



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW

**THE ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW**

**REGULATIONS**

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**Alterations to the regulations/byelaws**

It should be noted that the detailed rules relating to the following matters are contained in the College Byelaws:

Meetings of the College	Finances of the College
Election procedure	Examination procedure
Duties of officers	Admission procedure and ceremony
Granting of licences/diplomas	Professional misconduct

## **GENERAL STRUCTURE**

### **Legal status of the College**

- 1.1 The College is a corporate body incorporated by Royal Charter granted by King James VI of Scotland on 29 November 1599 and ratified by an Act of the Scottish Parliament passed on 11 September 1672; further provisions in relation to the College are contained in an Act of Parliament of 1850 and the Royal College of Physicians and Surgeons of Glasgow Order Confirmation Act 1962.

### **Powers of the College**

- 1.2 Without limiting the powers conferred on the College by the Royal Charter and legislation referred to in regulation 1.1, the College shall have power:
- (a) to grant such diplomas as it may determine from time to time;
  - (b) to co-operate with other medical and surgical Royal Colleges and specialty associations in Scotland, England and Ireland in conducting examinations for such intercollegiate diplomas as may be mutually agreed from time to time;
  - (c) to establish such College faculties as it may see fit;
  - (d) to co-operate with the other colleges of physicians and/or surgeons in Scotland, England and Ireland in establishing such joint faculties as may be mutually agreed from time to time.

### **Governance structure**

- 1.3 The key elements within the governance structure of the College are as follows:
- (a) The College fellowship and membership - who have the right to attend the Annual General Meeting (and any extraordinary general meeting) and have important powers under these regulations and the College byelaws; in particular the College Fellows and Members elect individuals to serve on the Council and take decisions in relation to changes to the regulations and byelaws themselves.
  - (b) The Council – who hold regular meetings during the periods between each Annual General Meeting and who, as the ultimate decision-making body, exercise all powers of the College (other than those reserved to the College membership) and in particular exercise overall control and supervision of the activities and affairs of the College.

## FELLOWSHIP/MEMBERSHIP

### Categories

#### *Overall makeup*

2.1 The College shall consist of those individuals who, as at the time of adoption of these regulations, are:

- Fellows qua physician or qua surgeon (*see regulations 2.5 and 2.6*)
- Members qua physician or qua surgeon (*see regulations 2.28 and 2.29*)
- Fellows of the Faculty of Dental Surgery (*see regulation 2.27*)
- Members of the Faculty of Dental Surgery (*see regulation 2.30*)
- Fellows of the Faculty of Travel Medicine (*see regulation 2.8*)
- Members of the Faculty of Travel Medicine (*see regulation 2.31*)
- Fellows of the Faculty of Podiatric Medicine (*see regulation 2.9*)
- Members of the Faculty of Podiatric Medicine (*see regulation 2.32*)

and other individuals as are subsequently admitted to any such category of fellowship or membership under these regulations (as amended from time to time).

2.2 In addition to the categories of Fellows and Members referred to in regulation 2.1, these regulations make provision for certain additional categories (with limited voting rights), as follows:

- Honorary Fellows (*see regulations 2.22 – 2.27*)
- Conferred Fellows (*see regulations 2.18 – 2.21*)
- Associates (*see regulations 2.39 – 2.42*)
- Introductory and Affiliate Members (*see regulation 2.43*).

2.3 References in these regulations to “the fellowship and membership of the College” shall (subject to regulation 2.4) be interpreted as being references to the categories referred to in regulation 2.1.

2.4 The following regulations shall be deemed to govern the categories referred to in regulation 2.2, in common with the fellowship and membership of the College:

- Responsibilities (*see regulations 2.66 and 2.67*)
- Subscription (*see regulations 2.68 – 2.73 (inclusive)*).

### **Fellowship**

#### *Fellowship: qualifications*

2.5 Fellowship of the College qua physician shall be open to:

- (a) any Member qua physician of the College;
- (b) any holder of the MRCP (UK) Diploma;
- (c) any senior member of the medical profession, recommended by the Fellowship Committee, whose published work and attainments are, in the opinion of the Council, of such distinction as to justify election.

A Fellow who is admitted under the terms of this regulation shall be entitled to use the post-nominal designation FRCP(Glasg).

2.6 Fellowship of the College qua surgeon shall be open to:

- (a) any Member qua surgeon of the College who is subsequently successful in the appropriate Intercollegiate Speciality examination;
- (b) any successful candidate in a College fellowship examination or Intercollegiate Speciality examination who is not a Member *qua* surgeon of the College;
- (c) any senior member of the medical profession, recommended by the Fellowship Committee, whose published work and attainments are, in the opinion of the Council, of such distinction as to justify election.

A Fellow who is admitted under the terms of this regulation shall be entitled to use the post-nominal designation FRCS(Glasg).

2.7 Fellowship of the Faculty of Dental Surgery shall be open to:

- (a) any member of the dental profession who is successful in the appropriate Intercollegiate Speciality fellowship examination and whose training is deemed satisfactorily completed;
- (b) any successful candidate in a College dental fellowship examination;

- (c) any senior member of the dental profession, recommended by the Fellowship Committee, whose published work and attainments are, in the opinion of the Council, of such distinction as to justify election.

A Fellow who is admitted under the terms of this regulation shall be entitled to use the post-nominal designation FDS RCPS(Glasg).

2.8 Fellowship of the Faculty of Travel Medicine shall be open to:

- (a) any Member of the Faculty of Travel Medicine who, in the opinion of the Council, has made substantial special contributions to that speciality;
- (b) any senior health professional recommended by the Fellowship Committee, whose published work and attainments are, in the opinion of the Council, of such distinction as to justify election.

A Fellow who is admitted under the terms of this regulation shall be entitled to use the post-nominal designation FFTM RCPS(Glasg).

2.9 Fellowship of the Faculty of Podiatric Medicine shall be open to:

- (a) any Member of the Faculty of Podiatric Medicine who, in the opinion of the Council, has made substantial special contributions to that speciality;
- (b) any senior health professional recommended by the Fellowship Committee, whose published work and attainments are, in the opinion of the Council, of such distinction as to justify election.

A Fellow who is admitted under the terms of this regulation shall be entitled to use the post-nominal designation FFPM RCPS(Glasg).

*Fellowship: election & admission/elevation*

2.10 All Fellows shall have the right to nominate Members of the College for the fellowship qua physician. The Council may only elect as Fellow qua physician a person recommended by the Fellowship Committee.

2.11 The Council may delegate its authority to elect for admission/elevation any individual as a Fellow of the College to a sub-committee of the Council comprised of a number of Office Bearers or other Fellows of the College. In the case of applications for fellowship or membership of the Faculty of Dental Surgery, authority will be delegated to the Dental Council, with the exception of honorary fellowship.

2.12 Subject to regulation 2.11, any person who wishes to be elected for fellowship of the College must:

- (a) sign, and lodge with the Council, a written application, stipulating the category of fellowship for which he/she wishes to be elected; and
  - (b) provide such information and/or evidence as may be required by the Council (or by the sub-committee authorised in pursuance of regulation 2.11 to consider such applications) to support his/her application for election to that category of fellowship.
- 2.13 Applications for election to fellowship shall be referred to the Fellowship Committee to consider, and (subject to regulation 2.12 and 2.14) determine; they may ask for such additional information and/or evidence of the nature referred to in regulation 2.12 as he/she may see fit.
- 2.14 Where the Fellowship Committee considers that exceptional circumstances apply, they may refer an application to the Council for determination.
- 2.15 If an application for election to fellowship is approved, the Chair of the Fellowship Committee shall notify the applicant accordingly; he/she shall be admitted/elevated to fellowship within the category specified in the application accordingly.
- 2.16 If an application for election to fellowship is not approved, the Chair of the Fellowship Committee shall notify the applicant accordingly; thereafter the applicant may appeal the decision to the Council.
- 2.17 The procedure for appeals shall be as prescribed by the College byelaws.
- 2.18 In circumstances where the College seeks to recognise an individual but he/she is not deemed to be eligible for honorary fellowship, the College may confer (as an alternative to the procedures outlined in regulations 2.10 - 2.17 inclusive):
- (a) Fellowship qua physician, on any medical graduate, or licentiate of exceptional distinction, who is not within the fellowship or membership of the College;
  - (b) Fellowship qua Surgeon, on any medical graduate, or licentiate of exceptional distinction, who is not within the fellowship or membership of the College;
  - (c) Fellowship of the Faculty of Dental Surgery, on any dental graduate, or licentiate of exceptional distinction, who is not within the fellowship or membership of the College;
  - (d) Fellowship of the Faculty of Travel Medicine, on any health professional of exceptional distinction who is not within the fellowship or membership of the College;

- (e) Fellowship of the Faculty of Podiatric Medicine, on any health professional of exceptional distinction who is not within the fellowship or membership of the College;
- (f) Fellowship of the College on any individual who does not fall within any of the professional groups referred to at paragraphs (a) to (e) above.

A Fellow who is admitted under the terms of this regulation shall be entitled to use the post-nominal designation:

- (i) FRCP(Glasg), where he/she is admitted under paragraph (a) above;
- (ii) FRCS(Glasg), where he/she is admitted under paragraph (b) above;
- (iii) FDS RCPS(Glasg), where he/she is admitted under paragraph (c) above;
- (iv) FFTM RCPS(Glasg), where he/she is admitted under paragraph (d) above;
- (v) FFPM RCPS(Glasg), where he/she is admitted under paragraph (e) above;
- (vi) FRCPS (Glasg), where he/she is admitted under paragraph (f) above

and shall be referred to as a “*Conferred Fellow*”.

2.19 A proposal to confer fellowship on an individual (through the procedures outlined in regulations 2.10 to 2.17) must

- (a) be supported and signed by three Fellows or Members of the College and/or its Faculties and shall be ratified by the Council;
- (b) be signed by the individual who is the subject of the proposal, as vouching consent to be admitted as a Fellow; and
- (c) incorporate a short biography/CV of the individual concerned, in support of the proposal for admission.

2.20 A Fellow who is admitted in accordance with regulations 2.18 and 2.19 shall not be required to pay any subscription or other fee on his/her admission as a Fellow or during the course of the calendar year following his/her admission as a Fellow and, in the case of a Fellow who admitted under paragraph (f) of regulation 2.18, he/she shall never be required to pay an annual subscription fee.

2.21 A Fellow admitted in accordance with regulations 2.18 and 2.19 shall not be deemed to form part of the core fellowship and membership of the College

until such time as he/she commences payment of subscription fees in accordance with regulations 2.68 to 2.73 inclusive; for the avoidance of doubt, until such time as the payment of subscriptions commences, such an individual shall have no right to vote at meetings of the College or to participate in any way in its management or to make nominations for offices in the College. Those admitted in accordance with 2.18(f) shall at no time have the right to vote at meetings of the College or participate in any way in its management.

### **Honorary Fellowship**

2.22 The College may confer the rank of Honorary Fellow:

- (a) on any individual of the highest distinction and eminence in his/her profession;
- (b) in special circumstances, on any highly distinguished person;
- (c) on any individual who has rendered outstanding service to the College or the wider healthcare community.

An Honorary Fellow shall be entitled to use the post-nominal designation:

- (a) Hon FRCP(Glasg), where he/she is a physician of distinction or eminence in his/her field;
- (b) Hon FRCS(Glasg), where he/she is a surgeon of distinction or eminence in his/her field;
- (c) Hon FDS RCPS (Glasg), where he/she is a dentist of distinction or eminence in his/her field;
- (d) Hon FFTM RCPS(Glasg), where he/she is a health professional of distinction or eminence in the field of travel medicine;
- (e) Hon FFPM RCPS(Glasg), where he/she is a health professional of distinction or eminence in the field of podiatric medicine;
- (f) Hon FRCPSG, where he/she does not fall within any of the professional groups referred to at paragraphs (a) to (e) above.

2.23 A proposal to admit an individual to honorary fellowship must:

- (a) be signed and supported by six Fellows or Members of the College, and/or its Faculties and shall be ratified by the Council;
- (b) be signed by the individual who is the subject of the proposal, as vouching consent to be admitted to honorary fellowship; and



- (c) incorporate a short biography/CV of the individual concerned, in support of the proposal for admission.
- 2.24 Any proposal to admit an individual to honorary fellowship shall be submitted to the Council for approval.
- 2.25 Honorary Fellows shall not be required to pay any subscription or other fee.
- 2.26 Subject to regulation 2.27, Honorary Fellows shall have no right to vote at meetings of the College or to participate in any way in its management.
- 2.27 The admission of an ordinary Fellow, Member, Fellow in Dental Surgery or Member of the Faculty of Dental Surgery as an Honorary Fellow shall in no way debar him/her from the rights exercisable by him/her in that capacity.

## Membership

### *Membership: qualifications*

2.28 Membership of the College *qua* physician shall be open to:

- (a) a member of one of the Royal Colleges of Physicians of the United Kingdom;
- (b) any individual who has passed the MRCP (UK) examination and is in the process of being admitted as a member of the Royal Colleges of Physicians of the United Kingdom under regulation 5.2 below;
- (c) any individual whose higher qualification is, in the opinion of the Council, appropriate to justify such admission.

An individual elected to membership of the College under this regulation shall be entitled to describe himself/herself as “MRCPS (Glasg)” and will (if applicable) retain the title “MRCP (UK)”.

2.29 Membership of the College *qua* surgeon shall be open to any individual who has passed the Intercollegiate MRCS examination administered by the College.

An individual elected to membership of the College under this regulation shall be entitled to describe himself/herself as “MRCS (Glasg)”.

2.30 Membership of the Faculty of Dental Surgery of the College shall be open to:

- (a) any individual who has passed the MFDS examination administered by the College;
- (b) any individual who has passed the MGDS, MCCD, MDO and MOMS examinations administered by the College or the intercollegiate membership examinations in Orthodontics, Paediatric Dentistry, Restorative Dentistry, Surgical Dentistry, Oral Surgery and Special Care Dentistry;
- (c) any individual whose higher qualification is, in the opinion of the Dental Council, appropriate to justify such admission.

An individual elected to membership of the Faculty of Dental Surgery under this regulation shall be entitled to describe himself/herself as “MFDS RCPS(Glasg)” if he/she was admitted under paragraph (a) and (c) of this regulation; or to use the post-nominal designation applicable to the relevant examination if admitted under paragraph (b) of this regulation.

2.31 Membership of the Faculty of Travel Medicine of the College shall be open to:

- (a) any individual who has passed the membership in Travel Medicine examination of the College;
- (b) any individual who has passed the Diploma in Travel Medicine examination of the College and who possesses a recognised MSc, MPhil or PhD qualification in travel medicine;
- (c) any individual who has passed the Diploma in Travel Medicine of the College, and who has;
  - (i) become and remained an Associate of the Faculty in good standing, and
  - (ii) gained more than five years' full time equivalent experience in the specialty as an Associate of the Faculty, and
  - (iii) made, in the opinion of the College's Fellowship Committee, significant contributions to Travel Medicine in research, or practice, or professional activities;
- (d) any individual who has made, in the opinion of the College's Fellowship Committee, significant contributions to Travel Medicine in research, or practice, or professional activities.

An individual elected to membership of the Faculty of Travel Medicine of the College shall be entitled to use the post-nominal designation "MFTM RCPS (Glasg)".

2.32 Membership of the Faculty of Podiatric Medicine shall be open to:

- (a) any individual who has passed the membership in Podiatric Medicine examination of the College;
- (b) any individual who has made, in the opinion of the College's Fellowship Committee, significant contributions to Podiatric Medicine in research, or practice, or professional activities.

An individual elected to membership of the Faculty of Podiatric Medicine shall be entitled to use the post-nominal designation "MFPM RCPS(Glasg)".

*Membership: election & admission*

2.33 Any person who wishes to be elected to membership of the College must:

- (a) sign, and lodge with the Council, a written application, stipulating the category of membership to which he/she wishes to be elected; and

- (b) provide such information and/or evidence as may be required by the Council (or by the committee authorised in pursuance of regulation 2.34 to consider such applications) to vouch his/her eligibility for that category of membership.
- 2.34 Applications for election to membership shall be referred to the committee authorised by the Council to consider such applications; the committee may ask for such additional information and/or evidence of the nature referred to in regulation 2.33 as they see fit.
- 2.35 The committee authorised in pursuance of regulation 2.34 shall scrutinise applications, make recommendations as to whether the applicant should be duly elected for the category of membership specified in the application.
- 2.36 If the committee of the Council acting under delegated authority resolves that an application for election should be approved, it shall notify the applicant accordingly; thereafter, he/she may be admitted to membership within the category specified in the application, at any subsequent meeting of the Council. If appropriate, such admission may take place concurrently with admission as a Member of the Royal Colleges of Physicians of the United Kingdom.
- 2.37 If the committee of the Council acting under delegated authority resolves that an application for election should not be approved, it shall notify the applicant accordingly; thereafter, the applicant may appeal the decision to the Council.
- 2.38 The procedure for admission to membership and the procedure for appeals shall be as prescribed by the College byelaws.

## **Associates**

### *Associates admission*

- 2.39 The Council may admit as an Associate any person who holds an appropriate medical or dental qualification or such healthcare professional as deemed appropriate by Council.
- 2.40 Associate of the Faculty of Dental Surgery shall be open to dental nurses, hygienists, therapists, technicians and orthodontic therapists registered by the General Dental Council.
- 2.41 Associate of the Faculty of Travel Medicine shall be open to all those who have passed the Diploma in Travel Medicine awarded by the College (or such other examination as the Council shall consider appropriate from time to time) and shall have the right to use after his/her name the post-nominal designation "AFTM RCPS(Glasg)."

- 2.42 Associate of the Faculty of Podiatric Medicine shall be open to all those who have passed Part 1 of the MFPM examination awarded by the College (or such other examination as the Council shall consider appropriate from time to time).

### **Introductory/Affiliate Membership**

#### *Introductory/Affiliate Membership: admission*

- 2.43 The College may admit any individual who does not hold a fellowship or membership diploma of any of the medical or surgical Royal Colleges of the UK or Ireland as an Introductory/Affiliate Member of the College. This includes:
- (a) any medical, dental or podiatry undergraduate student;
  - (b) any provisionally registered medical practitioner;
  - (c) any registered medical or dental practitioner employed in a basic training grade or university post in the United Kingdom;
  - (d) any healthcare professional in training deemed appropriate by the Council; or
  - (e) any healthcare professional with an interest in Travel Medicine who does not hold a formal qualification in travel medicine, but as an Affiliate Member of the Faculty of Travel Medicine only.

### **Rights and responsibilities of Fellowship/Membership**

#### *Rights of Fellows and Members*

- 2.44 A Fellow or Member of the College:
- (a) has the right to attend and vote at all meetings of the College;
  - (b) has the right (subject to regulation 2.45) to nominate and vote for Office Bearers of the College and members of the Council;
  - (c) is eligible to serve on the Council and committees and other formally constituted groups of the College;
  - (d) is eligible to be considered as an examiner for the College;
  - (e) is entitled to use the library and all other College facilities;
  - (f) is entitled to be given notice of all meetings of the College and other information about College services;
  - (g) is entitled to use postnominal letters, as specified in these regulations;

- (h) is entitled to receive such membership benefits as determined by the Council.
- 2.45 A Fellow or Member of the College shall be eligible to nominate and vote for Office Bearers of the College and members of the Council only if he/she elects to pay the subscription appropriate to his/her category of membership or fellowship which is applicable to individual residents in the United Kingdom.
- 2.46 A Fellow or Member of the Faculty of Dental Surgery:
- (a) (subject to the restrictions set out in regulation 2.48) has the right to attend and vote at all meetings of the College;
  - (b) has the right to attend and vote at all meetings of the Faculty of Dental Surgery;
  - (c) has the right (subject to regulation 2.47) to nominate and vote for Office Bearers of the College);
  - (d) is eligible to serve on the Dental Council and on appropriate committees and other formally constituted groups of the College;
  - (e) has the right (subject to regulation 2.47) to nominate and vote for the Dean, two Vice Deans, Secretary and other Members of the Dental Council
  - (f) is eligible to be considered as an examiner for the College in appropriate diplomas;
  - (g) is entitled to use the library and all other College facilities;
  - (h) is entitled to receive all notices of meetings of the College and other information about College services
  - (i) is entitled to use post-nominal letters, as specified in these regulations
  - (j) is entitled to receive such membership benefits as determined by the Council.
- 2.47 A Fellow or Member of the Faculty of Dental Surgery who is resident outwith the United Kingdom shall be eligible
- (a) to nominate and vote for Office Bearers of the College
  - (b) to nominate and vote for the Dean, two Vice Deans, Secretary and other Members of the Dental Council

only if he/she elects to pay the subscription applicable to his/her category of membership or fellowship for those resident in the United Kingdom.

2.48 A Fellow or Member of the Faculty of Dental Surgery

- (a) shall not be entitled to nominate or vote in elections for the Ordinary Members or Regional Members of the College Council (but, for the avoidance of doubt, is entitled to vote in elections for the Office Bearers of the College)
- (b) (subject to regulation 2.47) may not stand for election as an Office Bearer of the College or as an Ordinary Member or Regional Member of the College Council unless he/she is also a Fellow or Member *qua* Physician or *qua* Surgeon of the College.

2.49 Notwithstanding the provisions of regulation 2.48 above, a Fellow of the Faculty of Dental Surgery may stand for election as Vice President (Dental).

2.50 A Fellow or Member of the Faculty of Travel Medicine:

- (a) (subject to the provisions of regulation 2.51) has the right to attend and vote at all meetings of the College;
- (b) has the right to attend and vote at all meetings of the Faculty of Travel Medicine;
- (c) is eligible to serve on the Executive Board of the Faculty of Travel Medicine and on appropriate committees and other formally constituted groups of the College;
- (d) has the right (subject to regulation 2.51) to nominate and vote for the elected members of the Executive Board of the Faculty of Travel Medicine;
- (e) is eligible to be considered as an examiner for the College in appropriate diplomas;
- (f) is entitled to use the library and all other College facilities;
- (g) is entitled to receive notices of all meetings of the College and other information about College services;
- (h) is entitled to use postnominal letters, as specified in these regulations;
- (i) is entitled to receive such membership benefits as determined by the Council.

2.51 A Fellow or Member of the Faculty of Travel Medicine who is resident outwith the United Kingdom shall not be eligible to nominate and vote for

the elected members of the Faculty Executive Board unless he/she elects to pay the appropriate subscription for his/her category of membership or fellowship applicable to those resident in the United Kingdom.

2.52 A Fellow or Member of the Faculty of Travel Medicine

- (a) shall not be entitled to nominate, or vote in elections for Office Bearers of the College or the Ordinary Members or Regional Members of the College Council;
- (b) shall not be entitled to stand for election as an Office Bearer of the College or as an Ordinary Member or Regional Member of the College Council,

unless he/she is also a Fellow or Member qua Physician or qua Surgeon of the College.

2.53 A Fellow or Member of the Faculty of Podiatric Medicine:

- (a) (subject to the provisions of regulation 2.54) has the right to attend and vote at all meetings of the College;
- (b) has the right to attend and vote at all meetings of the Faculty of Podiatric Medicine;
- (c) is eligible to serve on the Executive Board of the Faculty of Podiatric Medicine and on appropriate committees and other formally constituted groups of the College;
- (d) has the right (subject to regulation 2.54) to nominate and vote for the elected members of the Executive Board of the Faculty of Podiatric Medicine;
- (e) is eligible to be considered as an Examiner for the College in appropriate diplomas;
- (f) is entitled to use the library and all other College facilities;
- (g) is entitled to receive notices of all meetings of the College and other information about College services;
- (h) is entitled to use post-nominal letters, as specified in these regulations;
- (i) is entitled to receive such membership benefits as determined by the Council.



2.54 A Fellow or Member of the Faculty of Podiatric Medicine who is resident outwith the United Kingdom shall not be eligible to nominate and vote for the elected members of the Faculty Executive Board unless he/she elects to pay the appropriate subscription for his/her category of membership or fellowship applicable to those resident in the United Kingdom.

2.55 A Fellow or Member of the Faculty of Podiatric Medicine

(a) shall not be entitled to nominate, or vote in elections for Office Bearers of the College or the Ordinary Members or Regional Members of the College Council;

(b) shall not be entitled to stand for election as an Office Bearer of the College or as an Ordinary Member or Regional Member of the College Council,

unless he/she is also a Fellow or Member qua Physician or qua Surgeon of the college.

*Associates: rights*

2.56 Associates shall have the use of the library and certain other College facilities (as prescribed by the Council from time to time) and may take part in the activities of the College, but (subject to regulation 2.57) they shall have no right to attend or vote at meetings of the College, or to participate in any way in the management of the College.

2.57 Associates of the Faculty of Dental Surgery shall have the right to participate in the management of the Faculty, as prescribed in regulations 4.4(k) and 4.13. Associates of the Faculty of Travel Medicine shall have the right to participate in the management of the Faculty, as prescribed in regulations 4.28(f) and 4.42.

2.58 The College shall levy an annual or other subscription on all Associates. Any Associate whose subscription is in arrears for more than six months may, after intimation in writing or by email, be expelled from the status of Associate.

2.59 The College may at any time expel any person from the status of Associate; the individual may appeal the decision to expel him/her to the Council.

2.60 The procedure for appeals shall be as prescribed by the College byelaws.

*Introductory/Affiliate Membership: rights*

- 2.61 Introductory/Affiliate Members shall have the use of the library and other facilities, will receive notification of the College's educational and training events, and may take part in the activities of the College.
- 2.62 Introductory/Affiliate Members shall have no right to attend or vote at meetings of the College, or to participate in any way in the management of the College, or to use after their names any letters relating to the College.
- 2.63 The College may levy a subscription on Introductory/Affiliate Members. A subscription fee may be waived for undergraduate students at the discretion of the Council.
- 2.64 The College may at any time expel any person from Introductory/Affiliate Membership; the individual may appeal the decision to expel him/her to the Council.
- 2.65 The procedure for appeals shall be as prescribed by the College byelaws.

#### *Responsibilities of Fellows and Members*

- 2.66 Every person admitted to the fellowship and membership of the College must be and remain in good standing with the appropriate professional regulatory body; and a Fellow or Member who is no longer in clinical practice may remove himself/herself voluntarily from being in good standing with the appropriate national regulator, without effect on his/her privileges as a Fellow or Member, provided he or she gives notice to the College of having taken that course of action.
- 2.67 Every person admitted to the fellowship and membership of the College has a duty to maintain confidentiality in relation to the affairs of the College. Without limiting that general principle, the financial and other affairs of the College, either in relation to itself or to other bodies associated with it, shall not be communicated to the newspapers or journals, or published in any form, except by the authority or with the consent of the Council.

#### **Subscriptions**

- 2.68 Subject to regulation 2.71, the Council may levy an annual subscription upon any category falling within the fellowship and membership of the College.
- 2.69 The amount of any such annual subscription will differ according to the membership category and any available discounts. Such discounts may vary from time to time and may relate to, among other things, place of residence, retirement, maternity leave and less than full time employment. If an individual is admitted to the College or its faculties part way through the subscription year, he/she shall pay a *pro rata* amount of the annual subscription calculated on the basis of the number of months of the subscription year remaining (including the month of admission) against the

total number of months in the subscription year or as determined by the Council.

- 2.70 The annual subscription fees shall be payable on or before 1 October (or such other date as the Council may determine from time to time) in each year.
- 2.71 The Honorary Treasurer, in consultation with the Council, shall have power to waive or reduce the subscription applicable to a particular individual or individuals in light of personal circumstances.
- 2.72 If any subscription payable by an individual remains outstanding for more than three months after the date on which it fell due (and providing he/she has been given at least one written reminder)
- (a) he/she shall not be entitled to vote at any general meeting of the College or (if he/she is a member of a Faculty of the College) of the relevant Faculty until such subscription has been paid in full: and
  - (b) the Council may, by resolution to that effect, expel him/her from Membership or (as the case may be) fellowship with the loss of rights to use of post nominal.
- 2.73 An individual shall not be entitled to a refund of the annual subscription, or any part of it, if he/she ceases to be a Fellow or Member of the College part way through the subscription year.

#### **Meetings of the Fellowship and Membership of the College**

- 2.74 The requirements associated with the convening of meetings of the fellowship and membership of the College (referred to below as “meetings of the College”), and the rules governing the proceedings at such meetings, shall be as prescribed by the College byelaws.

## THE COLLEGE COUNCIL

### Composition of the Council

#### *General make-up of the Council*

- 3.1 The Council of the College shall comprise:
- (a) The Office Bearers, who shall comprise the President, the Visitor/President Elect, the five Vice Presidents specified in regulation 3.2, the Honorary Secretary, the Honorary Treasurer, the Registrar and the Honorary Librarian;
  - (b) Ten Ordinary Councillors, elected by Fellows and Members of the College who have paid the subscription applicable to residents of the United Kingdom, including:
    - (i) four Fellows or Members qua physician;
    - (ii) four Fellows or Members qua surgeon;
    - (iii) a Member qua surgeon who obtained his/her her full registration with the General Medical Council of the United Kingdom less than 10 years before the date of his/her nomination for election as an Ordinary Councillor;
    - (iv) a Member qua physician who obtained his/her full registration with the General Medical Council of the United Kingdom less than 10 years before the date of his/her nomination for election as an Ordinary Councillor;
  - (c) Seven Regional Councillors, elected by Fellows and Members of the College who have paid the subscription applicable to residents of the United Kingdom, including:
    - (i) one Councillor drawn from each of the following three Scottish regions:
      - **Scotland West:** Greater Glasgow & Clyde, Lanarkshire, Ayrshire & Arran, Dumfries & Galloway;
      - **Scotland East:** Tayside, Forth Valley, Fife, Lothian and Borders;
      - **Scotland North:** Grampian, Highland, Shetland, Orkney, Western Isles;

or such other regions as the Council may from time to time determine;

- (ii) two Fellows or Members qua physician working in the United Kingdom, but outwith Scotland;
  - (iii) two Fellows or Members qua surgeon working in the United Kingdom, but outwith Scotland;
  - (d) the Dean of the Faculty of Travel Medicine;
  - (e) the Dean of the Faculty of Podiatric Medicine;
  - (f) the Honorary Secretary or, when applicable, the Dean Elect of the Faculty of Dental Surgery.
- 3.2 The Vice Presidents referred to in paragraph (a) of regulation 3.1 shall comprise:
- (a) two Vice Presidents (Surgical);
  - (b) two Vice Presidents (Medical); and
  - (c) the Vice President (Dental).
- 3.3 For the avoidance of doubt, the members of the Council of the College (as described in regulation 3.1, as read with regulation 3.2) shall be the charity trustees of the College for the purposes of the Charities and Trustee Investment (Scotland) Act 2005.

#### *Eligibility*

- 3.4 Subject to regulation 3.5, an individual shall be eligible to serve as an Office Bearer only if he/she is a Fellow of the College.
- 3.5 One of the Vice Presidents (the Vice President (Dental)) shall be the Dean of the Faculty of Dental Surgery, and shall be a Fellow of the Faculty of Dental Surgery.
- 3.6 An individual shall be eligible to serve as a member of the Council under paragraphs (a) to (c) (inclusive) of regulation 3.1 only if he/she is a Fellow or Member of the College.
- 3.7 An individual shall be taken to be drawn from a given Scottish region only if his/her consulting room, hospital or other place of work is based in that region and he/she conducts the principal part of his/her practice from that place of work.

- 3.8 An individual shall not be eligible to serve as a member of the Council if he/she is prohibited by law from being a charity trustee (within the meaning of the Charities and Trustee Investment (Scotland) Act 2005).

*Advisory co-optees*

- 3.9 Subject to regulations 3.10 and 3.11, the Council may at any time appoint (by resolution to that effect) an individual as a special advisor to the Council (an “advisory co-optee”) providing he/she is willing so to act.

- 3.10 In exercising their powers under regulation 3.9, the Council shall only be entitled to appoint, as an advisory co-optee:

- (a) a representative of the Faculty of Public Health Medicine; the Council shall, prior to exercising its power of appointment of such a representative on any occasion, invite nominations from the Faculty of Public Health Medicine but shall be under no duty to give effect to any such nomination;
- (b) a representative of the Faculty of Pharmaceutical Medicine; the Council shall, prior to exercising its power of appointment of such a representative on any occasion, invite nominations from the Faculty of Pharmaceutical Medicine but shall be under no duty to give effect to any such nomination;
- (c) the Chairman of the College’s Lay Advisory Board;
- (d) a Fellow or Member of the College (who is not also a member of the Council);
- (e) any individual with such skill, knowledge or expertise as may assist the Council or any committee of the Council to fulfil its duties.

- 3.11 Regulation 3.9 (as read with regulation 3.10) is subject to the following conditions:

- (a) no more than 10 individuals may serve as advisory co-optees at any given time;
- (a) no more than one representative of the Faculty of Public Health Medicine may serve as an advisory co-optee at any given time;
- (b) no more than one representative of the Faculty of Pharmaceutical Medicine may serve as an advisory co-optee at any given time;
- (c) no more than seven additional Fellows or Members of the College (being individuals who are not also members of the Council) may serve as advisory co-optees at any given time.

- 3.12 An advisory co-optee shall have the right to attend and speak only at such meetings of the Council (and meetings of committees of the Council) as he/she is invited to attend by the Council, and he/she shall not be entitled to vote at meetings of the Council or at meetings of any committee of the Council.
- 3.13 The Council shall set the role, remit, terms of reference and term of office for each advisory co-optee.
- 3.14 For the avoidance of doubt, an advisory co-optee shall not be a member of the Council and shall not be entitled to issue directions or instructions to the Council (or to any committee of the Council); an advisory co-optee is not a charity trustee for the purposes of the Charities and Trustee Investment (Scotland) Act 2005.

## **Tenure**

### *Office Bearers*

- 3.15 The President, Honorary Secretary, Honorary Treasurer, Registrar and Honorary Librarian shall be elected for their term of office.
- 3.16 Four Vice Presidents, two being Fellows qua Surgeon and the other two being Fellows qua Physician, shall serve for their term of office.
- 3.17 The Vice President (Dental) shall be elected in accordance with paragraphs 3.25 to 3.402 of the byelaws.
- 3.18 The President, Honorary Secretary and Registrar, the four Vice Presidents referred to in regulation 3.16, the Honorary Treasurer and the Honorary Librarian shall (subject to regulation 3.25) each hold office for three years.
- 3.19 An individual elected to the office of President or Vice President may hold office as President (or, as the case may be, Vice President) for a maximum of one term of office; an individual elected to hold any other office may hold that office for a maximum of two terms of office.
- 3.20 The Visitor/President Elect shall be elected at the Annual General Meeting at the end of the second year of each presidency and shall serve until formal handover (from the President then in office) at the Annual General Meeting at the end of the third year of the relevant presidency; he/she shall then become President with effect from the handover at the Annual General Meeting and will be deemed to have been elected in accordance with the provisions of regulation 3.15.
- 3.21 The election of Honorary Secretary, Honorary Treasurer and Registrar requires the post holder to be willing to remain available for up to six months after demitting office to assist the relevant new Office Bearer where required.

### *Ordinary Councillors and Regional Councillors*

- 3.22 An election for Ordinary Councillors and Regional Councillors shall be held annually at each Annual General Meeting of the College, insofar as any such positions have fallen vacant.
- 3.23 An Ordinary Councillor or Regional Councillor shall hold office for a term of four years; an individual elected to hold office as an Ordinary Councillor or Regional Councillor may hold that office for a maximum of two terms of office and shall thereafter not be eligible for re-election as an Ordinary or Regional Councillor for a period of one year.

### *Period of tenure: interpretation*

- 3.24 If an individual is appointed to hold any office by virtue of a vacancy arising part way through a term of office, the individual appointed shall be entitled to hold that office either
- (a) for the remainder of the term of office; or
  - (b) until the Annual General Meeting which next follows his/her appointment,

whichever is the earlier. Such tenure will not count towards the maximum period of office or maximum number of terms of office referred to in regulations 3.18 to 3.20 (inclusive) and 3.23.

### **Election/appointment: general**

- 3.25 Election of the Office Bearers, Ordinary Councillors and Regional Councillors shall take place in accordance with the detailed rules set out in paragraphs 3.1 to 3.23 (inclusive) of the byelaws. Election to the office of Vice President (Dental) shall take place in accordance with paragraphs 3.24 to 3.41 of the College byelaws.
- 3.26 In the event of a casual vacancy arising in respect of any position within the Council, or if any of the positions referred to in regulation 3.1 remain unfilled following the Annual General Meeting of the College, the Council shall be entitled to appoint another Fellow or Member who satisfies the relevant eligibility criteria under regulation 3.1 to fill that vacancy or position.
- 3.27 An individual elected to office at the Annual General Meeting shall take up that office immediately upon the conclusion of that general meeting.

### **Vacating of office**

- 3.28 An Office Bearer or other member of the Council will automatically vacate office if



- (a) he/she is absent (without permission from the Council) from three consecutive meetings of the Council and the Council resolves to remove him/her from office;
  - (b) he/she becomes disbarred from acting as a charity trustee by virtue of sections 69 and 70 of the Charities and Trustee Investment (Scotland) Act 2005;
  - (c) he/she becomes incapable for medical reasons of carrying out his/her duties as a Councillor, but only if such incapacity has continued, or is expected to continue, for a period of six months or more; or
  - (d) he/she signs a notice of resignation and gives that to the Council.
- 3.29 Any Office Bearer or other member of the Council may be expelled from that office by way of a resolution passed by not less than two thirds of those present and voting at a Council meeting, providing the following procedures have been observed:
- (a) at least 21 days' notice of the intention to propose the resolution must be given to the Office Bearer or member of Council concerned, specifying the grounds for the proposed expulsion;
  - (b) the Office Bearer or other member of the Council concerned will be entitled to be heard on the resolution at the Council meeting at which the resolution is to be proposed.

### **Remuneration and expenses**

- 3.30 No Office Bearer shall be entitled to any remuneration in respect of the holding of his/her office.
- 3.31 The Office Bearers may be paid all travelling and other expenses properly incurred by them in connection with their attendance at meetings of the Council, general meetings or meetings of committees of the Council or otherwise in connection with the carrying-out of their duties.

### **Indemnity**

- 3.32 Every Office Bearer and other member of the Council shall be indemnified (to the extent permitted by statute and other legislation applicable to the College) out of the assets of the College against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her office.
- 3.33 The indemnity under regulation 3.32 shall include, without limitation (but only to the extent permitted by statute and other legislation applicable to the College), any liability incurred by an Office Bearer or other member of the Council

- (a) in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour; or
- (b) in defending any proceedings, whether civil or criminal, in which he/she is acquitted; or
- (c) in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, and breach of duty or breach of trust in relation to the College.

3.34 For the avoidance of doubt, the Council shall be entitled to purchase and maintain for any Office Bearer and other member of the Council insurance against any loss or liability which he/she may sustain or incur in connection with the execution of the duties of his/her office, and such insurance may extend to liabilities arising from his/her negligence.

### **Representation of the College on other boards etc**

3.35 The Council may from time to time appoint individuals (who need not be members of the Council) to serve as representatives of the College on boards, committees and advisory groups associated with other organisations, authorities or agencies or with any consultative or other process in which the Council is involved; at the request of the Council, such representatives shall provide a report on their involvement with such other bodies in such detail and form as the Council may require.

### **Powers of the Council**

3.36 The Council is the governing body of the College. Subject to

- (a) the legislation referred to in regulation 1.1;
- (b) the provisions of these regulations;
- (c) the byelaws of the College; and
- (d) any specific direction which may be issued by the College at a general meeting under regulation 3.37,

the activities and affairs of the College shall be managed by the Council; and, subject to the above, the Council shall be entitled to exercise all of the powers of the College.

3.37 The Council shall give effect to any specific direction issued by the College at a general meeting, subject to the following requirements having been met:

- (a) a notice specifying the exact wording of the direction signed by 12 Fellows or Members is delivered to the Council not less than 14 business days prior to the general meeting;

- (b) the specific direction is passed by not less than two thirds of those present and voting at the general meeting.
- 3.38 No alteration of the regulations or byelaws, and no direction of the nature referred to in regulation 3.37 shall invalidate any prior act of the Council which would have been valid if that alteration had not been made or that direction had not been issued.
- 3.39 The powers conferred by regulation 3.36 shall not be taken to be limited by any special powers conferred by these regulations or the byelaws.
- 3.40 A meeting of the Council at which a quorum is present shall be entitled to exercise all powers expressed in these regulations or the byelaws to be exercisable by the Council.

### **Powers and duties of Office Bearers**

#### *President*

- 3.41 The President shall have power to convene all meetings of:-
  - (a) the College;
  - (b) the Faculty of Dental Surgery;
  - (c) other Faculties of the College;
  - (d) the Council;
  - (e) the examining panels of the College;and, when present at any of the above meetings, shall preside as chairperson of the meeting.
- 3.42 If an equality of votes arises at any of the above meetings referred to in regulation 3.41, the President shall, when present, have a casting vote in addition to his/her deliberative vote; if an equality of votes arises at any of the above meetings at which the President is not present, or does not exercise his/her casting vote, the resolution to which the vote relates shall be passed to the Council for determination.
- 3.43 The President and Registrar shall be *ex-officio* members of all committees appointed by the Council.
- 3.44 The President shall regularly consult with the Council and, in the case of important matters or where unusual or controversial circumstances arise, he/she must consult with the Council and follow its advice unless and until the Council instructs otherwise.

- 3.45 The powers and duties of the President, additional to those set out in regulations 3.41 to 3.44 (inclusive) are as prescribed by the byelaws.
- 3.46 If at any time the President is absent or unable to discharge his/her duties of office:
- (a) the Visitor/President Elect (if there is a Visitor/President Elect in office at the time) shall exercise all the powers of the President during the period of the President's absence;
  - (b) if there is no Visitor/President Elect in office at the time, the Vice-President who has been longest in post shall exercise all the powers of the President during the period of the President's absence.

#### *Powers of other Office Bearers*

- 3.47 The Vice Presidents, the Honorary Secretary, the Registrar and the Honorary Treasurer shall have such powers and duties as may be prescribed by the byelaws in force from time to time and (insofar as consistent with the provisions of the byelaws) such other directions as the Council may issue from time to time.

#### **Members of the Council: code of conduct**

- 3.48 Members of the Council must comply with the code of conduct set by the Council from time to time.
- 3.49 In the event of a member of the Council being found to be in breach of the code of conduct, he/she may be expelled from the Council by resolution passed by not less than two thirds of those present and voting at a Council meeting, providing the following procedures have been observed:
- (a) at least 21 days' notice of the intention to propose the resolution must be given to the member of the Council concerned, specifying the grounds for the proposed expulsion;
  - (b) the member of the Council concerned will be entitled to be heard on the resolution at the Council meeting at which the resolution is to be proposed.

#### **Meetings of the Council**

- 3.50 There shall be 6 meetings of Council per year; additional meetings may be convened as the President may see fit.
- 3.51 At least seven days' notice must be given for each meeting of the Council unless the President considers that there is a degree of urgency, which makes that inappropriate.

- 3.52 If a notice is received by the Registrar, signed by 5 or more members of the Council, requesting that a meeting of the Council be held, the President must convene a meeting of the Council, and on the basis that it must be held within one week from the date on which the notice was received; a notice under the preceding provision must set out the business which is to be considered at the meeting.
- 3.53 No business shall be dealt with at a meeting of the Council unless a quorum is present; the quorum for meetings of the Council shall be six.
- 3.54 Unless he/she is unwilling to do so, the President shall preside as chairperson at every meeting of the Council at which he/she is present; if the President is unwilling to act as chairperson or is not present within 30 minutes after the time the meeting was due to commence, the Visitor/President Elect shall (if there is a Visitor/President Elect in office) act as chairperson of the meeting.
- 3.55 If neither the President nor the Visitor/President Elect is present and willing to act as chairperson of any meeting of the Council, the Vice Presidents (Medical) and Vice Presidents (Surgical) present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.
- 3.56 The Council may make provision for participation at meetings of the Council via telephone conference or videoconferencing facilities as it sees fit.
- 3.57 The Council shall be entitled to allow an advisory co-optee to attend and speak (but not vote) at any meeting of the Council or at any meeting of a committee of the Council.
- 3.58 In relation to any matter which is put to the vote at a meeting of the Council, every member of the Council shall have one vote. If an equality of votes arises, the President, if present, shall be entitled to a casting vote in addition to his/her own vote.
- 3.59 A member of the Council shall not vote at a meeting of the Council on any matter if he/she is prohibited from doing so by the code of conduct referred to in regulation 3.48; if he/she is prohibited from voting in relation to any matter, he/she shall withdraw from the meeting while that matter is being discussed and shall not be counted in determining whether a quorum is present in relation to a resolution connected with that matter.
- 3.60 If any question arises at a meeting of the Council in respect of the right of a member of the Council to vote on a particular matter, the question shall be referred to the chairperson of the meeting; the chairperson's ruling shall (unless the question relates to his/her own right to vote) be final and conclusive.
- 3.61 All acts done by a meeting of the Council, or of a committee of the Council, or by a person acting as an Office Bearer or other member of the Council shall

be valid, even if it is subsequently discovered that there was a defect in the appointment of any Office Bearer or member of the Council or that any of them was not eligible to hold office or had vacated office or was not eligible to vote or that a member of the Council was accidentally not given notice of a meeting.

- 3.62 The Council may delegate any of its powers to the Office Bearers or to sub-committees of the Council as it sees fit. Any such delegation of powers
- (a) may be made subject to such conditions as the Council may impose;
  - (b) shall not displace the powers of the Council in respect of overall supervision and control of the activities and affairs of the College;
  - (c) may be revoked or altered by the Council at any time.
- 3.63 Subject to regulation 6.15, the chairperson of each sub-committee of the Council shall at all times be a member of the Council itself (excluding, for the avoidance of doubt, an advisory co-optee).
- 3.64 The chairperson of the Audit and Remuneration Committee must be an individual who is not a Fellow or Member of the College.

## FACULTIES

### The Faculty of Dental Surgery

#### *General*

- 4.1 The College shall have a Faculty of Dental Surgery, comprising Fellows, Members, Associates and Introductory Members. References in these regulations to “the Faculty of Dental Surgery” shall, where the context so admits, be taken to refer to the individuals falling within those categories.
- 4.2 There shall be a Council of the Faculty of Dental Surgery, which shall have power (under delegated authority from the Council)
- (a) to act on behalf of the College; and
  - (b) to advise and report to the College Office Bearers and the Council on matters relating to the dental profession .
- 4.3 For the avoidance of doubt, the Council of the Faculty of Dental Surgery shall, in exercising its powers, act within the boundaries of the authority delegated to it from time to time by the Council and subject to any conditions attaching to such delegation of powers; without prejudice to that general principle, the Council of the Faculty of Dental Surgery
- (a) shall give effect to the strategies and policies determined from time to time by the Council of the College;
  - (b) shall comply with any specific direction issued to it by the Council of the College.

#### *Composition of the Dental Council*

- 4.4 The Dental Council shall comprise:
- (a) the President, Visitor/President Elect and Registrar of the College *ex officio*;
  - (b) the Dean of the Faculty of Dental Surgery – who shall automatically also serve as Vice President (Dental) of the College;
  - (c) the Dean Elect of the Faculty of Dental Surgery;
  - (d) two Vice Deans of the Faculty of Dental Surgery;
  - (e) the Honorary Secretary of the Faculty of Dental Surgery;
  - (f) four Ordinary Councillors;

- (g) a Fellow or Member of the Faculty of Dental Surgery who obtained full registration with the General Dental Council less than 10 years prior to the date of his/her nomination;
- (h) five Regional Councillors, including:
- i. one Fellow or Member of the Faculty of Dental Surgery drawn from each of the following three Scottish regions:
    - **Scotland West:** Greater Glasgow & Clyde, Lanarkshire, Ayrshire & Arran, Dumfries & Galloway;
    - **Scotland East:** Tayside, Forth Valley, Fife, Lothian and Borders;
    - **Scotland North:** Grampian, Highland, Shetland, Orkney, Western Isles;

or such other regions as the Council may from time to time determine;
  - ii. two Fellows or Members of the Faculty of Dental Surgery working in the United Kingdom but outside Scotland.
- (i) up to 7 additional members who are Fellows or Members of the Faculty of Dental Surgery, co-opted by the Dental Council; the number of members co-opted under this paragraph must not exceed the total number of members elected to the Dental Council. This category of Dental Council membership may include:-
- Director of the Dental Education, Training and Professional Development Board
  - Director of the Dental Examinations Board
  - Director of the Dental Membership Services Board
  - Director of the Dental Regional Advisors Board
  - An Observer on behalf of the Faculty of General Dental Practice (UK)
- unless the holder of such an office is already (or later becomes) an elected member of Dental Council.



- (j) a Lay Observer;
- (k) two Associates of the Faculty, elected by eligible Associates of the Faculty.

*Eligibility to serve on the Dental Council*

- 4.5 Only Fellows of the Faculty of Dental Surgery shall be eligible for election under paragraphs (b) to (e) of regulation 4.4.
- 4.6 An individual shall be taken to be drawn from a given Scottish region only if his/her consulting room, hospital or other place of work is based in that region and he/she conducts the principal part of his/her practice from that place of work.

*Lay Observer*

- 4.7 A Lay Observer appointed to the Dental Council shall have the right to attend and speak at all meetings of the Dental Council but he/she shall not be entitled to vote at any meetings of the Dental Council.

*Tenure and maximum period of office*

- 4.8 The Dean shall hold office for a period of three years and shall not be eligible for re-election.
- 4.9 The two Vice Deans shall hold office for a period of three years.
- 4.10 The Dean Elect of the Faculty of Dental Surgery shall be elected for a period of one year during the third year of the term of office of the Dean.
- 4.11 The Honorary Secretary of the Faculty of Dental Surgery shall hold office for a period of three years and shall be eligible for re-election for one further period of office.
- 4.12 An Ordinary Member or Regional Member elected to the Dental Council shall serve for four years and shall retire at the fourth annual general meeting of the Faculty of Dental Surgery following his/her appointment; an Ordinary or Regional Member retiring at the fourth annual general meeting shall thereafter not be eligible for re-election for a period of one year.
- 4.13 Dental Associates elected under paragraph (k) of regulation 4.4 shall hold office for three years and shall thereafter not be eligible for re-election for a period of one year.
- 4.14 For the purposes of calculating the period of office of a member of the Dental Council, the following shall apply:
  - (a) the period between the date of appointment of a member and the annual general meeting of the Faculty of Dental Surgery which next

follows shall be deemed to be a period of one year, unless it is of less than 6 months' duration (in which case it shall be disregarded);

- (b) the period between one annual general meeting of the Faculty of Dental Surgery and the next shall be deemed to be a period of one year;
- (c) if a member of the Dental Council ceases to hold office but is re-appointed as a member within a period of six months, he/she shall be deemed to have held office as a member continuously.

#### *Election/appointment*

- 4.15 Election of the Office Bearers and members of the Dental Council shall, except in the case of election to fill a casual vacancy, be by postal vote or by any other means considered appropriate by the Dental Council (including by means of electronic communication).
- 4.16 In the event of any casual vacancy arising in the Dental Council, or if any of the positions referred to in regulation 4.4 remain unfilled following an annual general meeting of the Faculty of Dental Surgery, the Dental Council shall be entitled to appoint another individual who satisfies the relevant eligibility criteria under regulations 4.4 to fill that vacancy or position.

#### *Votes of Fellows and Members*

- 4.17 All Fellows and Members of the Faculty of Dental Surgery who pay the subscription applicable to residents of the United Kingdom shall be eligible to nominate and vote for Ordinary Members and Regional Members of the Dental Council.

#### *Votes of Associates*

- 4.18 All Associates of the Faculty of Dental Surgery who pay the subscription appropriate to a resident of the United Kingdom shall be eligible to nominate and vote for, Associate Members of the Dental Council.
- 4.19 Introductory Members of the Faculty of Dental Surgery do not have the right to vote in any Faculty of College elections.

#### *Meetings of the Dental Council*

- 4.20 No business shall be dealt with at a meeting of the Dental Council unless a quorum is present; the quorum for meetings of the Dental Council shall be 5, of whom not fewer than 4 must be elected members.
- 4.21 Subject to the provisions of regulation 4.20, the provisions of regulations 3.500 - 3.644 (inclusive) shall apply to meetings of the Dental Council, subject to any necessary modifications.

- 4.22 The minutes of each meeting of the Dental Council shall be submitted to the meeting of the College Council which next follows.

*Annual general meeting of the Faculty of Dental Surgery*

- 4.23 An annual general meeting of the Faculty of Dental Surgery shall be held in the autumn of each year.
- 4.24 The provisions of paragraphs 2.1 to 2.21 (inclusive) of the byelaws shall apply to the annual general meeting of the Faculty of Dental Surgery, subject to any necessary modifications.

**Faculty of Travel Medicine**

- 4.25 The College shall have a Faculty of Travel Medicine which shall promote improvements to standards of health advice and clinical care for travellers. The Faculty of Travel Medicine shall comprise Fellows, Members, Associates and Affiliates.
- 4.26 There shall be an Executive Board of the Faculty of Travel Medicine, which shall have power (under delegated authority from the Council)
- (a) to act on behalf of the College; and
  - (b) to advise and report to the College Office Bearers and the Council
- on matters relating to travel medicine.
- 4.27 For the avoidance of doubt, the Executive Board of the Faculty of Travel Medicine shall, in exercising its powers, act within the boundaries of the authority delegated to it from time to time by the Council and subject to any conditions attaching to such delegation of powers; without prejudice to that general principle, the Executive Board of the Faculty of Travel Medicine
- (a) shall give effect to the strategies and policies determined from time to time by the Council of the College;
  - (b) shall comply with any specific direction issued to it by the Council of the College.

*Composition of the Executive Board*

- 4.28 The composition of the Executive Board shall be:
- (a) the President, Visitor/President Elect and Registrar of the College *ex officio*;
  - (b) the Dean of the Faculty of Travel Medicine;
  - (c) the Vice Dean (or Dean Elect) of the Faculty of Travel Medicine;

- (d) the Secretary of the Faculty of Travel Medicine;
- (e) four Ordinary Members, of whom at least one should be a non-medically qualified healthcare professional, drawn from and elected by eligible Fellows and Members of the Faculty;
- (f) two Associate Members drawn from and elected by eligible Associates of the Faculty;
- (g) a Lay Observer
- (h) up to 5 additional members, co-opted by the Faculty of Travel Medicine Executive Board. These co-opted members may include:-
  - Director of Travel Medicine Education, Training & Professional Development to report on education issues
  - Honorary Clinical Registrar for the MFTM examination to report on examination issues
  - An international representative, drawn from current Fellows of the Faculty of Travel Medicine based outside of the UK to report on Faculty developments in his/her country/region

*Eligibility to serve on the Executive Board*

4.29 An individual shall be eligible for election under paragraphs (b), (c) or (d) of regulation 4.28 only if he/she is a Fellow in Travel Medicine of the College who has paid the subscription applicable to a resident of the United Kingdom.

*Lay Observer*

4.30 A Lay Observer appointed to the Executive Board of the Faculty of Travel Medicine shall have the right to attend and speak at all meetings of the Executive Board of Travel Medicine but he/she shall not be entitled to vote at any meetings of the Executive Board of Travel Medicine.

*Tenure and maximum period of office*

4.31 The Dean of the Faculty of Travel Medicine shall hold office for a maximum period of three years.

4.32 The Vice Dean of the Faculty of Travel Medicine shall hold office for a maximum period of two years, to coincide with the first two years of a Dean's term of office.

4.33 The Dean Elect of the Faculty of Travel Medicine shall be elected for a period of one year during the third year of the term of office of the Dean and shall also serve for that year as Vice Dean.

- 4.34 The Secretary of the Faculty of Travel Medicine shall be elected for a period of three years and shall be eligible for re-election for one further period of office.
- 4.35 Ordinary Members of the Executive Board shall serve for four years and shall thereafter not be eligible for re-election until a further period of one year has elapsed.
- 4.36 Associate Members elected under paragraph (f) of regulation 4.28 above shall hold office for three years and shall thereafter not be eligible for re-election for a period of one year.
- 4.37 Members co-opted to the Executive Board in accordance with paragraph (h) of regulation 4.28 shall hold office either for two years with the option by the Executive Board to extend for one further period of two years only, or for the period of time determined by the appointed position held.
- 4.38 For the purposes of calculating the period of office referred to above, the following shall apply:
- (a) the period between the date of appointment of a member of the Executive Board and the annual general meeting which next follows shall be deemed to be a period of one year, unless it is of less than six months' duration (in which case it shall be disregarded);
  - (b) the period between one annual general meeting and the next shall be deemed to be a period of one year;
  - (c) if a member of the Executive Board ceases to hold office but is re-appointed as a member of the Executive Board within a period of 6 months, he/she shall be deemed to have held office as a member of the Executive Board continuously.

*Election/appointment*

- 4.39 Election of the Office Bearers and members of the Faculty Executive Board shall, except in the case of election to fill a casual vacancy, be by postal vote or by any other means considered appropriate by the Executive Board (including by means of electronic communication).
- 4.40 In the event of any casual vacancy arising in the Executive Board, or if any of the positions referred to in regulation 4.28 remain unfilled following an annual general meeting of the Faculty of Travel Medicine, the Executive Board shall be entitled to appoint another individual who satisfies the relevant eligibility criteria under regulation 4.28 to fill that vacancy or position.

- 4.41 All Fellows and Members of the Faculty who pay the subscription appropriate to Fellows and Members resident in the United Kingdom shall be eligible for nomination as and to vote for, Ordinary Members of the Executive Board.
- 4.42 All Associates of the Faculty resident in the United Kingdom or who pay the subscription appropriate to a resident of the United Kingdom shall be eligible for nomination as, and to vote for, the Associate Members of the Executive Board.

*Meetings of the Executive Board*

- 4.43 No business shall be dealt with at a meeting of the Executive Board unless a quorum is present; the quorum for meetings of the Executive Board shall be four.
- 4.44 Subject to the provisions of regulation 4.43, the provisions of regulations 3.500 - 3.644 (inclusive) shall apply to meetings of the Executive Board, subject to any necessary modifications.
- 4.45 The minutes of each meeting of the Executive Board shall be submitted to the meeting of the College Council which next follows.

*Annual general meeting of the Faculty*

- 4.46 An annual general meeting of the Faculty of Travel Medicine shall be held in the College in the autumn of each year.
- 4.47 The provisions of paragraphs 2.1 to 2.21 (inclusive) of the byelaws shall apply to the annual general meeting of the Faculty of Travel Medicine, subject to any necessary modifications.

**Faculty of Podiatric Medicine**

- 4.48 The College shall have a Faculty of Podiatric Medicine which shall promote improvements to standards of health advice and clinical care in podiatric medicine. The Faculty of Podiatric Medicine shall comprise Fellows and Members, Associates and Introductory Members.
- 4.49 There shall be an Executive Board of the Faculty of Podiatric Medicine, which shall have power (under delegated authority from the Council)
- (a) to act on behalf of the College; and
  - (b) to advise and report to the College Office Bearers and the Council on matters relating to podiatric medicine.

- 4.50 For the avoidance of doubt, the Executive Board of the Faculty of Podiatric Medicine shall, in exercising its powers, act within the boundaries of the authority delegated to it from time to time by the Council and subject to any conditions attaching to such delegation of powers; without prejudice to that general principle, the Executive Board of the Faculty of Podiatric Medicine
- (a) shall give effect to the strategies and policies determined from time to time by the Council of the College;
  - (b) shall comply with any specific direction issued to it by the Council of the College.

*Composition of the Executive Board*

- 4.51 The composition of the Executive Board shall be:
- (a) the President, Visitor/President Elect and Registrar of the College *ex officio*;
  - (b) the Dean of the Faculty of Podiatric Medicine;
  - (c) the Vice Dean (or Dean Elect) of the Faculty of Podiatric Medicine;
  - (d) the Secretary of the Faculty of Podiatric Medicine;
  - (e) four Ordinary Members, elected by eligible Fellows and Members of the Faculty;
  - (f) a Lay Observer
  - (g) up to 5 additional members, co-opted by the Faculty of Podiatric Medicine Executive Board. This category of Executive Board membership may include:-
    - Director of Communications
    - Honorary Clinical Registrar for the MFPM examination
    - Associate Member representative
    - Introductory Member representative

*Eligibility to serve on the Executive Board*

- 4.52 An individual shall be eligible for election under paragraphs (b), (c) or (d) of regulation 4.51 only if he/she is a Fellow in Podiatric Medicine of the College who has paid the subscription applicable to a resident of the United Kingdom.

### *Lay Observer*

- 4.53 A Lay Observer appointed to the Executive Board of the Faculty of Podiatric Medicine shall have the right to attend and speak at all meetings of the Executive Board of Podiatric Medicine but he/she shall not be entitled to vote at any meetings of the Executive Board of Podiatric Medicine.

### *Tenure and maximum period of office*

- 4.54 The Dean of the Faculty of Podiatric Medicine shall hold office for a maximum period of three years.
- 4.55 The Vice Dean of the Faculty of Podiatric Medicine shall hold office for a maximum period of two years, to coincide with the first two years of a Dean's term of office.
- 4.56 The Dean (Elect) of the Faculty of Podiatric Medicine shall be elected for a period of one year during the third year of the term of office of the Dean and shall also serve for that year as Vice Dean.
- 4.57 The Secretary of the Faculty of Podiatric Medicine shall be elected for a period of three years and shall be eligible for re-election for one further period of office.
- 4.58 Ordinary Members of the Executive Board shall serve for four years and shall thereafter not be eligible for re-election until a further period of one year has elapsed.
- 4.59 Members co-opted to the Executive Board in accordance with paragraph (g) of regulation 4.51 shall hold office either for two years with the option by the Executive Board to extend for one further period of two years only, or for the period of time determined by the appointed position held.
- 4.60 For the purposes of calculating the period of office referred to above, the following shall apply:
- (a) the period between the date of appointment of a member of the Executive Board and the annual general meeting which next follows shall be deemed to be a period of one year, unless it is of less than six months' duration (in which case it shall be disregarded);
  - (b) the period between one annual general meeting and the next shall be deemed to be a period of one year;
  - (c) if a member of the Executive Board ceases to hold office but is re-appointed as a member of the Executive Board within a period of 6 months, he/she shall be deemed to have held office as a member of the Executive Board continuously.



### *Election/appointment*

- 4.61 Election of the Office Bearers and members of the Faculty of Podiatric Medicine Executive Board shall, except in the case of election to fill a casual vacancy, be by postal vote or by any other means considered appropriate by the Executive Board (including by means of electronic communication).
- 4.62 In the event of any casual vacancy arising in the Executive Board, or if any of the positions referred to in regulation 4.51 remain unfilled following an annual general meeting of the Faculty of Podiatric Medicine, the Executive Board shall be entitled to appoint another individual who satisfies the relevant eligibility criteria under regulation 4.51 to fill that vacancy or position.
- 4.63 All Fellows and Members of the Faculty who pay the subscription appropriate to Fellows and Members resident in the United Kingdom shall be eligible for nomination as and to vote for, Ordinary Members of the Executive Board.

### *Meetings of the Executive Board*

- 4.64 No business shall be dealt with at a meeting of the Executive Board unless a quorum is present; the quorum for meetings of the Executive Board shall be four.
- 4.65 Subject to the provisions of regulation 4.64 the provisions of regulations 3.50 - 3.64 (inclusive) shall apply to meetings of the Executive Board, subject to any necessary modifications.
- 4.66 The minutes of each meeting of the Executive Board shall be submitted to the meeting of the College Council which next follows.

### *Annual general meeting of the Faculty*

- 4.67 An annual general meeting of the Faculty of Podiatric Medicine shall be held in the College in the spring of each year.
- 4.68 The provisions of paragraphs 2.1 to 2.21 (inclusive) of the byelaws shall apply to the annual general meeting of the Faculty of Podiatric Medicine, subject to any necessary modifications.

## THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM

### 5.1

- (a) The Federation of Royal Colleges of Physicians of the United Kingdom comprises the Royal College of Physicians and Surgeons of Glasgow, the Royal College of Physicians of Edinburgh, and the Royal College of Physicians of London;
- (b) Every candidate for the Membership of the Royal Colleges of Physicians of the United Kingdom must comply with the Regulations in force at the time of his or her entry for the examination. These regulations are available from each of the said Royal Colleges.
- (c) A Member of the Royal Colleges of Physicians of the United Kingdom is a person who has passed the common membership examination of the Colleges of the Federation and who has been elected by each of them to the Membership of the Royal Colleges of Physicians of the United Kingdom.

- 5.2 Any person who passes the examination conducted by any of the Colleges of the Federation will be notified of his or her success in the examination. He or she will be required to sign the following oath:

“I hereby faithfully promise to abide by the laws, byelaws, statutes and regulations of the Royal Colleges of Physicians of the United Kingdom as they apply to Members of the Royal Colleges of Physicians of the United Kingdom as from time to time modified, amended or re-enacted.”

and to submit the diploma and entrance fee to the office of the Royal Colleges of Physicians of the United Kingdom. Thereafter he or she shall be proposed for election as a Member of the Royal Colleges of Physicians of the United Kingdom. The President, acting on behalf of the College, may approve such proposal and shall thereafter report to the next meeting of the College. Members of the Royal Colleges of Physicians of the United Kingdom shall not be entitled to describe themselves as MRCP (Glasg).

- 5.3 If any Member of the Royal Colleges of Physicians of the United Kingdom shall be convicted by a court of law or other competent tribunal of any crime of misdemeanour, or adjudged by the General Medical Council to be guilty of improper conduct in a professional respect, the College may admonish or reprimand the individual, or, if after appropriate investigation the case is deemed sufficiently serious, withdraw recognition of the qualification of Membership of the Royal Colleges of Physicians of the United Kingdom. The provision for determining this matter is as set out in paragraphs 9.1 and 9.2 of the byelaws of the College. In the event of the College deciding to withdraw recognition of Membership, it shall notify the other two Colleges.

## **ADMINISTRATION**

### **Common seal**

- 6.1 The College shall have a common seal, which shall be used only by the authority of the Council or of a sub-committee of the Council which has been duly authorised by the Council in that regard.
- 6.2 Where a document which requires the application of the seal is a diploma of the College, a facsimile reproduction of the seal of the College may be used in place of the application of the seal; a diploma issued by the College bearing a facsimile reproduction of the seal and signed by the President (or some other signatory authorised by the Council for that purpose) shall be taken to be sufficiently authenticated.
- 6.3 The Council may, from time to time, authorise the use of other means for the authentication and signing of documents and diplomas including, without prejudice to that generality, the use of electronic means for reproducing signatures.

### **Registers**

- 6.4 The Council shall ensure that registers are kept, showing
  - (a) the name and address of each Fellow, Member, Fellow or Member of the Faculty of Dental Surgery, Fellow or Member of the Faculty of Travel Medicine, Fellow or Member of the Faculty of Podiatric Medicine as last intimated to the College – along with the date of admission and (in the case of a former Fellow/Member) the date on which he/she ceased to be a Fellow or Member;
  - (b) the name and address of each Honorary Fellow, Conferred Fellow, Associate, Affiliate and Introductory Member - along with the date of admission and (in the case of a former Member of any of those categories) the date on which he/she ceased to have that status;
  - (c) the name and address of each individual who serves on the Council, the Dental Council, the Executive Board of the Faculty of Travel Medicine or the Executive Board of the Faculty of Podiatric Medicine - along with the date of election/appointment and (in the case of a former Member) the date on which he/she ceased to hold office;
  - (d) the name and address of each individual who serves as an Office Bearer – along with the date of appointment and (in the case of a former office holder) the date on which he/she ceased to hold office.

## **Minutes**

- 6.5 The Council shall ensure that proper minutes are made of all proceedings at meetings of the Council, meetings of the Dental Council, meetings of the Executive Board of the Faculty of Travel Medicine, meetings of the Executive Board of the Faculty of Podiatric Medicine general meetings of the College or of any Faculty, and meetings of all sub-committees of the Council.

## **Notice of meetings**

- 6.6 Any notice to be given in pursuance of these regulations shall be in writing.
- 6.7 The College may give any notice either personally or by sending it by post in a addressed to the relevant individual at his/her address as last intimated to the College; alternatively, in the case of an individual who has notified the College of an address to be used for the purpose of electronic communications, the College may give any notice to that individual by way of an electronic communication.
- 6.8 Any notice contained in an electronic communication shall be deemed to have been given at the expiry of 24 hours after it is sent; for the purpose of proving that any electronic communication was sent, it shall be sufficient to provide any of the evidence referred to in the relevant guidance issued from time to time by the Chartered Institute of Secretaries and Administrators.
- 6.9 Any notice, if sent by post, shall be deemed to have been given at the expiry of twenty four hours after posting; for the purpose of proving that any notice was given, it shall be sufficient to prove that the envelope containing the notice was properly addressed and posted.
- 6.10 An individual present at any meeting of the College shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.
- 6.11 The accidental omission to give notice to any individual entitled to receive notice will not invalidate the proceedings at any meeting.
- 6.12 The funds and finances of the College shall be under the control of the Council.
- 6.13 The Honorary Treasurer shall have the assistance of the Head of Finance. The Treasurer shall present financial statements for the College, prepared in accordance with accepted accounting practices and relevant legislation, to the Council at least twice a year.
- 6.14 The Honorary Treasurer shall lay before the Council, and subsequently the annual general meeting of the College, a statement of accounts for the year

ending 31 March, duly audited and signed by the appointed Auditor; a summary statement of the accounts shall be circulated to all Members & Fellows of the College prior to each annual general meeting of the College.

- 6.15 The chairperson of the Audit and Remuneration Committee (to be known as the "Chairman") must be an individual who is not a Fellow or Member of the College or otherwise drawn from the medical profession; the detailed criteria for the appointment of the Chairman shall be as specified in the byelaws.

## **ALTERATIONS TO THE REGULATIONS AND BYELAWS**

- 6.16 The College may, by resolution passed at a general meeting of the College by two thirds of those voting, supplement or amend these regulations or the byelaws from time to time.
- 6.17 Any reference in these regulations to “these regulations” or to “the byelaws” shall (except in relation to regulations 5.1 and 5.2) be interpreted as a reference to the regulations or byelaws of the College, as supplemented or amended, in force from time to time.