIME RESCUE

Rules and Regulations
of the
International Maritime Rescue Federation

dd mm 2015

The International Maritime Rescue Federation
is a company limited by guarantee
incorporated in England
and
registered as a charity in England and Wales

Company Registration Number 4852586
Charity Registration Number 1100883

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

**RULES AND REGULATIONS
OF
THE INTERNATIONAL MARITIME RESCUE FEDERATION**

(FORMERLY KNOWN AS THE INTERNATIONAL LIFEBOAT FEDERATION)

1. These Rules and Regulations are made pursuant to Article 62 of the Articles of Association of the IMRF ('the Charity').

INTERPRETATION

- 2.1 Terms and expressions defined in the Articles have the same meaning in these Rules and Regulations. Additional terms and expressions have the following meanings:

"Authority Responsible" means, at sea, the organisation with direct responsibility for the coordination and management of Search and Rescue under the International Convention on Maritime Search and Rescue ('the SAR Convention') of the International Maritime Organization, the United Nations agency responsible for improving marine safety; or, for other open waters, an appropriate organisation with similar responsibility, in full accord with the relevant provisions of the United Nations

"IMRF Trustees' Expenses Policy" means the policy document setting out the expenses that can be claimed by Trustees and the way in which they must be claimed, as determined by the Board from time to time

"Maritime Search and/or Rescue" means any activity associated with operations at sea or in coastal or other open waters to locate and retrieve persons in distress, provide for their initial medical or other needs, and deliver them to a place of safety

"Meeting" includes, except where inconsistent with any legal obligation, a physical meeting or a video conference allowing simultaneous visual and audio participation

"Member" and "membership" refer to Members of the Charity

"Quadrennial General Meeting" means the General Meeting held on the fourth year following the establishment of the Charity and every fourth year thereafter

"Water Safety" means any educational or training programme delivered to any persons or groups of people who go on or near the water for professional or recreational reasons which is designed to increase awareness of the dangers and promote safe practice

"Written" or "in writing" refer to a legible document on paper including a fax message or to other forms of written communication including telex, cable, email and comparable means of communication

MEMBERSHIP

- 3.1 The classes of membership of the Charity are as set out in Article 16 of the Articles of Association.
- 3.2 The criteria for eligibility and the respective privileges and duties are as set out below.

3.2.1 **Associate Member**

3.2.1.1 Eligibility

Associate Membership shall be available to any organisation, business or individual that has an interest in the provision of Maritime Search and/or Rescue or the promotion of Water Safety.

3.2.1.2 Privileges and Duties

Associate Members shall have the right to attend General Meetings but may not propose or second motions or vote. Associate Members have the right to receive communications from the Charity.

3.2.2 **Affiliate Member**

3.2.2.1 Eligibility

Affiliate Membership shall be available to the following organisations:

3.2.2.1.1 Subsidiaries of Full Members which carry out Maritime Search and/or Rescue services

3.2.2.1.2 Any organisation whose prime purpose is the promotion of Water Safety

3.2.2.1.3 Any organisation which is planning to provide a Maritime Search and/or Rescue service or function at a future date.

3.2.2.2 Privileges and Duties

Affiliate Members shall have the right to attend General Meetings but may not propose or second motions or vote. Affiliate Members have the right to receive communications from the Charity.

3.2.3 **Full Member**

3.2.3.1 Eligibility

Full Membership shall be available to any organisation which provides Maritime Search and/or Rescue services by prior agreement with the authority responsible for search and rescue within the relevant region, if any.

3.2.3.2 Status

Full Members are Ordinary Members of the Charity as defined in Article 1 of the Articles of Association.

3.2.3.3 Privileges and Duties

Full Members shall sign the register of members or consent in writing to become an Ordinary Member under Article 18.2. Full Members shall inform the Secretary of the Charity in writing of any change of name or address in order that the appropriate alterations may be made in the register of members. Full Members shall have the right to attend General Meetings, to propose, second and vote upon motions, and to nominate and vote in the election of Trustees. Full Members have the right to receive communications from the Charity.

3.2.4 **Major Donor Full Member**

3.2.4.1 Eligibility

Major Donor Full Membership shall be available to the Full Member organisations which have contributed the greatest amount of funds or applicable services in kind, accumulated in the four calendar years before each Quadrennial General Meeting up to a maximum of nine Full Member organisations.

3.2.4.2 Status

Major Donor Full Members are Ordinary Members of the Charity as defined in Article 1 of the Articles of Association.

3.2.4.3 Privileges and Duties

Major Donor Full Members shall, in addition to the Full Member privileges and duties defined under Regulation 3.2.3.3 above, have the right to nominate and elect an additional two Trustees in accordance with Rule 5.1.2.

3.2.5 **Honorary Member**

3.2.5.1 Eligibility

Honorary Membership shall be available to any individual or organisation, in recognition of any extraordinary contribution made toward the fulfilment of the objects of the Charity.

3.2.5.2 Privileges and Duties

Honorary Members shall have the right to attend General Meetings but may not propose or second motions or vote. Honorary Members have the right to receive communications from the Charity.

3.2.6 **Individual Supporter**

3.2.6.1 Eligibility

Membership as an Individual Supporter shall be available to any individual.

3.2.6.2 Privileges and Duties

Individual Supporters receive regular updates on the activities of the Charity. Individual Supporters may attend Quadrennial General Meetings at the discretion of the Board, but may not propose or second motions or vote. Individual Supporters are not entitled to attend other General Meetings.

3.3 All categories of membership are dependent on:

- 3.3.1 payment of the subscription fees in force; and
- 3.3.2 continued compliance with the eligibility criteria.

3.4 All applications for membership except as an Individual Supporter must be approved by the Board. Individual Supporter applications may be approved by the Secretariat. The decision of the Board with respect to all matters of eligibility is final.

3.5 Membership subscription fees will be set annually by the Board. Such fees may be waived or altered at the discretion of the Board.

- 3.6 The Board may, at their absolute discretion, allow the value of any donation-in-kind, made to the Charity by a Member organisation, to be allowed in lieu of a direct payment in respect of membership subscription fees.

MEETINGS

- 4.1 General Meetings of the Charity may be called in accordance with Articles 26-30 and shall be conducted in accordance with Articles 32-45.
- 4.2 A General Meeting shall be held every four years. The first Quadrennial General Meeting of the IMRF was held in 2007. A Quadrennial General Meeting shall be held in every fourth year thereafter.

ELECTION OF TRUSTEES

- 5.1 Seven Trustees shall be elected at the Quadrennial General Meeting as follows:
- 5.1.1 Five Trustees shall first be elected by the Full Members;
 - 5.1.2 Two Trustees shall then be elected by the Major Donor Full Members.
- 5.2 Other Trustee vacancies, up to the maximum prescribed in Article 52, need not be filled, but co-optation of Trustees may take place under Article 58.
- 5.3 Each Full Member may nominate one individual eligible for election under Rule 5.1.1 above, and any Full Member may second such a nomination.
- 5.4 Each Major Donor Full Member may nominate one individual eligible for election under Rule 5.1.2 and any Major Donor Full Member may second such a nomination.
- 5.5 Election of the first five Trustees shall be by way of a simple majority of voting Members' representatives present at the Quadrennial General Meeting.
- 5.6 Election of the final two Trustees shall be by way of a simple majority of the voting Major Donor Full Members' representatives present at the Quadrennial General Meeting.
- 5.7 Before taking office, each Trustee shall sign a declaration of eligibility and willingness to act as a Trustee which shall also contain a statement confirming that the Trustee will attend Trustee meetings at their own or a third party's expense. Nominees for Trusteeship who cannot comply with this expenses requirement may stand for election as a Trustee with the explicit approval of the Board.

TRUSTEES' EXPENSES

- 6.1 Subject to Regulation 5.7, Trustees are entitled to reimbursement of reasonable out-of-pocket expenses properly incurred in running the Charity. 'Reasonable out-of-pocket expenses' are defined in the IMRF Trustees' Expenses Policy.
- 6.2 Expenses must be proposed and claims submitted in accordance with the provisions of the IMRF Trustees' Expenses Policy.

ADVISORY GROUPS

- 7.1 The Board may establish an advisory group or groups in accordance with Article 64, as and when they consider it necessary.
- 7.2 The terms of reference of the advisory group or groups shall be notified to Full Members on request.

CHIEF EXECUTIVE

- 8.1 The Chief Executive shall be appointed by the Board.
- 8.2 The Chief Executive shall be responsible for:
- 8.2.1 managing the work of the Charity on a day to day basis in accordance with the policies, plans and priorities decided by the Board, with power to employ such other staff as are deemed necessary by the Board for the efficient running of the Charity;
 - 8.2.2 managing communications with external bodies on behalf of the Charity;
 - 8.2.3 managing communications with the Board;
 - 8.2.4 managing communications with Members through their appointed representatives;
 - 8.2.5 maintaining the administrative records of the Charity including but not limited to the accounts and the presentation of accounts on an annual basis;
 - 8.2.6 maintaining a list of Members;
 - 8.2.7 maintaining a list of representatives; and
 - 8.2.8 reporting to the Chairman at such intervals as the Chairman shall determine.
- 8.3 The Chief Executive shall be entitled to attend all General Meetings of the Charity including the Quadrennial General Meeting, but shall not be entitled to vote.

REPRESENTATIVES

- 9.1 Full Members and Major Donor Full Members shall each be entitled to appoint one representative to attend, speak and vote on their behalf at General Meetings, including the Quadrennial General Meetings, under Article 50. The representative shall be responsible for:
- 9.1.1 representing at the General Meeting the views of the Member who appoints them as a representative;
 - 9.1.2 ensuring that the Member who appoints them is fully informed about the activities of the Charity; and
 - 9.1.3 ensuring that the Member who appoints them has the opportunity to participate in all relevant matters.

EXCHANGE OF INFORMATION

- 10.1 In accordance with the Charity's objects, the Charity promotes the exchange of information between Maritime Search and/or Rescue services.
- 10.2 Information supplied to the Charity may be used as the Charity sees fit unless it is clearly copyrighted or confidential or the information provider clearly states that restrictions apply to its use.
- 10.3 Information published or distributed by the Charity shall be supplied in good faith and with due concern to confidentiality, copyright and data protection law.

USE OF THE CHARITY'S BRAND

- 11.1 Use of any name, term, design, symbol or any other feature that identifies the Charity needs to be controlled so as to protect the Charity's reputation and limit its exposure to legal liability.
- 11.2 Any such use must therefore have the prior approval, in writing (including by electronic means), of the Secretariat.

JURISDICTION

- 12.1 These Rules and Regulations shall be governed by the Laws of England and Wales and all the business of the Charity shall be conducted in English.
- 12.2 These Rules and Regulations shall accord with all relevant provisions of the international instruments developed by the United Nations and, in particular, the International Maritime Organization.

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