



International Rescue Dog Organisation

GENERAL RULES AND REGULATIONS

CONTENTS

- I. Legal Basis and Jurisdiction
- II. Commissions
Committees
Deputies
- III. Meeting of the Board of Directors
General
Calling a Meeting
Participation
Minutes
Resolutions
- IV. Elections
Election Regulations

I. GENERAL

1. Legal basis and jurisdiction

- 1.1 These Rules and Regulations, hereafter referred to as "GO" (German = Geschäftsordnung) is grounded in § 12.4 and § 20.3 of the constitution of the IRO.
- 1.2 Unless otherwise specified in this document, all other applicable rules and regulations contained in other IRO documents are valid.
- 1.3 These rules and regulations are subordinate to the Constitution of the IRO.

II. Task sharing, deputies, Commissions, Committees

2. Assignments

- 2.1. **President:** the scope of functions results from § 12.3. Constitution, where it is defined, that the president represents the IRO inwards and outwards. Together with the Vice-president, he forms the Presidium, which settles the ongoing business.
- 2.2. **First Vice-president:** the scope of functions are insofar specified through the Constitution, that adjacent to the substitution of the president according to § 12.3. Constitution he also has to take over the chairmanship of the Technical Commission according to § 14 Constitution.
- 2.3. **Second Vice-president:** adjacent to the substitution of the president according to § 12.3. Constitution his further function is defined through § 15 Constitution, whereupon he has to take over the chairmanship of the Legal Commission.
- 2.4. **Spokesperson / Unit for Deployment:**
The yearly organisation of the Mission-readiness-test for rescue-dogs, dog-handlers and group-commandants falls within this area of responsibility. The unit also offers courses and further training for the mission-ready dog-handlers and group-commandants. He/she is further on in charge of the complete control of a mission. The unit is prepared to operate a potential mission at any time.
- 2.5. **Spokesperson / Unit for Training, Assessors and Dog Evaluation:**
The unit is responsible for training of the rescue-dogs and the dog-handlers at sporting level with the main goal of the mission-readiness. It organizes training-courses as well as testing-events, assigns IRO-tests and IRO-courses to the member-organizations, and is additionally responsible for the training and further education of the IRO-judges and also coordinates their missions.
- 2.6. **Public Relations Spokesperson / Unit:** It is contact point for all external contacts, in this sense it also covers the fund-raising in the field of the public-beings. It is contact-person for promotion-firms as far as it concerns procedures for mutual promotions for the IRO and its related organizations, also including the feasible contact to the several sponsors. He/she is contact-person for professional Public-relations work carried out through authorized PR- and promotion companies, contact-person for the IRO-office in the realization of Public-relations work and responsible for the ongoing servicing of the homepage either due to own knowledge or through professional Computer-applications-technician.
- 2.7. **The treasurer:** He/she organizes and controls the economical statement of revenue of the organization through collaboration with tax consultants, bank-institutes, certified public-accountants as well as through controlling and guidance of the IRO-office. He/she is responsible for the care of the fund-raising in financial matters. Staff-matters also subject to his/her supervision. In the range of the proper economical management, the treasurer can decide autonomously.

3. Deputies

- 3.1. According to § 12.4. Constitution the Executive board arranges the deputies in their functions within its own competence.
- 3.2. To satisfy the internationality and size of the organization, deputies can be co-opted in all functions. The vice-presidents represent one another.
- 3.3. The co-option should take place in one of the Executive-board meetings following the Delegates-meeting.
- 3.4. The elected members of the Executive board are entitled to arrange a division of work with the deputy.

4. Commissions

- 4.1. The formation and scope of duties of the commissions are being regulated in § 12.6 Constitution. The purpose of the commissions is to take over tasks within the board in common and to report to the Executive-board.
- 4.2. The keeping of the minutes is incumbent on a member of the commission respectively on a staff member of the office following the request of the chairman.

5. Commitees

- 5.1. § 20.1 Constitution provides, that for the purpose of the realization of specific as well as extensive requests, expert-commitees with special tasks and distinguished responsibilities can be formed. The Executive Board, however, proposes the suggestion of the members of the Commitee to the Delegates-meeting.

6. Reports

- 6.1. About all results of the meetings of the commitees report has to be given at the upcoming Delegates-meeting.

III. MEETINGS OF THE BOARD OF DIRECTORS

6. General

- 6.1 Meetings are held as needed but at least twice a year, or in accordance with § 12.5 when requested by one-third of the Members of the Board.
- 6.2 The IRO Championships and the IRO Rescue Dog Symposium are to be considered standing dates for Meetings of the Board of Directors.
- 6.3 The Board of Directors must meet no later than 2 months prior to the Meeting of Delegates and agree on the reports for the Meeting of Delegates, the plans for the following year, and the budget.
 - 6.3.1. A copy of the written report has to be left to the keeper of the minutes by each participant. The estimated costs of projects have to roughly be estimated therein.
- 6.4 The date and venue of the next meeting are to be decided at each Meeting of the Board of Directors.

7. Meetings-agenda

- 7.1 The Board of Directors meets upon written request of the President. Invitations are issued with the consent of the President through the IRO Head Office, with at least a 21 day notice.
- 7.2 In cases of special urgency, the 21 day notice may be waived. Participants are to be notified immediately in person or by phone.

7.3 Any copies of matters to be discussed, as well as any relevant documentation necessary for the appropriate preparation and decision-making by the participants are to be included with the invitation.

8. Participation in meetings

8.1 Members of the Board of Directors are required to participate in Meetings of the Board. In cases of incapacitation either the President or the Head Office is to be notified in a timely manner. Only then is the corresponding deputy, well-informed and instructed, entitled to participate in the Meeting.

8.2 Deputies are to be invited, and are required to attend, only those Meetings of the Board immediately before or after the Meeting of Delegates or when so requested by a majority of the Members of the Board when considering particular points of the agenda.

8.3 All invited Officials are required to appear punctually and to inform either the President or the Head Office of any possible delays in a timely manner.

8.4 Should a member of the Board of Directors have informed the Board of a probable delay in arrival, the Board is to delay any resolutions until his/her arrival. The Board will decide in each case how to proceed by a vote.

9. Meetings and minutes

9.1 The Meetings of the Board of Directors shall be presided over by the President. Should the President be unable to attend, the chair passes to the 1st or the 2nd Vice-President.

9.2 The language(s) of the Meetings is/are German and/or English.

9.3 The Meeting is to be held in the order prescribed by the agenda. Only by a unanimous vote may the order be changed.

9.4 Minutes must be taken in the German language at every Meeting of the Board of Directors. The minutes are to be distributed to all participants in the time prescribed by and in accordance with the constitution § 17.3. After review by the Chairperson of the Meeting, the original minutes are to be kept at the IRO Head Office.

9.5 A summary of the important points of the minutes is to be drawn up in German and English and to be distributed to all NRO's with the next general mailing.

10. Resolutions

10.1 A quorum must be obtained at the beginning of every meeting.

10.2 Resolutions are adopted by a simple majority, abstentions are not permitted.

10.3 Resolutions may not be changed or rescinded in the same meeting unless new information comes to light.

10.4 In the case of resolutions whose text is known, the vote(s) of Members of the Board who could not attend the meeting may be submitted in writing or obtained on the telephone during the meeting.

IV. ELECTIONS and ELECTION BY-LAWS

11. Elections

11.1 The term of office for members of the IRO Board of Directors elected by the delegates is four years. Re-election is permitted.

11.1.1 Only members of an NRO may be elected to an office of the IRO.

11.2 The term of office for the Auditor elected by the delegates is 4 years. Re-election is permitted.

11.3 Nominations are to be submitted to the Head Office in accordance with the deadlines

and conditions set down in the constitution of the IRO and are identical to those for the submission of all resolutions. See § 11.8.

11.4 The incumbent Board of Directors is authorized to submit a nomination.

12. Election by-laws

12.1 An Election Commission consisting of three members is to be nominated by the Board of Directors and confirmed by the Meeting of Delegates for every election. The commission elects its own chairperson and all nominations are to be submitted to this commission.

12.2 Unless otherwise resolved in accordance with all deadlines, the following election standards shall apply:

12.2.1 Balloting must be secret.

12.2.2 Votes are cast for slates of candidates and not for individual candidates. Slates which are not complete may not be voted on.

12.2.3 All candidates listed on a slate must have accepted their nomination by signature thereon no later than at the beginning of the Meeting of Delegates.

12.2.4 If several valid slates have been submitted, each one must be read by the Election Supervisor prior to voting.

12.2.5 If the current Board of Directors has been re-nominated, it must be listed as the first slate.

**Dr. Wolfgang Zörner
President of the IRO**

**The current version of the Rules and Regulations
was approved at the Meeting of Delegates
in Landquart, Switzerland on June 22nd 2006**