



CRITICAL INCIDENT STRESS MANAGEMENT NETWORK IRELAND

STANDING ORDERS DOCUMENT

(Adopted at AGM 3rd November 2011)

Standing Orders Document

National Steering Committee

1. The members of the National Steering Committee (NSC) shall be representative of a senior level of their respective organisation.
2. A quorum of 7 members is required to be in attendance for meetings/proceedings and therefore for the approval of all decisions.
3. NSC members will be expected to attend, or send an alternate to, 80% of NSC meetings per year.
4. NSC members attend NSC meetings at their own expense; this is a matter for the individual or organisation involved.

Corporate Governance

1. The CISM team at the Department of Psychology, NUI Maynooth, provides the secretariat for the Network and supports the work of the NSC (see Officer Roles below for further information).
2. The Network will be based at NUI Maynooth (Department of Psychology) and this will serve as the Network address for all correspondence. The Network will benefit from the facilities of the University and the support of the CISM team in accommodating, organising, facilitating and hosting NSC meetings as well as relevant conferences, seminars, guest lectures and workshops. The Network will also benefit from the support and expertise of the CISM Research team with regard to the provision of the NSC secretariat and the co-ordination of academic-related supports¹. These arrangements can be amended by the NSC as the need arises.

Officer Roles

1. The *Chairperson*, who is typically elected or appointed by members of a group, is the highest office of the NSC. The chairperson presides over meetings of the NSC and conducts his/her business in an orderly fashion.
2. The *Vice Chairperson*, subordinate to the Chairperson, is sometimes invited to assist the chairperson and to serve as Chairperson in his/her absence, or when a motion involving the Chairperson is being discussed.
3. The *Treasurer* is responsible for conservation of the treasury, receiving payments/fees, producing a financial report, producing accounts to be audited

¹ For these reasons, NUIM will not be required to pay membership fees.

at the end of every year (by members of the Committee), generating income for the group, and overseeing how money is spent.

4. The *Research/Education Officer and Network Coordinator* is responsible for: supporting the research and education/training functions of the Network; the day-to-day running of the Network in consultation with the Chairperson; liaising with NSC members and other appropriate bodies and organisations; developing and drafting Network documents and policies; organising large- and small-scale Network events; coordinating Network activities; and sharing the learning and good practice generated by the Network.
5. The *Public Relations Officer* uses media and communication to build, maintain and manage the reputation/publicising of the Network. The PRO will act as a contact point for the media on behalf of the Network.
6. The *Secretary/Administrator* is responsible for: minute taking and distribution of minutes; supporting the Network Coordinator; and maintaining and developing the Network website (www.cismnetworkireland.ie)
7. The above officers shall form an executive within the NSC. Certain duties, as agreed by the NSC, can be allocated to this executive, for decision or otherwise.

Membership

1. The membership year of CISM Network Ireland runs January to December annually.
2. The following categories of membership exist: organisational membership; voluntary organisation membership; associate corporate membership; individual membership; and student membership.
3. Organisational membership is open to statutory organisations who support the aims, objectives and ethos of the Network. This category of membership provides discounted attendance at Network events for up to ten representatives of the organisation. The membership fee for this category of membership is €1500.
4. Voluntary organisation membership is open to voluntary organisations (which may also be semi-statutory bodies) who support the aims, objectives and ethos of the Network. This category of membership provides discounted attendance at Network events for up to ten representatives of the organisation. At least one voluntary organisation representative will sit on the NSC. The membership fee for this category of membership is dependent on the number of members within the organisation as follows:
 - a. Less than 50 members €100
 - b. Between 51 and 100 members €200

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| c. Between 101 and 200 members | €500 |
| d. Greater than 200 members | €1000 |
5. Associate corporate membership is open to commercial or corporate organisations that support the aims, objectives and ethos of the Network. This category of membership provides discounted attendance at Network events for up to ten representatives of the organisation. At least one associate corporate organisation representative may sit on the NSC. The membership fee for this category of membership is €1000.
 6. Individual membership is open to all individuals who support the aims, objectives and ethos of the Network. This category of membership provides discounted attendance at Network events for the individual. At least one individual representative may sit on the NSC (*such representatives can be either nominated or elected*). The membership fee for this category of membership is €50.
 7. Student membership is open to all full-time students who support the aims, objectives and ethos of the Network. This category of membership provides discounted attendance at Network events for the individual student. As least one student representative may sit on the NSC. The membership fee for this category of membership is €25.
 8. Membership fees may be revised as and when necessary.
 9. All Network and NSC activities are aimed at achieving the objectives of the Network. During the normal course of these activities, NSC members, at all times, represent the Network. Their commercial or employer interests may be referenced if necessary, although these should be incidental and secondary to the Network's interests, and without any soliciting of sales opportunities.
 10. All paid members will be provided with unique login details to access the members area of the Network website.
 11. Conditions for removal of members will be determined by the NSC.

Finances and Resources

1. The financial income of the Network will be derived from membership fees, attendance fees at conferences/workshops run by the Network and income from such other activities as the NSC deems appropriate to the Network's aims and objectives.
2. The annual membership fees of the Network shall be determined by the NSC and may be revised by the NSC from time to time as it deems fit. In exceptional circumstances, as determined by it, the NSC may decide to abate part or all of a member's fee.

3. The Treasurer shall present annual accounts for the preceding year, audited by the NSC, at each AGM of the Network.

4. With the exception of the positions of *Research/Education Officer & Network Coordinator* and *Secretary/Administrator*, no member of the NSC shall receive any remuneration or expenses in respect of his/her attendance at meetings of the NSC, its sub-committees or working groups where these take place in Ireland. The NSC may provide financial support to a member whom it has designated to represent it abroad to cover all or part of the expenses incurred.

Annual General Meetings

- Voting at AGMs and EGMs operates as follows: a motion is adopted where two-thirds of the membership in attendance, vote for a resolution in favour of its adoption.
- A weighted voting system may be called upon in AGMs and EGMs if necessary. This system operates as follows: *organisational and corporate members are provided with a voting card* weighted as 10 votes and voluntary organisation members are provided with a voting card weighted as 1, 2, 5 or 10 votes (based on membership fee paid).