THE ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

BYELAWS

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It should be noted that the main rules relating to the structure of the College, Fellowship/Membership, the College Executive Board, the Council, the Faculties of the College and other matters are contained in the College Regulations.

INTRODUCTION

1.1 The affairs of the College are regulated by the regulations of the College and these byelaws.

1.2 The regulations and these byelaws may be supplemented or amended by the College (as provided for in the regulations) in accordance with the procedures set out in these byelaws.

1.3 Any reference in these byelaws to “these byelaws” or to “the regulations” shall be interpreted as a reference to the byelaws or regulations of the College, as supplemented or amended, in force from time to time.

1.4 References in these byelaws to “the fellowship and membership of the College” shall be interpreted as being references to the following:

- Fellows (qua physician & qua surgeon)
- Members (qua physician & qua surgeon)
- Fellows of the Faculty of Dental Surgery
- Members of the Faculty of Dental Surgery
- Fellows of the Faculty of Travel Medicine
- Members of the Faculty of Travel Medicine
- Fellows of the Faculty of Podiatric Medicine
- Members of the Faculty of Podiatric Medicine

MEETINGS OF THE COLLEGE

Convening of general meetings

2.1 The board of charity trustees (**"the College Executive Board"**) shall convene a general meeting of the fellowship and membership of the College in each year (to be known as the Annual General Meeting). The Annual General Meeting will be held in December of each year.

2.2 The College Executive Board may convene other general meetings of the fellowship and membership of the College at any time.

2.3 The College Executive Board must convene a general meeting of the fellowship and membership of the College if:

(a) it is instructed to do so by the President; or

(b) the Registrar receives a requisition (complying with paragraph 2.4) to that effect signed by not fewer than 12 signatories, each being drawn from the fellowship and membership of the College.

2.4 A requisition under paragraph 2.3 shall be valid only if it sets out the particular purpose of the meeting; and if a resolution is to be proposed, the requisition must state that fact and specify the exact wording of the resolution.

2.5 Meetings of the fellowship and membership of the College convened under paragraphs 2.1 to 2.4 (inclusive) are referred to in these byelaws as "general meetings".

Notice

2.6 Notice of every general meeting shall be given to the fellowship and membership of the College either in writing or, where the individual to whom notice is given has notified the College Executive Board of an address to be used for the purpose of electronic communications, by way of an electronic communication; alternatively, the College Executive Board may (subject to notifying the fellowship and membership of the College of the presence of the notice (and that the fact that it relates to a general meeting, together with details of the place, date and time of the meeting) on the College website) give notice of every general meeting by means of a notice on the College website.

2.7 At least 21 clear days' notice must be given of the Annual General Meeting or an extraordinary general meeting.

2.8 The reference to clear days in paragraph 2.7 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted (or, in the case of a notice contained in an electronic communication, the day after the time when it was sent) and also the day of the meeting, should be excluded.

With reference to a notice of a general meeting given by way of a notice on the College website, the notice must be available beginning with the date on which notification is given to the fellowship and membership of the College of the presence of the notice on the website (taking account of the notice period referred to at paragraph 2.7) and ending with the conclusion of the meeting.

2.9 A notice calling a meeting shall specify the time and place of the meeting; it shall (a) indicate the general nature of the business to be dealt with at the meeting; and (b) if a resolution is to be proposed, shall also state that fact, giving the exact terms of the resolution.

2.10 The business of each Annual General Meeting shall include:

(a) a report by the President on the activities of the College;

(b) the business intimated in the notice of general meeting;

(c) the election/re-election of members to the College Executive Board;

(d) the election/re-election of members to the Council;

(e) receiving the annual report and the financial statements;

(f) the appointment or re-appointment of auditors; and

(g) any additional business introduced by the President.

2.11 The College Executive Board shall set out in the notice of meeting the motions and resolutions which they wish to propose or recommend at the Annual General Meeting.

2.12 If an individual drawn from the fellowship and membership of the College wishes to propose any motion or resolution at a general meeting of the College (otherwise than as provided for in paragraph 2.11), he/she must give notification of that motion or resolution in writing to the Registrar no later than the date falling six weeks prior to the date of the relevant general meeting; any such notification must:

(a) include the exact wording of any proposed resolution;

(b) set out the names of, and be signed by, a proposer and seconder, both of whom must be from the fellowship and membership of the College.

2.13 Any motion or resolution which was included within the notice of a general meeting, shall be put to the vote at that general meeting.

2.14 A motion or resolution which was not included in the notice of a general meeting, may, if the meeting so directs by a resolution passed by not less than two-thirds of those present and entitled to vote, be remitted to the College Executive Board for full consideration, and on the basis that the College

Executive Board may, if it sees fit, take appropriate action thereafter to give effect to the motion or resolution.

Rules of procedure

2.15 No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be 12 individuals drawn from the fellowship and membership of the College, present in person and entitled to vote.

2.16 The President shall (if present and willing to act as chairperson), preside as chairperson of each general meeting; if the President is not present and willing to act as chairperson within 30 minutes after the time at which the meeting was due to commence, the Visitor/President Elect shall (if present and willing to act as chairperson) preside as chairperson of that meeting.

2.17 If neither the President nor the Visitor/President Elect is present and willing to act as chairperson of any general meeting of the College, the Vice Presidents (Medical) or (Surgical), depending upon the discipline of the incumbent President, shall elect from among themselves the person who will act as chairperson of that meeting.

~~2.17 If neither the President nor the Visitor/President Elect is present and willing to act as chairperson of a meeting of the College within 30 minutes after the time at which the meeting was due to commence, those from the fellowship and membership of the College who are present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.~~

2.18 In relation to each motion or resolution proposed at a general meeting, an individual drawn from the fellowship and membership of the College shall (unless the regulations or these byelaws provide otherwise) have one vote; all votes must be given personally.

2.19 All questions, motions or resolutions shall be decided on a show of hands unless a secret ballot is demanded by the President or by at least three persons present at the meeting and entitled to vote.

2.20 The numbers voting for and against a motion or resolution shall be minuted; and, on the request of any of those from the fellowship and membership of the College present, shall be intimated to the meeting.

2.21 The minutes of general meetings shall be approved by the next following meeting of the College Executive Board and shall be made available to the fellowship and membership of the College by means of the College website or by such other or additional means as may be considered appropriate by the College Executive Board.

ELECTION PROCEDURE

3.1 The elections referred to below in paragraphs 3.2 to 3.90 (particularly at paragraphs 3.2, 3.28, 3.49, 3.70) will be conducted online and will be managed on behalf of the College by a third-party provider contracted by the College (the "Elections Provider").

College Office Bearers and other members of the College Executive Board and members of the College Council

3.2 The regulations provide for election/appointment to the offices of President, the Visitor/President Elect, two Vice Presidents (Surgical), two Vice Presidents (Medical), the Vice President (Dental), Honorary Secretary, ~~Honorary Treasurer,~~ the Registrar, the Honorary Librarian, Ordinary Councillors, Regional Councillors, and International Councillors.

3.3 All Fellows (qua physician & qua surgeon), Members (qua physician & qua surgeon), and Fellows of the Faculty of Dental Surgery and Members of the Faculty of Dental Surgery are entitled to vote (subject to paragraph 3.4) in the elections referred to in paragraph 3.2 provided that they have paid (subject to regulation 2.65) the subscription applicable to the current membership year.

3.4 Fellows of the Faculty of Dental Surgery and Members of the Faculty of Dental Surgery are not entitled to vote in respect of the election of Ordinary Councillors, Regional Councillors, and International Councillors.

3.5 For the avoidance of doubt, the following are not entitled to vote in relation to the elections referred to in paragraph 3.2:

(a) Fellows of the Faculty of Travel Medicine;

(b) Members of the Faculty of Travel Medicine;

(c) Fellows of the Faculty of Podiatric Medicine; and

(d) Members of the Faculty of Podiatric Medicine.

3.6 A call for nominations for each of the offices specified in paragraph 3.2 (other than that of the President), in respect of which there is a vacancy, shall be made by the College Executive Board in August of each year to all those within the fellowship and membership of the College who are eligible to serve in those offices.

3.7 The call referred to in paragraph 3.6 shall be issued by means of a notification to the fellowship and membership of the College by email and on the website hosted by the Elections Provider.

3.8 A nomination must be in writing (or by way of an electronic communication) and signed by the nominee and by two proposers (each being drawn from the fellowship and membership of the College); in the case of an electronic

communication, the nominee and the two proposers must authenticate the nomination in such manner as the College Executive Board considers appropriate; each nominee for a vacancy on the College Executive Board must certify that he/she is not debarred from acting as a charity trustee by virtue of sections 69 and 70 of the Charities and Trustee Investment (Scotland) Act 2005 (as amended or supplemented); each nomination must include a brief biography/*curriculum vitae* (of no more than two hundred words) of the nominee and meet such other requirements as the College Executive Board may prescribe.

3.9 Nominations must be received by the Registrar no later than the date falling six weeks prior to the date of the Annual General Meeting or before the deadline indicated on the call for nominations, whichever may be earlier.

3.10 A nominee shall be entitled to withdraw his/her nomination by giving notice to the Registrar to be received by him/her not later than 12 noon on the day falling 7 days prior to the date of the Annual General Meeting.

3.11 The College Executive Board shall be entitled to withhold a candidate from the election process if he/she ceases to be eligible (for whatever reason) to stand for election; if the College Executive Board uses its powers under this paragraph, it shall inform the candidate of this as soon as reasonably practicable.

3.12 The names of all candidates who have been nominated will be posted on the College website or publicised by such other means and shall contain such information as the College Executive Board determines.

3.13 The canvassing of votes by nominated candidates and their supporters is strictly prohibited; candidates and their supporters must not use their own communication channels or College branding (including the College logo) to promote their candidacy; this includes the use of social media.

3.14 Candidates must ensure that all statements or claims made by them are accurate, fair, reasonable and not misleading in order to ensure that the College shall not be brought into disrepute by a candidate offering misleading information about their abilities, position, qualifications and experience.

3.15 Failure to comply with the requirements set out in paragraph 3.13 or paragraph 3.14 (or both, as the case may be) shall result in automatic disqualification of a candidate's nomination.

3.16 If the number of nominations for any office exceeds the number of vacancies, an online election will take place in accordance with paragraphs 3.17 and 3.18.

3.17 Voting will open not less than four weeks prior to the date of the Annual General Meeting to those within the fellowship and membership of the College who are eligible to vote.

3.18 Access to the voting website will be by means of unique security codes issued via email by the Elections Provider to all those eligible to vote, as confirmed by the College Executive Team.

3.19 Where there are two or more places within a single category, each individual within the fellowship and membership of the College (who are eligible to vote) shall be entitled to such number of votes as equals the number of available places within that category.

3.20 Subject to paragraph 3.19, voting shall be conducted by reference to each office or post using the Single Transferable Vote system.

3.21 To be valid, a vote must be registered on the website of the Elections Provider on or before 12 noon on the date stipulated in the election timetable.

3.22 The candidate securing the highest number of votes after all of the votes have been transferred shall be elected; in the event of an equality of votes in relation to any particular office, the question of which candidate is to be taken as elected to that office shall be determined by some random method.

3.23 The result of the ballot shall be conveyed to the Registrar and President, who in turn will notify all the candidates directly.

3.24 The election of the Visitor/President Elect, the four Vice Presidents (two surgical and two medical), the Honorary Secretary, ~~the Honorary Treasurer,~~ the Registrar, the Honorary Librarian, the Ordinary Councillors, the Regional Councillors, and the International Councillors shall be intimated at the Annual General Meeting.

3.25 The appointment of the Visitor/President Elect as the President (in accordance with regulation 3.19) shall be intimated at the relevant Annual General Meeting.

3.26 If a vacancy should arise in any office during the period between annual general meetings, the College Executive Board shall be entitled to appoint an eligible Fellow or Member to hold such office until the next annual general meeting.

3.27 For the avoidance of doubt, no individual can be appointed to hold more than one of the offices referred to at paragraph 3.2, at any given time.

Dental Executive Board

3.28 The regulations provide for elections in respect of the Office Bearers and other members of the Dental Executive Board.

3.29 Those entitled to vote in relation to the elections referred to in paragraph 3.28 shall comprise the Fellows of the Faculty of Dental Surgery and the Members

of the Faculty of Dental Surgery who have paid (subject to regulation 2.65) the subscription applicable to the current membership year.

3.30 A call for nominations for the offices specified in paragraph 3.28 above shall be made by the Dental Executive Board in May of each year to all those within the College fellowship and membership who are eligible to hold such offices.

3.31 The call referred to in paragraph 3.30 above shall be issued by means of a notification to the fellowship and membership of the Faculty of Dental Surgery by email and on the website hosted by the Elections Provider.

3.32 A nomination must be in writing (or by way of an electronic communication) and signed by the nominee and by two proposers (each being a Fellow of the Faculty of Dental Surgery or a Member of the Faculty of Dental Surgery); in the case of an electronic communication, the nominee and the two proposers must authenticate the nomination in such manner as the Dental Executive Board considers appropriate.

3.33 Nominations must be received by the Registrar no later than 12 noon on the date falling six weeks prior to the date of the Annual General Meeting of the Faculty of Dental Surgery or before the deadline indicated on the call for nominations, whichever may be earlier.

3.34 The names of all candidates nominated will be posted on the College website or publicised by such other means as the Dental Executive Board determines.

3.35 The canvassing of votes by nominated candidates and their supporters is strictly prohibited; candidates and their supporters must not use their own communication channels or College branding (including the College logo) to promote their candidacy; this includes the use of social media.

3.36 Candidates must ensure that all statements or claims made by them are accurate, fair, reasonable and not misleading in order to ensure that the College shall not be brought into disrepute by a candidate offering misleading information about their abilities, position, qualifications and experience.

3.37 Failure to comply with the requirements set out in paragraph 3.35 or paragraph 3.36 (or both, as the case may be) shall result in automatic disqualification of a candidate's nomination.

3.38 If the number of nominations for any office exceeds the number of vacancies, an online election will take place in accordance with paragraphs 3.39 and 3.40.

3.39 Voting will open not less than four weeks prior to the date of the Annual General Meeting of the Faculty of Dental Surgery to those Fellows and Members of the Faculty of Dental Surgery who are eligible to vote.

3.40 Access to the voting website will be by means of unique security codes issued via email by the Elections Provider to all those eligible to vote, as confirmed by the College executive team.

3.41 Where there are two or more places within a single category, each individual (who is entitled to vote) within the Faculty of Dental Surgery shall be entitled to such number of votes as equals the number of available places within that category.

3.42 Subject to paragraph 3.43, voting shall be conducted by reference to each office or post using the Single Transferable Vote system.

3.43 To be valid, a vote must be registered on the approved voting website on or before 12 noon on the date stipulated in the election timetable.

3.44 The candidate securing the highest number of votes shall be elected; in the event of an equality of votes in relation to any particular office, the question of which candidate is to be elected shall be determined by some random method.

3.45 The result of the ballot shall be conveyed to the President and the Dean, who in turn will notify all the candidates directly.

3.46 The names of elected Office Bearers and Members of the Dental Executive Board shall be intimated at the Faculty of Dental Surgery annual general meeting.

3.47 If a vacancy should arise in any office during the period between annual general meetings, the Dental Executive Board shall be entitled to appoint an eligible member of the Faculty of Dental Surgery to hold such office until the next annual general meeting.

3.48 For the avoidance of doubt, no individual can be appointed to hold more than one of the offices referred to at paragraph 3.28, at any given time

Faculty of Travel Medicine Executive Board

3.49 The regulations provide for elections in respect of the Office Bearers and other members of the Travel Medicine Executive Board.

3.50 Those entitled to vote in the elections referred to in paragraph 3.49 shall comprise such individuals within the Faculty of Travel Medicine who have paid (subject to regulation 2.65) the subscription applicable to the current membership year.

3.51 A call for nominations for the offices specified in paragraph 3.49 above shall be made by the Travel Medicine Executive Board to all those eligible within the Faculty of Travel Medicine in May of each year.

3.52 The call referred to in paragraph 3.51 above shall be issued by means of a notification to the fellowship and membership of the Faculty of Travel Medicine by email and on the website hosted by Elections Provider.

3.53 A nomination must be in writing (or by way of an electronic communication) and signed by the nominee and by two proposers (each being a Fellow, Member or Associate of the Faculty of Travel Medicine); in the case of an electronic communication, the nominee and the two proposers must authenticate the nomination in such manner as the Travel Medicine Executive Board considers appropriate.

3.54 Nominations must be received by the Registrar no later than 12 noon on the date falling six weeks prior to the date of the annual general meeting of the Faculty of Travel Medicine or before the deadline indicated on the call for nominations, whichever may be earlier.

3.55 The names of all candidates nominated will be posted on the College website or publicised by such other means as the Travel Medicine Executive Board determines.

3.56 The canvassing of votes by nominated candidates and their supporters is strictly prohibited; candidates and their supporters must not use their own communication channels or College branding (including the College logo) to promote their candidacy; this includes the use of social media.

3.57 Candidates must ensure that all statements or claims made by them are accurate, fair, reasonable and not misleading in order to ensure that the College shall not be brought into disrepute by a candidate offering misleading information about their abilities, position, qualifications and experience.

3.58 Failure to comply with the requirements set out in paragraph 3.56 or paragraph 3.57 (or both, as the case may be) shall result in automatic disqualification of a candidate's nomination.

3.59 If the number of nominations for any office exceeds the number of vacancies, an online election will take place in accordance with paragraphs 3.60 and 3.61.

3.60 Voting will open not less than , four weeks prior to the date of the annual general meeting of the Faculty of Travel Medicine to those Fellows and Members of the Faculty of Travel Medicine eligible to vote.

3.61 Access to the voting website will be by means of unique security codes issued via email by the Elections Provider to all those eligible to vote, as confirmed by the College executive team.

3.62 Where there are two or more places within a single category, each individual within the Faculty of Travel Medicine (who is entitled to vote) shall be entitled to such number of votes as equals the number of available places within that category.

3.63 Subject to paragraph 3.62, voting shall be conducted by reference to each office or post using the Single Transferable Vote system.

3.64 To be valid, a vote must be registered on website of the Elections Provider on or before 12 noon on the date stipulated in the election timetable.

3.65 The candidate securing the highest number of votes after all votes have been transferred shall be elected; in the event of an equality of votes in relation to any particular office, the question of which candidate is to be taken as having been elected shall be determined by some random method.

3.66 The result of the ballot shall be conveyed to the President and the Dean, who in turn will notify all the candidates directly.

3.67 The election of Office Bearers and members of the Travel Medicine Executive Board shall be intimated at the Faculty of Travel Medicine annual general meeting.

3.68 If a vacancy should arise in any office during the period between annual general meetings, the Travel Medicine Executive Board shall be entitled to appoint an eligible member of the Faculty of Travel Medicine to hold such office until the next annual general meeting.

3.69 For the avoidance of doubt, no individual can be appointed to hold more than one of the offices referred to at paragraph 3.49, at any given time.

Faculty of Podiatric Medicine Executive Board

3.70 The regulations provide for elections in respect of the Office Bearers and other members of the Podiatric Medicine Executive Board.

3.71 Those entitled to vote in the elections referred to in paragraph 3.70 shall comprise such individuals within the Faculty of Podiatric Medicine who have paid (subject to regulation 2.65) the subscription applicable to the current membership year.

3.72 A call for nominations for the offices specified in paragraph 3.70 above shall be made by the Faculty of Podiatric Medicine Executive Board to all those eligible within the Faculty of Podiatric Medicine in December of each year.

3.73 The call referred to in paragraph 3.72 above shall be issued by means of a notification to the fellowship and membership of the Faculty of Podiatric Medicine by email and on the website hosted by Elections Provider.

3.74 A nomination must be in writing (or by way of an electronic communication) and signed by the nominee and by two proposers (each being a Fellow or Member of the Faculty of Podiatric Medicine); in the case of an electronic communication, the nominee and the two proposers must authenticate the

nomination in such manner as the Podiatric Medicine Executive Board considers appropriate.

3.75 Nominations must be received by the Registrar no later than 12 noon on the date falling six weeks prior to the date of the annual general meeting of the Faculty of Podiatric Medicine or before the deadline indicated on the call for nominations, whichever may be earlier.

3.76 The names of all candidates nominated will be posted on the College website or publicised by such other means as the Podiatric Medicine Executive Board determines.

3.77 The canvassing of votes by nominated candidates and their supporters is strictly prohibited; candidates and their supporters must not use their own communication channels or College branding (including the College logo) to promote their candidacy; this includes the use of social media.

3.78 Candidates must ensure that all statements or claims made by them are accurate, fair, reasonable and not misleading in order to ensure that the College shall not be brought into disrepute by a candidate offering misleading information about their abilities, position, qualifications and experience.

3.79 Failure to comply with the requirements set out in paragraph 3.77 or paragraph 3.78 (or both, as the case may be) shall result in automatic disqualification of a candidate's nomination.

3.80 If the number of nominations for any office exceeds the number of vacancies, an online election will take place in accordance with paragraphs 3.81 and 3.82.

3.81 Voting will open not less than four weeks prior to the date of the annual general meeting of the Faculty of Podiatric Medicine to those Fellows and Members of the Faculty of Podiatric Medicine eligible to vote.

3.82 Access to the voting website will be by means of unique security codes issued via email by the Elections Provider to all those eligible to vote, as confirmed by the College executive team.

3.83 Where there are two or more places within a single category, each individual within the Faculty of Podiatric Medicine (who is entitled to vote) shall be entitled to such number of votes as equals the number of available places within that category.

3.84 Subject to paragraph 3.83, voting shall be conducted by reference to each office or post using the Single Transferable Vote system.

3.85 To be valid, a vote must be registered on website of the Elections Provider on or before 12 noon on the date stipulated in the election timetable.

3.86 The candidate securing the highest number of votes after all votes have been transferred shall be elected; in the event of an equality of votes in relation to any particular office, the question of which candidate is to be taken as having been elected shall be determined by some random method.

3.87 The result of the ballot shall be conveyed to the President and the Dean, who in turn will notify all the candidates directly.

3.88 The election of Office Bearers and members of the Podiatric Medicine Executive Board shall be intimated at the Faculty of Podiatric Medicine annual general meeting.

3.89 If a vacancy should arise in any office during the period between annual general meetings, the Podiatric Medicine Executive Board shall be entitled to appoint an eligible member of the Faculty of Podiatric Medicine to hold such office until the next annual general meeting.

3.90 For the avoidance of doubt, no individual can be appointed to hold more than one of the offices referred to at paragraph 3.70, at any given time.

COLLEGE AND INTERCOLLEGIATE EXAMINATIONS

Boards of Examiners

Medicine and Surgery

4.1 The College Executive Board shall appoint two Boards of Examiners, for medicine and surgery respectively.

4.2 Each Board shall be responsible for the conduct of collegiate examinations within its discipline. Each Board shall publish regulations for the examinations for which it is responsible. Each Board shall collaborate with Intercollegiate Boards of Examiners on the conduct of intercollegiate examination.

4.3 Each Board shall consist of no fewer than six examiners, each of whom shall serve for a period of four years. An examiner shall automatically vacate office on expiry of that four-year period and shall then not be eligible for re-election to that Board until a further year has elapsed.

4.4 The College Executive Board shall appoint one of its members to the Board of Examiners for medicine and the Board of Examiners for surgery. In each case, the individual so appointed will hold office as the Director of the relevant Board and shall serve for a period of four years. A Director of a Board of Examiners shall automatically vacate office on expiry of that four-year period and shall then not be eligible for re-election until a further year has elapsed.

4.5 Each of the Board's Examiners may invite one or more of the Royal Colleges with whom agreement of reciprocity exists, to nominate examiners for any examination.

Dental Surgery

4.6 The Dental Executive Board will appoint a Director to the Dental Examinations Board. The individual so appointed will hold office as the Director of the relevant Board and shall serve for a period of four years. The Director of the Board of Examiners for Dentistry shall automatically vacate office on expiry of that four-year period and shall then not be eligible for re-election until a further year has elapsed.

Fees

4.7 The fees for entrance to the examinations of the College and in respect of election shall be as determined by the College Executive Board.

4.8 Should a candidate for any reason withdraw from any of the examinations or any part of them, the College Executive Board may, if it sees fit, refund the entrance fee or any part of it.

ADMISSION PROCEDURE AND CEREMONY

5.1 Before admission to the College, a candidate who has been elected or whose admission has been approved to the fellowship or membership of the College, Faculty of Dental Surgery, Faculty of Travel Medicine and Faculty of Podiatric Medicine, including Associates of the Faculty of Travel Medicine, shall make the following declaration:

> "I do solemnly and sincerely declare that I shall be a faithful Fellow or Member or Associate of this College, obey all Regulations and Byelaws made, and to be made, by the College, and shall do nothing which in the opinion of the College is prejudicial to the interest of, or derogatory to the honour of, the College or of my profession."

5.2 This declaration, also known as the College Oath, shall be made electronically by the prospective Fellow or Member at the point of application.

5.3 A candidate who has been elected, or whose admission to fellowship or membership has been approved, and has made the necessary declaration in accordance with paragraphs 5.1 and 5.2, may elect to attend a formal admissions/diploma ceremony.

5.4 Honorary Fellows elected under the terms of regulations 2.18 to 2.23 (inclusive) shall not be required to make or sign any declaration.

GRANTING LICENCES/DIPLOMAS

6.1 The President shall sign all certifications of the College, whether issued separately or conjointly with the diplomas or other qualifications of any co-operating body; the signature of the President may be appended to such certifications by electronic means.

6.2 The College will also have power to grant such qualifications which may from time to time be deemed appropriate by the College Executive Board.

6.3 The College Executive Board shall have power to appoint or nominate examiners for all of the above diplomas; such examiners may or may not be Fellows or Members of the College.

6.4 The College Executive Board shall publish regulations regarding the above examinations for the use of the candidates and others.

FINANCES OF THE COLLEGE

7.1 All cheques or drafts drawn on any bank account of the College, or other documents committing the College to expenditure, shall be signed by named signatories under authority delegated by the College Executive Board.

7.2 All assets, including investments and property, belonging to or under the jurisdiction of the College, shall be held in the name of the College.

7.3 The ~~Honorary Treasurer~~College Executive Board shall have collective responsibility for the prudent management of all such assets of the College. ~~in accordance with the delegated authority issued from time to time by the College Executive Board.~~

7.4 The ~~Honorary~~ College Lay Trustee, who shall also be the Chair of the Finance and Investment Committee or the Audit and Risk Committee~~Treasurer ,~~ shall advise the College Executive Board promptly of any financial event which has a significant effect on the operations or assets of the College.

OTHER OFFICERS OF THE COLLEGE

Clerk

8.1 At the Annual General Meeting of the College, there shall be appointed a solicitor as Clerk. The Clerk shall attend each Annual General Meeting. When requested, the Clerk shall also attend other meetings of the College and meetings of the College Executive Board and meetings of committees of the College Executive Board.

8.2 The Clerk shall be the legal adviser to the College; and shall, in particular,

(a) assist the College in seeking to ensure that its business is conducted with the proper formalities;

(b) draw the College Executive Board's attention to any departure, or any proposal which if implemented would represent a departure, from the rules and procedures prescribed by the Royal Charter or legislation referred to in regulation 1.1, the regulations of the College or these byelaws or, where set down in writing, the established practices of the College.

8.3 As regards other duties incidental to the office, the Clerk shall observe the regulations; and, where no regulations apply, he/she shall be guided by the instructions of the College or the College Executive Board.

8.4 The Clerk shall be entitled to charge professional fees for his/her services as legal adviser.

8.5 It shall be open to the College to appoint a legal firm, rather than an individual solicitor as the Clerk; in that event, paragraphs 8.1 to 8.4 (inclusive) shall apply with such modifications as may be required to reflect that arrangement.

Registrar

8.6 The Registrar shall give such assistance to the President, the College Executive Board, the Council, Committees and other officers of the College as may from time to time be prescribed or determined by the College Executive Board.

8.7 The Registrar shall:

(a) ensure the maintenance of registers of the College fellowship and membership and of other diplomats;

(b) keep the common seal of the College, and ensure that it is applied only in accordance with the regulations;

(c) ensure the preparation, for each of the College fellowship or membership or other diplomates when admitted, of a diploma certificate which, when duly attested as provided by the regulations of these Byelaws, he/she shall seal with the common seal and deliver to the person named on the diploma;

(d) ensure the accurate recording of minutes of meetings of the College Executive Board.

PROFESSIONAL CONDUCT

9.1 Each Honorary Fellow, Fellow and Member must be, and remain, in good standing with the national regulatory body for his/her profession in whichever country they practice.

9.2 Each Honorary Fellow, Fellow and Member is required to notify the Registrar at the earliest opportunity if he/she:

- is being investigated by his/her regulatory body, or
- is the subject of a criminal investigation

9.3 In the circumstances described in paragraph 9.2, the Honorary Fellow, Fellow or Member may be asked to stand down from any elected or appointed College role by a Committee of the College Executive Board at least for the duration of the investigation. Upon conclusion of the investigation, if the Honorary Fellow, Fellow or Member is absolved of any wrongdoing, he/she shall be free to resume any elected or appointed role.

9.4 Each Honorary Fellow, Fellow and Member is required to notify the Registrar at the earliest opportunity if he/she:

- has been suspended from registration on a medical register by the national regulatory body for his/her profession, described in paragraph 9.1 (other than on the grounds of ill health), or
- has secured election or registration by false statement, fraud or imposition, or
- has been convicted of any serious criminal offence, or
- ~~has acted in a dishonourable or unprofessional manner, or in a manner which has, or is likely to have, a serious adverse effect on the College or to bring discredit on the College.~~ has acted in a dishonourable or unprofessional manner, or in a manner which has had, or is reasonably likely to have, a serious adverse effect on the College or to bring the College into disrepute; this includes conduct which may reasonably be regarded as constituting bullying, harassment, sexual misconduct or other inappropriate behaviour towards another person.

9.5 In the circumstances described in paragraph 9.4, or if this information has come to the attention of the College Executive Board by any other means, the Honorary Fellow, Fellow or Member will be asked to stand down from any elected or appointed College role and the matter will be referred to a special meeting of the College Executive Board.

9.6 If, following such a meeting of the College Executive Board, a Honorary Fellow, Fellow or Member's actions are considered to be sufficiently serious to bring,

or have the potential to bring, the College's reputation and standing into disrepute, he/she may be expelled from the fellowship or membership of the College (as appropriate) by resolution passed by not less than two thirds of those present and voting at a College Executive Board 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 Honorary Fellow, Fellow or Member concerned, specifying the grounds for the proposed expulsion;

(b) the Honorary Fellow, Fellow or Member concerned will be entitled to submit written evidence for consideration by members of the College Executive Board ahead of the College Executive Board meeting at which the resolution is to be proposed.

9.7 The decision of the College Executive Board will be final.

9.8 Honorary Fellows, Fellows and Members who are elected to the College Executive Board and/or College Council will be subject to a Code of Conduct ~~specific to Trustees or Non Trustees,~~ where similar sanctions will apply.