



The Royal College of **Pathologists**

Pathology: the science behind the cure

The Royal Charter, Ordinances and By-laws of The Royal College of Pathologists

MAY 2015



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<p>Incorporating amendments made to The Royal Charter as approved by the Privy Council in December 2007 and on 11 December 2013, Ordinances as approved by the Privy Council on 11 December 2013 and the By-laws as adopted by the Board of Trustees on 12 December 2013 and on 9 May 2015.</p>
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Foreword

The College of Pathologists was founded in 1962 when its first and provisional Council was appointed. This was after long discussions within and between the Association of Clinical Pathologists and the Pathological Society of Great Britain and Ireland and after several referenda to the practising pathologists of the day. The negotiations spanned some fifteen years and the year-by-year, month-by-month and sometimes day-by-day swings of opinion and events have been described by the late Dr Derek Foster, the College's first Honorary Librarian, in his book 'Pathology as a profession in Great Britain and the early history of the Royal College of Pathologists'. The first definitive Council was elected in 1963 and the first President was Sir Roy Cameron FRS. The first Founder Fellows and Founder Members were admitted in 1963 and the first Members by examination in 1964.

The College of Pathologists ('The existing College' in the Charter and Ordinances) became The Royal College of Pathologists ('The College') by Royal Charter, which was signed by Her Majesty the Queen on 28 February 1970, with objects that are set out in the Charter. For the Coat of Arms the College of Arms had granted Letters Patent in 1963. On the body of the shield an open book represents learning and the staff of Aesculapius represents Medicine. The Chief (upper part) of the shield bears a wavy red line to indicate a stained collagen fibre and histopathology, two red circles to represent a blood cell for haematology and a coccus for microbiology, and a benzene ring for chemical pathology. On the Crest are Lister's microscope and a sprig of logwood to stand for pathology as a whole.

After temporary homes in Grosvenor Crescent, Queen Anne Street, then in Park Crescent, the College moved to its present elegant house in Carlton House Terrace in 1970.

The affairs of the College are regulated by the Royal Charter, the Ordinances as approved by Her Majesty's Privy Council and by the By-laws, as approved by the Board of Trustees, College Council and an Annual General Meeting of members. Members of the College are required to abide by these as a condition of their admission to and continued membership. Because of this, the Board of Trustees felt that members should have copies of these documents, which are now reproduced on the pages that follow this foreword. From time to time changes to them become necessary and it may not be possible to reprint this booklet each time a change is made, but every proposed change appears among the agenda of an Annual General Meeting and is reported in the College Bulletin. For a correct interpretation of all three documents, readers should note the definitions of terms that are given in the Ordinances and the By-laws and, of these, the distinction between 'members' and 'voting members' of the College should be particularly borne in mind.

The Royal College of Pathologists 21 Prescott Street London E1 8BB

The Royal Charter of The Royal College of Pathologists

Elizabeth The Second

by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

To all to whom these presents shall come, greeting!

WHEREAS an humble Petition has been presented unto Us praying that We should grant a Charter of Incorporation to the College of Pathologists (hereinafter referred to as 'the existing College') which was incorporated as a Company limited by guarantee under the Companies Act 1948 on the twelfth day of December in the year of our Lord One thousand nine hundred and sixty-three:

AND whereas We having taken the said Petition onto Our Royal consideration are minded to accede thereto:

AND WHEREAS We have been graciously pleased to approve a recommendation that the said College be permitted to include the title 'Royal' in its name:

NOW THEREFORE KNOW YE that We by virtue of Our Prerogative Royal and of all other powers thereunto Us enabling, of Our especial grace, certain knowledge and mere motion have granted and declared and by these Presents do for Us, Our Heirs and Successors grant and declare as follows:

1. The Fellows and Members of the existing College at the date hereof and all other persons who shall pursuant to this Our Charter and the Ordinances become members of the Corporation hereby constituted and hereby created and henceforth for ever shall be one Body Politic and Corporate by the name of 'The Royal College of Pathologists' (hereinafter referred to as 'the College') and by the same name shall have perpetual succession and a Common Seal with power to alter, vary, break, and make anew the said Seal at their discretion, and by the same name may sue and be sued in all Courts in all manner of actions and proceedings, and shall have the power to do all matters and things incidental or appertaining to a Body Corporate.
2. In this Our Charter the word 'pathologist' means a person professionally engaged in one or more of the disciplines of laboratory medicine from time to time recognised as being a discipline of pathology, and which may include cellular pathology (including forensic pathology), medical microbiology, clinical biochemistry, haematology (including blood transfusion), toxicology, genetics, immunology, virology, veterinary pathology, clinical embryology, histocompatibility and immunogenetics, perinatal and paediatric pathology and disciplines derived from any of these. The word 'pathology' shall be construed accordingly.
3. The objects for which the College is incorporated shall be to:

- (a) advance the science and practice of pathology;
- (b) further public education therein;
- (c) promote study and research work in pathology and related subjects and publish the results of such study and research.

For the purpose of attaining the aforesaid objects but not further or otherwise the College may exercise the following powers:

- 1) to further instruction and training in pathology;
- 2) to conduct examinations and award Certificates and Diplomas, provide, establish and maintain offices, examination halls, lecture rooms, libraries and museums, with all equipment, establish lectureships in pathology and award prizes and scholarships. Provided that no Certificate, Diploma or other like award issued by the College shall contain any statement expressing or implying that it is granted by or under the authority of any department or authority of Our Government;
- 3) to diffuse information on all matters affecting medical science and in particular pathology and establish, print, publish, issue and circulate such papers, journals, magazines, books, periodicals and publications and hold meetings, conferences, seminars and instructional courses as shall be necessary to attain the objects or in any way beneficial to the work of the College;
- 4) to develop the application of pathology in relation to medicine with a view to maintaining the highest possible standards of professional competence and practice and act as an authoritative body for the purpose of consultation in matters of public and professional interest concerning pathology;
- 5) to receive into its possession the assets of the existing College;
- 6) to undertake and execute any charitable trusts which may lawfully be undertaken by the College;
- 7) to invest the monies of the College not immediately required for its purposes in accordance with the provisions of the Ordinances;
- 8) to establish and support or aid in the establishment of any charitable associations or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the College or calculated to further its objects;
- 9) to do all such other things as shall further the attainment of its objects or any of them. Provided that:
 - (i) in case the College shall take or hold any property which may be subject to any trusts, the College shall only deal with or invest the same in such

manner as allowed by law, having regard to such trusts;

- (ii) the College shall not support with its funds any object, or endeavour to impose on or procure to be observed by its members or others any regulation, restriction or condition which if an object of the College would make it a Trade Union;
- (iii) in case the College shall take or hold any property subject to the jurisdiction of the Charity Commission for England and Wales or of any department or authority of Our Government, the College shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Board of Trustees of the College shall be chargeable for any such property that may come into its hands and shall be answerable and accountable for its own acts, receipts, neglects and defaults, and for the due administration of such property in the same manner and to the same extent as such Board of Trustees would have been if this Our Charter had not been granted, and the incorporation of the College shall not diminish or impair any control or authority exercisable by the Chancery Division of Our High Court of Justice, the Charity Commission for England and Wales or of any department or authority of Our Government over such Board of Trustees, but they shall as regards any such property be subject jointly and separately to such control or authority as if the College were not incorporated.

4. The income and property of the College whencesoever derived, shall subject as hereinafter provided be applied solely towards the promotion of its objects, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or otherwise howsoever by way of profit to the members of the College and no member of the Board of Trustees of the College shall be appointed to any salaried office of the College or any office of the College paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the College to any member of such Board of Trustees.

Provided that nothing herein shall prevent:

- (i) the payment in good faith of reasonable and proper remuneration to any officer or servant of the College or to any member of the College, in return for any services actually rendered to the College; or
- (ii) the College from paying reasonable remuneration to any Honorary Officer of the College, notwithstanding that such Honorary Officer is a member of the Board of Trustees of the College, but only if and in so far as it is necessary to pay such remuneration to ensure the good administration of the College and said remuneration is reasonable having regard to:
 - (a) the services rendered to the College by the said individual, and

- (b) the income of the College

and provided that the said individuals must withdraw from any meeting of the Board of Trustees of the College, or part thereof, at which the terms and conditions of his or her remuneration are being discussed; or

- (iii) the payment of interest at a rate not exceeding five per centum per annum on money lent or reasonable and proper rent for premises demised or let by any member of the College; or
- (iv) repayment of out-of-pocket expenses to each member of the Board of Trustees of the College; or
- (v) any payment to any company of which a member of the Board of Trustees of the College or the Council may be a member, and in which such member holds not more than one-hundredth part of the capital, (and such member shall not be bound to account for any share of profits he may receive in respect of any such payment); or
- (vi) any payment to a member of the Board of Trustees of the College for services rendered to the College as an examiner or lecturer; or
- (vii) payment of any premium in respect of any indemnity insurance to cover the liability of the members of the Board of Trustees or of the Council which by virtue of any rule of law would otherwise attach to them in respect of negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the College provided that any such insurance shall not extend to:
 - (a) any claim arising from any act or omission which
 - (i) the members of the Board of Trustees or of the Council or any of them knew to be a breach of trust or breach of duty; or
 - (ii) was committed by the members of the Board of Trustees or of the Council or any of them in reckless disregard of whether it was a breach of trust or breach of duty or not; nor to
 - (b) the costs of an unsuccessful defence to a criminal prosecution brought against any member of the Board of Trustees or of the Council in their capacity as a member of the Board of Trustees or of the Council of the College; nor to
 - (c) any liability incurred by the members of the Board of Trustees or of the Council, in their capacity as a member of the Board of Trustees or of the Council, to pay:
 - (i) a fine imposed in criminal proceedings; or

- (ii) a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising).
- 5. There shall be voting and non-voting members of the College who shall be qualified, admitted, removed and regulated in the manner prescribed in the By-laws of the College (hereinafter referred to as the 'By-laws').
- 6. There shall be Honorary Officers of the College who shall be appointed in the manner described in the Ordinances of the College (hereinafter referred to as the 'Ordinances').
- 7. The management, control and administration of the College shall be vested in the Board of Trustees of the College (hereinafter referred to as 'the Board'), being composed of voting members of the College and constituted in accordance with the provisions of the Ordinances. The Board shall administer the affairs of the College in accordance with this Our Charter and the Ordinances and shall exercise such powers and do such acts and things as may be exercised or done by the College and are not by the provisions of this Our Charter or the Ordinances directed to be exercised or done by the Council or by the College in General Meeting.
- 8. (1) The Ordinances or the By-laws of the College shall (subject to the provisions of this Our Charter):
 - (a) provide for and prescribe the constitution and powers of the Board and the mode of election or appointment of the members thereof;
 - (b) provide for and prescribe the constitution and powers of the Council and the mode of election or appointment of members thereof;
 - (c) provide for the holding of meetings of the College, the Board and the Council;
 - (d) provide for the election of the Honorary Officers;
 - (e) provide for the payment of the personal expenses incurred by members of the Board and the Council or of any committee of the Board or the Council in connection with their attendance at meetings of the Board or the Council or any committee of the Board or the Council or at any conference authorised by the Board or by the Council;
 - (f) provide for the audit of the accounts of the College;
 - (g) empower the College (subject to this Our Charter and subject or not subject to the consent of the Board or other restrictions) to make and from time to time to add, to amend or revoke By-laws for regulating (subject to this Our Charter and the Ordinances) the proceedings of meetings of the College, the Board, the Council and of any committee of

the Board or the Council and the conduct of the business and affairs of the College any other matters which require to be so regulated;

- (h) provide for the government of the College in all respects not otherwise provided for in this Our Charter.
8. (2) The Ordinances shall be those set out in the Schedule hereto. The Ordinances may be added to, amended or revoked from time to time by the College in General Meeting by a Special Resolution provided that no such addition, amendment or revocation shall be repugnant to the provisions of this Our Charter or shall take effect until the same shall have been approved by the Lords of Our Most Honourable Privy Council, of which approval a Certificate under the hand of the Clerk of Our said Privy Council shall be conclusive evidence.
 9. The College may by a Special Resolution in that behalf passed at any duly convened General Meeting of the College amend, add to or revoke any of the provisions of this Our Charter or of any Supplemental Charter which may hereafter be granted to the College, and such amendment, addition or revocation shall, when allowed by Us, Our Heirs and Successors in Council become effectual, provided that such amendment, addition or revocation shall not enable the funds of the College to be applied for non-charitable purposes.
 10. It shall be lawful for the College by a Special Resolution passed at a General Meeting specially summoned for the purpose to surrender this Our Charter and any Supplemental Charter, subject to the sanction of Us, Our Heirs or Successors in Council and upon such terms as We or They may consider fit, and to wind up or otherwise deal with the affairs of the College in such manner as shall be directed by such General Meeting or in default of such directions as the Board shall think expedient having due regard to the liabilities of the College for the time being. If upon the winding up or dissolution of the College there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the College or any of them but shall, subject to any special trust affecting the same, be given and transferred to some other charitable institution or institutions having objects similar to the objects of the College, and which shall prohibit the distribution of its or their income and property among its or their members of an extent at least as great as is imposed on the College under Article 4 hereof, such institution or institutions to be determined by the College in General Meeting at or before the time of dissolution or in default thereof then to some other charitable object.
 11. A 'Special Resolution' is a resolution of which not less than twenty-one days written notice has been given and is carried by a majority of not less than two-thirds of those voting in person or by post at a General Meeting.
 12. Lastly, we do hereby for Us, Our Heirs or Successors grant that these our Letters shall be in all things good, firm, valid, sufficient and effectual in law

notwithstanding any omission, imperfection, defect, matter, cause or thing whatsoever to the contrary thereof in these Our Letters contained and shall be taken, construed and adjudged in the most favourable and beneficial sense and to the best advantage of and for the College as well in Our Courts of Record as elsewhere any recital, mis-recital, uncertainty or imperfection whatsoever notwithstanding.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the twenty-eighth day of February in the eighteenth year of OUR REIGN.

By warrant under the Queen's sign manual

Ordinances of The Royal College of Pathologists

General

1. In these Ordinances unless the context otherwise requires:

‘the By-laws’ means the By-laws for the time being of the College;

‘Chairmen of the Councils of Scotland, Wales and Northern Ireland’ means those persons elected as chairman of one of the Councils of Scotland, Wales or Northern Ireland, from time to time;

‘the Charter’ means the Royal Charter granted to the College in the year 1970 as amended, added to or revoked from time to time;

‘Chief Executive’ means the person employed as the chief executive of the College, including any person temporarily carrying out the duties of that post, or in such similar role as shall be renamed with the approval of the Board from time to time;

‘the College’ means the Royal College of Pathologists;

‘Committee’ means any committee formed by the Board or the Council in accordance with Ordinance 76;

‘Councils of Scotland, Wales and Northern Ireland’ means each of the councils of Scotland, Wales and Northern Ireland representing those voting members whose address, as shown in the Register, is in Scotland, Wales or Northern Ireland, respectively;

‘Director of Clinical Effectiveness’ means the person appointed as the director of clinical effectiveness of the College, including any person temporarily carrying out the duties of that post, or in such similar role as shall be renamed with the approval of the Board from time to time;

‘Director of Examinations’ means the person appointed as the director of examinations of the College, including any person temporarily carrying out the duties of that post, or in such similar role as shall be renamed with the approval of the Board from time to time;

‘Director of Professional Standards’ means the person appointed as the director of professional standards of the College, including any person temporarily carrying out the duties of that post, or in such similar role as shall be renamed with the approval of the Board from time to time;

‘Director of Training and Assessment’ means the person appointed as the director of training and assessment of the College, including any person temporarily carrying out the duties of that post, or in such similar role as shall be renamed with the approval of the Board from time to time;

'Electronic Form' and 'Electronic Means' have the respective meanings given to them in s.1168 Companies Act 2006 as amended from time to time;

'English Regional Councils' means any councils set up by the Board in accordance with Ordinance 81 from time to time;

'English Regional Representatives' means up to 4 voting members whose address as shown in the Register is in England who have been elected as members of the Council in accordance with Ordinance 56;

'General Council Members' means up to 4 voting members who have been elected as members of the Council by all the voting members of the College in accordance with Ordinance 57;

'Hard Copy Form' has the meaning given to it in the Companies Act 2006 as amended from time to time;

'Lay Advisory Committee' means a committee set up by the Board in accordance with the By-laws from time to time, or any committee set up to perform such similar role as shall be renamed with the approval of the Board from time to time;

'the Medical Acts' means Medical Acts enacted by the United Kingdom Parliament and for the time being in force;

'medically qualified' in relation to any person means:

- (a) any medical practitioner fully registered or provisionally registered in the United Kingdom or the Republic of Ireland under the Medical Acts, or in the Register of Medical Practitioners provided for by the Medical Practitioners Act 1927, of the Republic of Ireland;
- (b) any medical practitioner possessing a qualification or qualifications adjudged by the Council to be of status comparable to that mentioned in section (a) of this definition;

'member' and 'voting member' have the respective meanings prescribed to them in the By-laws;

'month' means calendar month;

'the Office' means the office of the College;

'Ordinances' means the Ordinances for the time being of the College;

'pathologist' and 'pathology' shall respectively have the meanings attributed to them in the Charter;

'the Register' means the Register of members of the College;

'the Seal' means the Seal of the College;

'Special Resolution' has the meaning attributed to it in the Charter;

'the United Kingdom' means Great Britain, Channel Islands, Isle of Man and Northern Ireland;

'in writing' means written or produced by any substitute for handwriting, wholly or partly, including in Electronic Form or, if sent, by Electronic Means; and

'year' means twelve calendar months.

Words importing the singular number only shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender. Words importing persons shall include corporations.

The Interpretation Act 1978 shall apply for the purposes of the interpretation of these Ordinances and the By-laws as it applies to the interpretation of an Act of Parliament.

2. Every member of the College shall be held to have agreed to be bound by the provisions of the Charter these Ordinances and the By-laws as amended from time to time and shall be bound to further to the best of their ability the objects and interests of the College.

Membership

3. The College in General Meeting shall determine from time to time the level of subscription payable by the members.
4. Only members may enjoy the privileges of membership as prescribed in the By-laws. No member shall enjoy any of the privileges of membership or be entitled to exercise any voting rights if he is in arrears with any fee or subscription due from him for six months or if he has not complied with the provisions of the Charter, these Ordinances or the By-laws.
5. The Council may determine that any member who is in arrears with any fee or subscription due from him for twelve months or more shall cease to be a member. Upon such determination being made, the member's name shall be removed from the Register and he shall thereupon cease to be a member but shall nevertheless remain liable to pay to the College all fees or subscriptions due up to the date on which he ceased to be a member.
6. The Council shall have the power to order the erasure or suspension from the Register of the name of any member:
 - (a) if by notice in writing addressed to the Registrar he resigns his membership or if he ceases to be a member because of unpaid fees or subscriptions;

- (b) if he is adjudged bankrupt, a trustee in bankruptcy is appointed in respect of his assets or a nominee is appointed or any step is taken with a view to an arrangement or composition with his creditors;
- (c) if at any time the Board, after due inquiry in accordance with the procedures set out in the Disciplinary Regulations adopted by the Board from time to time in accordance with Ordinance 76 (b), shall resolve that the interests of the College so require.
 - (i) Actions or behaviours by Members which would be considered to be contrary to the interests of the College include but are not limited to:
 - a. acting in breach of any College Ordinance, By-law or other regulation;
 - b. undertaking any clinical practice or scientific research in a manner that is deemed unacceptable, as determined by reference to College and other guidelines;
 - c. breaching any rules in respect of any College examination, obtaining a College qualification by deception or obtaining FRCPATH or any College post-nominal or honour by deception;
 - d. damaging or misusing any College property or resources;
 - e. abusing any privilege enjoyed by virtue of holding any College office, whether elected or unelected;
 - f. acting in a personal or professional capacity in such manner as is likely to bring the College into disrepute or to endanger their own professional standing or that of their colleagues;
 - g. being charged with an indictable offence or convicted of a criminal offence for which a custodial sentence is given (including a suspended sentence);
 - h. behaving towards any employee of the College, another Member or any visitor to the College, in a violent, indecent, threatening, disorderly or offensive manner, or subjecting them to racial, sexual or religious harassment or any other form of harassment or abuse;
 - i. use of any of the post-nominals of the College (or letters similar to any post-nominals of the College or which reasonably suggest an association or affiliation with the

College) without either entitlement or permission to do so;
or

j. failing to comply with any previously imposed sanction under the Disciplinary Regulations.

(ii) The sanctions which may be imposed on a member following an inquiry under the Disciplinary Regulations are:

a. The Chief Executive may, where appropriate, send written copies of any decision of the Panel (with or without the reasons given for that decision) to the respondent Member's employer and/or the source(s) of the allegation or report.

b. If the Panel decides that the charge has been substantiated on the balance of probabilities it may, having taken into account any relevant mitigating factors and the previous record of the Member concerned, order one or more of the following sanctions:

(i) require the Member to make a written or oral apology to any other Member or employee of the College;

(ii) issue a formal written warning or reprimand to the Member;

(iii) prescribe a course of action, which may include mentoring and/or attendance on specified courses, to help the Member address any weakness which the Panel identifies as being a cause of the problem;

(iv) order the payment of compensation in respect of College property that has been damaged, misused or lost;

(v) attach conditions on or impose limits for continuing membership of the College in for a specified period in accordance with Ordinances 6 (c) (ii) c;

(vi) suspend membership of the College for a specified period in accordance with Ordinances 6 (c) (ii) d to f;

(vii) refer the matter to an appropriate regulatory body, such as the GMC, or to NCAS;

- (viii) expel the Member from the College in accordance with Ordinances 6 (c) (ii) g and h.
 - c. Where the Panel imposes temporary limits on the rights of membership (e.g. temporarily debarring the Member from continuing as a College officer or examiner), there shall be no entitlement to a reduction of the membership fee payable. No Member shall be permanently deprived of any rights of membership under this sanction.
 - d. Any decision to suspend a Member must be ratified by Board.
 - e. The Treasurer shall have discretion to reduce the College membership fee payable by a suspended Member during the period of their suspension. A suspended Member shall lose all rights of membership other than those specifically granted to them in Ordinances 6 (c) (ii) f. The rights forfeited by a suspended Member shall include (but not be limited to) the membership of any committees, the holding of any elected posts, acting as an examiner, or any form of College adviser or tutor and voting in any College elections.
 - f. A suspended Member shall continue to receive College publications, is eligible to have their continuing professional development administered by the College and is permitted to attend (at normal College rates) meetings and seminars organised by the College.
 - g. Any decision to expel a Member must be ratified by Board.
 - h. An expelled Member shall lose all rights of membership, including the right to use any post-nominals of the College, including the designation FRCPATH. The membership fee of a Member who has been expelled from the College shall not be returned or refunded to the expelled Member.
 - i. If a Member expelled for any of the types of behaviour set out in Ordinance 6 (c) (i) h, the Board shall have the discretion to refuse that person access to any College premises and / or to any College event which is open to non-Members.
- (d) if he is erased or suspended from:
- (i) the list of Registered Medical Practitioners maintained by the General Medical Council; or
 - (ii) the equivalent register in the jurisdiction where he is medically qualified; or

- (iii) any register, roll or similar list the purpose of which is to record those that are authorised to practice in a recognised profession;

unless that member has voluntarily ceased to be a registered medical practitioner with any of the bodies listed in (i) to (iii) above on the basis that he has retired permanently from medical practice, or is taking a temporary career break.

- 7. Where any member has ceased to be a member for any reason, the Council may either unconditionally or under such conditions as to payment of arrears of subscription (if any) or otherwise as to the Council may seem expedient reinstate such person as a member. Any member whose name shall have been erased or suspended from the Register under sub-paragraphs 6 (c) or (d) of this Ordinance may only be reinstated by a resolution passed by a majority of not less than two-thirds of the members of the Council present and voting at a meeting of the Council at which twelve or more members of the Council are present.

General Meetings

- 8. The College shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Board, and shall specify the meeting as such in the notices calling it, provided that every Annual General Meeting shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting.
- 9. All General Meetings, other than Annual General Meetings, shall be called Extraordinary General Meetings.
- 10. The Board may whenever it thinks fit convene an Extraordinary General Meeting.
- 11. Extraordinary General Meetings shall also be convened on the requisition of five percent or more of the voting members having at the date of the deposit of the requisition a right to vote at General Meetings of the College. Such meetings shall be convened by the Board within twenty one days of the said requisition being made and held within twenty eight days of the notice convening the meeting being circulated, unless the requisition shall have been withdrawn in writing by a sufficient number of requisitionists prior to the notice of the Extraordinary General Meeting being circulated such that the number of members requisitioning the meeting has fallen below the required threshold of five percent of the voting members of the College. If the Board does not convene a meeting as required, the requisitionists themselves may convene such meeting in accordance with these Ordinances within twelve weeks of the said requisition.
- 12. At least twenty-one days' notice in writing of every Annual General Meeting and of every meeting convened to pass a Special Resolution, and at least fourteen days' notice in writing of every other General Meeting (exclusive in every case

both of the day on which it is served or deemed to be served and of the day for which it is given), specifying the place, the day and the hour of the meeting, and in the case of special business the general nature of that business shall be given in manner hereinafter mentioned to such persons (including the auditors) as are under these Ordinances entitled to receive such notices from the College.

13. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or proceeding had, at any meeting.
14. Every voting member present at a General Meeting and entitled to vote shall have one vote.
15. Only voting members shall be entitled to vote on any question either on a ballot or personally at any General Meeting.

Proceedings at General Meetings

16. On any point of order raised at a General Meeting (which includes questions as to whether a member is conforming to the requirements of the Charter, Ordinances and By-laws) the ruling of the chairman shall be final and shall not be open to discussion, provided that if the chairman shall rule that a point of law has arisen which requires determination, he may invite the meeting to reach a decision on the resolution then under discussion conditionally upon and pending the determination of such point of law.
17. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all business that is transacted at an Annual General Meeting shall also be deemed special, with the exception of the consideration of the income and expenditure account and balance sheet, and the reports of the Board, the Council and the auditors, the election of the Honorary Officers and the members of the Council in the place of those retiring, and the appointment of, and the fixing of the remuneration of, the auditors.
18. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Twenty voting members personally present shall be a quorum.
19. If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place, or at such other place as the Board may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.
20. The President (if any) shall chair every General Meeting. If the President is not present within fifteen minutes after the time appointed for holding the meeting,

or is unwilling to act, the President Elect (if any) shall chair the meeting. If there is no President Elect, or if he shall not be present or willing to act, one of the Vice-Presidents shall chair the meeting. If there shall be no Vice-President present or willing to act, the voting members present shall choose another Honorary Officer or, if none be present or willing to act, one of their own number who is present to chair the meeting.

21. The chairman of a meeting may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of an original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.
22. At any General Meeting a resolution put to the vote of the meeting shall be decided by ballot where under or in accordance with these Ordinances or the By-laws a ballot is specified; in any other case the vote shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of a show of hands, demanded by the chairman of the meeting or by at least three members present in person; unless a poll be so demanded a declaration by the chairman of the meeting that, on a show of hands, a resolution has been carried, or carried unanimously or by a particular majority, or lost or not carried by a particular majority and an entry to that effect in the minute book of the College shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against that resolution. The demand for a poll may be withdrawn. No member may take part in a poll unless he is present at the meeting at which such a poll is taken.
23. If a poll be demanded in manner aforesaid, it shall be taken at such time and place, and in such manner, as the chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
24. No poll shall be demanded on the election of a chairman of a meeting, or on any question of adjournment.
25. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting shall be entitled to a second or casting vote.
26. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

Special Resolutions

27. Any Special Resolution that is to be considered by a General Meeting shall be lodged with the Registrar not less than ten clear weeks before the date of such General Meeting.
28. The Board may determine which Special Resolutions shall be placed before a General Meeting for decision by that meeting and which shall be the subject of a ballot.
29. If the Board shall decide that one or more resolution shall be the subject of a ballot they shall also determine by what method such ballot shall be taken and by what date the ballot must have been cast; and may also determine whether prior to such ballot such resolution shall be debated at a General Meeting and whether any amendment thereto which has been duly moved at such General Meeting shall be included on the ballot.
30. Amendments to resolutions to be considered at General Meetings shall be reduced to writing and signed by the proposer and seconder and handed to the chairman of the meeting.

Honorary Officers

31. (a) The Honorary Officers of the College, who must be voting members, shall be:
 - (i) the President;
 - (ii) the President Elect;
 - (iii) not more than three Vice-Presidents;
 - (iv) the Treasurer;
 - (v) the Registrar; and
 - (vi) the Assistant Registrar.
- (b) The Honorary Officers shall be elected from amongst the voting members of the College by the voting members of the College in accordance with the procedures set out in these Ordinances and the By-laws.

President and President Elect

- (c) Except as provided in Ordinance 31(d) below, the President shall be elected every three years and shall hold office as President-Elect for a term of one year prior to commencing a three year term of office as President. No person shall hold office as President for more than one

term unless at least one year has elapsed between the end of his previous term of office and standing for election for a second term of office as President.

- (d) The person holding the office of President at the date on which these Ordinances are adopted shall continue to hold office until the expiry of the term for which he was elected as President. The person succeeding the current President shall hold office as President-Elect from the date at which his election is confirmed until the date of retirement of the President who he is succeeding and, for the avoidance of doubt, such period may be less than one year.

Vice-Presidents

- (e) Except as provided in Ordinance 31(f) below, Vice-Presidents shall be elected when a vacancy has arisen or will arise and shall hold office for a term of three years. No Vice-President shall hold office for more than one term of office as Vice-President unless at least one year will have elapsed between the end of his previous term of office and the commencement of his next term of office.
- (f) The persons holding office as Vice-President at the date on which these Ordinances are adopted shall continue to hold office until the expiry of the terms for which they were elected as Vice-Presidents.

Treasurer, Registrar and Assistant Registrar

- (g) When a vacancy has arisen or will arise, the voting members shall elect a Treasurer, a Registrar and an Assistant Registrar, to each hold office for a term of up to three years in accordance with Ordinance 31(h).
- (h) The Treasurer and the Registrar may each hold office for a maximum of two consecutive terms and the Assistant Registrar shall hold office for one term of office only. A member who has held office as the Treasurer, Registrar or Assistant Registrar for the stated maximum number of consecutive terms shall not be eligible to stand for re-election to that same office unless at least one year will have elapsed between the end of his previous term of office and the commencement of his new term of office.
- (i) The persons holding office as Treasurer, Registrar and Assistant Registrar at the date on which these Ordinances are adopted shall continue to hold such offices until the expiry of the terms for which they were elected to those offices.

General provisions relating to Honorary Officers

- (j) Nominations of candidates for election to the positions of the Honorary Officers may be made by any voting member of the College in

accordance with the By-laws. The list of nominations for Honorary Officers shall be sent to the voting members of the College together with details of the ballot, the date by which the votes cast must be received by the College. The results shall be announced by the Board in such manner as it determines from time to time.

- (k) Honorary Officers shall hold office (subject to the provisions of these Ordinances) from the end of the Annual General Meeting at or immediately following the date on which their election is announced.
- (l) Honorary Officers shall hold office (subject to the provisions of these Ordinances) until the end of the Annual General Meeting at or immediately following the date on which the results of the election of new Honorary Officers who will replace them is announced.
- (m) No person, other than the President-Elect, may hold more than one Honorary Office at any one time.
- (n) Any Honorary Officer who ceases to be a voting member of the College shall thereupon cease to hold office.
- (o) Subject to the provisions of this Ordinance 31, the Board may at any time elect any voting member of the College to fill a vacancy in any Honorary Office. Any person so elected shall hold office until the end of the next Annual General Meeting.
- (p) A 'year', 'term of years', or 'annually' for the purposes of this Ordinance 31 shall mean the period beginning with the end of the Annual General Meeting at which the term of office of the Honorary Officer commences and ending at the end of the Annual General Meeting which coincides with, or is closest to, the termination of the term of office in question.

The Board

32. The Board shall be comprised of the following members who shall be the only trustees of the College:
- (a) the Honorary Officers;
 - (b) the Chairmen of the Councils of Scotland, Wales and Northern Ireland, elected by the Councils of Scotland, Wales and Northern Ireland in accordance with the By-laws;
 - (c) the chairman of the Lay Advisory Committee (if any) appointed by the Board, following his election by the Lay Advisory Committee in accordance with the By-laws;
 - (d) one of the four English Regional Representatives elected in accordance with Ordinance 56 and co-opted by the Board in accordance with

Ordinance 33; and

- (e) up to two individuals co-opted in accordance with Ordinance 34.

Co-opted members

- 33. The Board may co-opt one of the four English Regional Representatives, to hold office as a member of the Board until the end of the next Annual General Meeting of the College.
- 34.
 - (a) The Board shall have the power to co-opt up to two individuals who need not be voting members of the College but who have, in the opinion of the Board, such skills and experience as would assist and complement the skills and experience of the existing members of the Board in their governance of the College.
 - (b) Any individuals co-opted pursuant to Ordinance 34 (a) shall hold office until the end of the next Annual General Meeting of the College following which the Board may re-appoint such co-opted individuals to the Board to hold office until the end of the following Annual General Meeting. No co-opted individual may serve as a member of the Board for more than three consecutive terms of office.

Observer members of the Board

- 35. Any individual appointed by the College from time to time to any the following roles or offices shall be an Observer member of the Board and shall have the right to attend and speak at Board meetings, but not to vote (and, for the avoidance of doubt, Observer members of the Board are not trustees of the College):
 - (a) Chief Executive;
 - (b) Director of Clinical Effectiveness;
 - (c) Director of Training and Assessment;
 - (d) Director of Professional Standards; and
 - (e) Director of Examinations;

Provided that only one of the Director of Training and Assessment and the Director of Examinations shall attend each Board meeting and the decision as to which of the two of the said Directors shall attend each Board meeting shall be agreed between the two said Directors from time to time. If the two said Directors cannot agree, the Board shall determine which of the two said Directors shall attend each meeting.

Vacation of office by members of the Board

36. The office of a member of the Board shall be vacated:

- (a) in the case of a member who holds office as an Honorary Officer, Chairman of the Councils of Scotland, Wales and Northern Ireland, or an English Regional Representative, if he ceases to be a voting member of the College;
- (b) if he is disqualified under the Charities Act 2011 from acting as a trustee of a charity;
- (c) if he is prohibited from being a director of a company by law; or
- (d) if by notice in writing to the Registrar he resigns his office; or
- (e) if the remaining members of the Board reasonably believe that he has become physically or mentally incapable of managing his own affairs and they resolve that he be removed from office; or
- (f) if he shall fail without good cause to attend more than half of the meetings of the Board in any year and the members of the Board resolve that he be removed for this reason; or
- (g) if the College passes a Special Resolution at a quorate general meeting to remove any member of the Board before the expiry of his period of office Provided that such resolution shall not be passed unless the Board member concerned has been given at least 14 days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify his removal from office and has been afforded a reasonable opportunity to either (at his option) be heard by or of making written representations to the voting members. The College may, by an ordinary resolution, appoint another qualified member in place of a member of the Board removed pursuant to this Ordinance 36 (g); but any person so appointed shall retain his office so long only as the member in whose place he is appointed would have held the same if he had not been removed; or
- (h) if seventy five percent of the members of the Board pass a resolution at a Board meeting to remove any member of the Board before the expiry of his period of office Provided that such resolution shall not be passed unless the Board member concerned has been given at least 14 days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify his removal from office and has been afforded a reasonable opportunity to either (at his option) be heard by or of making written representations to the Board; or
- (i) if at any time the other members of the Board, after due inquiry in accordance with the procedures set out in the Disciplinary Regulations

adopted by the Board from time to time in accordance with Ordinance 76 (b), shall resolve that the interests of the College so require, he shall cease to hold office as a member of the Board.

Powers of the Board

37. The Board shall be responsible for the management, control and administration of the College. The Board may exercise all such powers of the College and do on behalf of the College all such acts as may be exercised and done by the College and as are not by law or by the Charter or these Ordinances or the By-laws required to be exercised or done by the Council or by the College in General Meeting.
38. The members for the time being of the Board may act notwithstanding any vacancy in their body; Provided that if the members of the Board shall at any time be or be reduced in number to fewer than the minimum number prescribed by or in accordance with these Ordinances as the quorum for meetings of the Board, it shall be lawful for them to act as the Board for the purposes of filling up vacancies in the Board or of summoning a General Meeting only, but not for any other purpose.

Proceedings of the Board

39. The Board shall meet together for the dispatch of business and may adjourn and otherwise regulate its meetings as it thinks fit, including by making standing orders for this purpose. The Board shall usually meet on at least five occasions in every year Provided that one such meeting shall be so convened to permit the submission of the annual reports of the Treasurer, the Registrar, the Council and the Committees (where appropriate), and the consideration of business to be enacted at the Annual General Meeting.
40. Five members of the Board shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes and in the case of an equality of votes, the chairman of the meeting shall have a second or casting vote.
41. The President may at any time and the Registrar shall upon a requisition in writing from the President or from any four members of the Board, stating the purposes for which the meeting is to be convened, convene a meeting of the Board.
42. A clear seven days' notice (exclusive both of the day on which it is served or deemed to be served and of the day for which it is given) stating the purposes of the meeting shall be sent to each member of the Board in either Hard Copy to his postal address, or in Electronic Form to his email address, as appearing in the Register, unless all members of the Board agree to waive this notice requirement for any specified meeting or if urgent circumstances require shorter notice.
43. If it is anticipated that all of the attendees at a meeting of the Board will not be in

the same place, the notice shall state how it is proposed that the attendees shall communicate with each other during the meeting.

44. The President shall preside at every meeting of the Board at which he shall be present. If he is not present within five minutes after the time appointed for holding the meeting, the President Elect (if any) shall chair the meeting. If there is no President Elect, or if he is not present or willing to act, one of the Vice-Presidents if then present and willing to act shall chair the meeting. If no Vice-Presidents are present or willing to act the members of the Board present shall choose one of their number to chair the meeting.
45. A meeting of the Board can take place using any Electronic Means provided that each person attending the meeting can communicate to the other people present any information or opinions they have on any particular item discussed at the meeting.
46. A meeting of the Board at which a quorum is present shall be competent to exercise all the authorities, powers and discretions vested in the Board generally.
47. All acts bona fide done by any meeting of the Board, or by any person acting as a member of the Board, shall, notwithstanding it is afterwards discovered that there was some defect in the appointment, election or continuance in office of any such member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or elected or had duly continued in office and was qualified to be a member of the Board.
48. The Board shall require proper minutes to be made of all appointments of officers made by the Board and of the proceedings of all meetings of the College, the Board, the Council and all Committees and all business transacted at such meetings. Any minutes of any such meeting, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts stated therein.
49. A resolution in writing signed by a majority of the members for the time being of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and constituted. A member of the Board signifies his agreement to a proposed written resolution either by signing it in Hard Copy Form or by indicating his agreement by email sent from his usual email address or by such other Electronic Means approved by the Board from time to time.
50. The members of the Board may take a majority decision without a Board meeting by indicating to each other by Electronic Means that they share a common view on a matter; Provided that the making of any such decision is duly reported and minuted at the next meeting of the Board. Such a decision may, but need not, take the form of a written resolution passed in accordance

with Ordinance 49.

The Council

51. With the exception of the chairman of the Lay Advisory Committee, only voting members of the College shall be eligible to hold office as a member of the Council.
52. The Council shall consist of the following members:
 - (a) the Honorary Officers;
 - (b) the Chairmen of the Councils of Scotland, Wales and Northern Ireland;
 - (c) the chairman of the Lay Advisory Committee (if any) appointed by the Board, following his election by the Lay Advisory Committee in accordance with the By-laws;
 - (d) up to four English Regional Representatives elected in accordance with Ordinance 56;
 - (e) up to four General Council Members elected in accordance with Ordinance 57; and
 - (f) up to six individuals co-opted in accordance with Ordinance 55.
53. No person shall be a member of the Council by virtue of holding the same office for more than three consecutive years unless he is the holder of an Honorary Office, the Chairman of one of the Councils of Scotland, Wales and Northern Ireland or the chairman of the Lay Advisory Committee, in which case he shall be eligible to remain a member of the Council (subject to the Charter, these Ordinances and the By-laws) until he ceases to hold such office.
54. Each member of the Council, other than a co-opted member, shall hold office from the end of the Annual General Meeting at or immediately following the date on which their election is announced until the end of the Annual General Meeting at or immediately following the date on which the results of the election of new members of Council who will replace them is announced.

Co-opted Council Members

55.
 - (a) The Council shall have power to co-opt up to six voting members of the College who have, in the opinion of the Council, such skills and experience as would assist and complement the existing members of the Council.
 - (b) Any such member shall be co-opted annually and shall hold office until the end of the Annual General Meeting immediately following their co-option.

- (c) No co-opted member may serve as a co-opted member of the Council for more than three consecutive years.

Election of the English Regional Representatives

- 56. (a) The election of the English Regional Representatives to the Council shall be by ballot of the voting members whose address as shown in the Register is in one of the four regions of England, such regions to be determined by the Board from time to time.
- (b) The elections of the English Regional Representatives shall be conducted in accordance with the By-laws and the results of such elections shall be announced by the Board in such manner as it determines from time to time.
- (c) English Regional Representatives shall hold office for a term of three years.

Election of the General Council Members

- 57. (a) The election of the General Council Members shall be by ballot of all of the voting members of the College and shall be conducted in accordance with the By-laws and the results of such elections shall be announced by the Board in such manner as it determines from time to time.
- (b) Subject to Ordinance 60 (b), General Council Members shall hold office for a term of three years.

Retirement of the English Regional Representatives and the General Council Members

- 58. Subject to Ordinance 59, a retiring member of the Council elected pursuant to Ordinances 52 (d) and (e) shall not be eligible for re-election to that same office until a period of one year has elapsed following the end of his previous term of office.
- 59. A retiring member of the Council who was elected pursuant to Ordinances 52 (d) and (e):
 - (a) shall immediately be eligible to stand for election to a different office to that from which he retired; and
 - (b) may be immediately co-opted as a member of the Council in accordance with Ordinance 55.

Transitional provisions

- 60. (a) Any English council chairmen and any nationally elected members of the Council holding office at the date on which these Ordinances are adopted

shall continue to hold office until the expiry of the terms for which they were elected as English council chairmen or nationally elected members of the Council, as the case may be.

- (b) Two of the General Council Members to be elected at the first election of General Council Members following the adoption of these Ordinances shall hold office for a term of two years only.

Vacation of office by members of the Council

61. The office of a member of the Council shall be vacated:

- (a) with the exception of the chairman of the Lay Advisory Committee, if he ceases to be a voting member of the College; or
- (b) if by notice in writing to the Registrar he resigns his office; or
- (c) if the remaining members of the Council reasonably believe that he has become physically or mentally incapable of managing his own affairs and they resolve that he be removed from office; or
- (d) if he shall fail without good cause to attend more than half of the meetings of the Council in any year and the members of the Council resolve that he be removed for this reason; or
- (e) if seventy five percent of the members of the Board present and voting at a quorate Board meeting pass a resolution to remove any member of the Council before the expiry of his period of office; Provided that such resolution shall not be passed unless the Council member concerned has been given at least 14 days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify his removal from office and has been afforded a reasonable opportunity to either (at his option) be heard by or of making written representations to the Board; or
- (f) if at any time the members of the Board, after due inquiry in accordance with the procedures set out in the Disciplinary Regulations adopted by the Board from time to time in accordance with Ordinance 76 (b), shall resolve that the interests of the College so require, he shall cease to hold office as a member of the Council.

Powers of the Council

62. The Council may exercise all such powers and do all such acts as may be exercised and done by the Council pursuant to the Charter, these Ordinances or the By-laws of the College and as may be delegated to it by the Board from time to time.

63. The members for the time being of the Council may act notwithstanding any

vacancy in their body; Provided always that if the members of the Council shall at any time be or be reduced in number to fewer than the minimum number prescribed by or in accordance with these Ordinances as the quorum for meetings of the Council, it shall be lawful for them to act as the Council for the purpose of admitting persons to membership of the College and filling up vacancies in their body only, but not for any other purpose.

Proceedings of the Council

64. The Council shall usually meet four times a year, or otherwise as agreed by the Board from time to time; Provided that one such meeting shall be so convened to permit the submission of the annual report of the Council's activities to the Board.
65. The Council may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit, including making standing orders for this purpose subject to the approval of the Board. Seven members shall be a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes, the chairman of the meeting shall have a second or casting vote.
66.
 - (a) The Board may convene a meeting of the Council. A clear seven days' notice (exclusive both of the day on which it is served or deemed to be served and of the day for which it is given) stating the purposes of the meeting shall be sent to each member of the Council in either Hard Copy to his postal address, or in Electronic Form to his email address, as appearing in the Register, unless all members of the Council agree to waive this notice requirement for any specified meeting or if urgent circumstances require shorter notice.
 - (b) The Registrar shall, upon a requisition in writing from any six members of the Council stating the purposes for which the meeting is to be convened, convene a meeting of the Council in accordance with the procedures set out in Ordinance 66 (a).
67. If it is anticipated that all of the attendees of the meeting will not be in the same place, the notice shall state how it is proposed the attendees shall communicate with each other during the meeting.
68. A meeting of the Council can take place using any Electronic Means provided that each person attending the meeting can communicate to the other people present any information or opinions they have on any particular item discussed at the meeting.
69. The President shall preside at every meeting of the Council at which he shall be present. If he is not present within five minutes after the time appointed for holding any meeting, the President Elect (if any) shall chair the meeting. If there is no President Elect, or if he is not present or willing to act, one of the Vice-Presidents if then present and willing to act shall chair the meeting. If no Vice-

Presidents are present or willing to act, the members of the Council present shall choose one of their number to chair the meeting.

70. A meeting of the Council at which a quorum is present shall be competent to exercise all the authorities, powers and discretions vested in the Council generally.
71. All acts bona fide done by any meeting of the Council, or by any person acting as a member of the Council shall, notwithstanding it be afterwards discovered that there was some defect in the appointment, election or continuance in office of any such member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or elected or had duly continued in office and was qualified to be a member of the Council.
72. The Council shall cause proper minutes to be made of the proceedings of all meetings of the Council and all business transacted at such meetings. Any minutes of any such meeting, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.
73. A resolution in writing signed by a majority of the members for the time being of Council who are entitled to receive notice of a meeting of the Council shall be as valid and effectual as if it had been passed at a meeting of the Council duly convened and constituted. A member of the Council signifies his agreement to a proposed written resolution either by signing it in Hard Copy Form or by indicating his agreement by email sent from his usual email address or by such other Electronic Means approved by the Board from time to time.
74. The members of the Council may take a majority decision without a Council meeting by indicating to each other by Electronic Means that they share a common view on a matter Provided that such the making of any such decision is duly reported and minuted at the next meeting of the Council. Such a decision may, but need not, take the form of a written resolution passed in accordance with Ordinance 73.
75. The Board may from time to time determine who may attend and speak at meetings of the Council.

Committees

76. (a) The Board and the Council each have the power to delegate any of their respective powers to Committees as they think fit, and any Committee so formed shall in the exercise of this power comply with any regulations and terms of reference imposed on it by the Board or the Council as appropriate and by the Charter, these Ordinances or the By-laws.
- (b) The Board shall adopt Disciplinary Regulations from time to time to

provide suitable procedures for an inquiry by the Board in accordance with Ordinance 6 (c).

Councils of Scotland, Wales and Northern Ireland and English Regional Councils

77. The Councils of Scotland, Wales and Northern Ireland shall further the objects of the College in their respective areas of operation and may exercise any functions delegated to them by the Board and/or the Council in accordance with the Charter, these Ordinances and the By-laws; Provided that:
- (a) they report regularly to the Board or Council, as appropriate, on the exercise of any functions delegated to them; and
 - (b) no delegation may preclude the Board or the Council from exercising any function they have so delegated.
78. Each of the Councils of Scotland, Wales and Northern Ireland shall adopt rules for the administration of its own affairs, which must not be inconsistent with the Charter, these Ordinances or the By-laws; Provided that no such rules shall come into force until they have been approved by the Board.
79. Rules relating to the composition of the Councils of Scotland, Wales and Northern Ireland shall be set out in the By-laws.
80. The Councils of Scotland, Wales and Northern Ireland shall send the agendas and minutes of all meetings (including sub-committee meetings) and the terms of reference for any sub-committees, to the Registrar and Assistant Registrar in a timely manner.
81. The Board may, but need not, establish English Regional Councils in each of the regions of England (such regions to be determined by the Board from time to time in accordance with Ordinance 56). The English Regional Councils may exercise any functions delegated to them by the Board from time to time and shall be administered in accordance with any terms of reference set down by the Board from time to time.

Conflicts of interest

82. The Board shall adopt a conflicts of interest policy from time to time which shall set out guidelines and procedures to be followed by all members of the Board, the Council and any Committees and meet the requirements of charity law from time to time.

Paid and unpaid staff

83. The Board may appoint and employ for such period and upon such terms as it shall think fit paid and unpaid officers or servants of the College. No such officer or servant shall be a full member of the Board, but may be a voting member of

the College and may be a full member of the Council.

Directors

84. The Board may, from time to time, appoint suitable persons to the office of director to oversee the management and development of any specific area within the College's operations.
85. Any directors appointed by the Board pursuant to Ordinance 84:
 - (a) may (but need not) be voting members of the College;
 - (b) may (but need not) be remunerated by the College; and
 - (c) shall not be trustees or company law directors of the College

By-laws

86.
 - (a) The Board may of its own motion, in accordance with the process specified in the Bylaws, from time to time add to, amend or revoke one or more of the By-laws other than By-law 4.
 - (b) The Board shall, in accordance with the requisition process specified in By-law 4, put to the College in General Meeting a draft resolution to add to, amend or revoke one or more of the By-laws.

Registrar

87. The Registrar shall be responsible for the Register; for keeping the official copies of the Charter, these Ordinances and the By-laws and entering therein any changes and preparing revised editions when ordered by the Board and generally for the correspondence of the College. The Registrar shall be responsible for convening General Meetings of the College and meetings of the Board, the Council and any Committees, and for issuing notices of and keeping and preparing minutes of all meetings, and drawing up a draft annual report for consideration by the Board.
88. The Assistant Registrar may act in place of the Registrar if there is no Registrar capable of so acting.

The Seal

89. The Seal shall not be affixed to any instrument except by the authority of a resolution of the Board, and shall be affixed in the presence of two members of the Board, or by such persons of such number and in such circumstances as Board may by resolution from time to time determine, and the said two members or such other number of persons as Board may from time to time have resolved, shall sign every instrument to which the Seal shall be so affixed in their presence; in favour of any purchaser or person *bona fide* dealing with

the College such signatures shall be conclusive evidence of the fact that the Seal has been properly affixed.

Treasurer

90. The Treasurer shall pay all monies received by him on behalf of the College into an account in the name of the College at the bankers appointed by the Board. The Treasurer shall keep an account of all monies received and expended and prepare a financial report for the meeting of the Board, not later than that next before the Annual General Meeting in each year, and an income and expenditure account and balance sheet to be audited in accordance with these Ordinances and at all times be prepared to give such information on the finances of the College as may be required by the Board.
91. The Treasurer may, without special order, pay the current ordinary expenses of the College but he may not disburse any other sum unless previously authorised to do so by the Board.

Accounts

92. The Board shall cause proper books of account to be kept with respect to:
 - (a) all sums of money received and expended by the College and the matters in respect of which such receipts and expenditure took place;
 - (b) all sales and purchases of goods by the College; and
 - (c) the assets and liabilities of the College.

Proper books of account shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the affairs of the College and to explain its transactions.

93. The books of account shall be kept at the College's office, or at such other place or places as the Board shall think fit and shall always be open to the inspection of the members of the Board.
94. The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the College or any of them shall be open to the inspection of voting members not being members of the Board and no member other than a member of the Board shall have any right of inspecting any account or book or document of the College except as authorised by the Board or by the College at General Meetings.
95. At the Annual General Meeting the Board shall lay before the College a proper income and expenditure account for the period since the last preceding account made up to a date not more than four months before the Board meeting next before such meeting, together with a proper balance sheet made up as at the

same date. Every such balance sheet shall be accompanied by proper reports of the Board, Council and the auditors and copies of such accounts, balance sheet and reports (all of which shall be framed in accordance with any statutory requirements for the time being in force) and of any other documents required by law to be annexed or attached thereto or to accompany the same shall not less than twenty-one days before the date of the meeting be sent to the auditors and to all other persons entitled to receive notices of General Meetings in the manner in which notices are hereinafter directed to be served. The auditors' report shall be open to inspection before the meeting.

Audit

96. At least once in every year the accounts of the College shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified auditor or auditors.
97. Auditors shall be appointed at the Annual General Meeting and shall hold the qualifications set out in Section 1212 of the Companies Act 2006 or any enactment amending or replacing it.

Investment powers

98. (a) Monies held by the College (including the sale proceeds of other investments held) may be invested in such stocks, funds, shares, securities and other investments as the Board thinks fit; Provided that in the case of any investment the Board is satisfied that such investment is not speculative and will not expose such monies and other investments to undue risk.
- (b) (i) Investments, and certificates or other documents of title to investments, in the beneficial ownership of the College or of which it is a trustee may be registered in the names of, and/or deposited for safe keeping with, nominees acting as bare trustees for the College in accordance with such arrangements (including remuneration) as may from time to time be approved by the Board;
- (ii) Management of investments in the beneficial ownership of the College or of which it is a trustee may be delegated on a discretionary basis to such persons, duly authorised to carry on regulated activities under the provisions of the Financial Services and Markets Act 2000, as may from time to time be approved by the Board and upon such terms and conditions (including remuneration) and subject to such limitations as may be agreed between such persons and the Board in accordance with the law and the By-laws.
- (c) The provisions of this Ordinance shall not apply to monies held by the College (including sale proceeds from other investments held) on specific trusts and which are subject to separate investment powers.

Notices

99. A notice may be served by the College upon any member, either personally or by sending it by email or through the post in a prepaid letter addressed to such member, to his email or postal address as appearing in the Register provided that the notice may only be served by email if the member has indicated his agreement to receiving such notices by email.
100. Any member described in the Register by an address which is outside the United Kingdom shall only be entitled to have notices served upon him by the College at an email address appearing in the Register, provided that the member has indicated his agreement to receiving such notices by email.
101.
 - (a) Any notice, if served by post, shall be deemed to have been served on the third day following that on which the letter containing the same is put into the post, and in proving such service, it shall be sufficient to prove that the letter containing the notice was properly addressed and posted as a prepaid letter.
 - (b) Any notice, if served by email, shall be deemed to have been delivered on the day it was sent, provided that it was sent before 5pm.

By-laws of The Royal College of Pathologists

Interpretation

1. In these By-laws where not inconsistent with the subject or context:

‘member’ means the four classes of member set out in By-law 6;

‘non-voting members’ means Honorary Fellows, Diplomates, Associates and Affiliates;

‘Ordinances’ means the Ordinances for the time being of the College;

‘voting member¹’ means Fellows other than Honorary Fellows;

words occurring in these By-laws which are defined in the Ordinances shall have the same meanings in the By-laws as they have in the Ordinances.

2. The By-laws shall be construed so as not to conflict with the Ordinances.

Alteration of the By-laws

3. The making, amendment or repeal of the By-laws by the Board in accordance with Ordinance 86 (a) shall be effected as follows:

- (a) Any member of the Board desiring to propose a new By-law or an amendment to, or the repeal of, one or more existing By-laws must give notice to the Registrar of his intention to propose it at a meeting of the Board.

- (b) If any voting member of the College (not being a member of the Board) wishes to propose that the Board adopts a new By-law or makes an amendment to, or the repeal of one or more existing By-laws, he shall give notice to the Registrar of the proposal and the Registrar shall cause the same to be proposed at a meeting of the Board.

- (c) Notice of the proposal in 3 (a) or (b) shall be included in the notice of the first meeting of the Board held after the expiry of one month from the date on which the notice is given to the Registrar as aforesaid.

- (d) If the Board adopts the proposal in 3 (a) or (b) with or without amendment, it will be effective immediately.

4. The making, amendment or repeal of the By-laws by requisition of voting members in accordance with Ordinance 86 (b) shall be effected as follows:

- (a) The resolution setting out the proposed new By-law, amendment or

¹ Retired Fellows who do not pay a subscription fee (whether full or reduced) are not voting members of the College, pursuant to a resolution of the Council passed under By-law 47 on 23 January 2014.

repeal of an existing By-law is to be signed by five percent or more voting members having at the date of the deposit of the requisition a right to vote at General Meetings of the College.

- (b) Such resolution is to be deposited with the Registrar not less than one calendar month prior to the General Meeting at which the resolution is to be proposed.
- (c) If the resolution is passed by the College with or without amendment, the same shall be effective immediately.

5. Every enactment, amendment or repeal of a By-law shall be entered, together with the date, by the Registrar in a copy of the By-laws kept to that purpose and shall be initialed by the President and such copy shall be the authoritative copy of the By-laws until the next reprinting of the By-laws.

Membership of the College

6. There shall be four classes of members of the College as follows:

- (a) Fellows;
- (b) Diplomates;
- (c) Associates; and
- (d) Affiliates

Provided that the Board may create additional classes of non-voting members of the College, from time to time.

Fellows

7. A "Fellow" shall mean any person falling within the following categories:

- (a) Founder Fellows;
- (b) those persons who have successfully passed the examinations laid down by the Council for this purpose;
- (c) those persons who shall have submitted published works on pathology and related subjects adjudged by the Council to be of sufficient distinction;
- (d) those persons who are in the opinion of the Council distinguished medical practitioners or scientists; and
- (e) Honorary Fellows.

The Council shall have absolute power and discretion in deciding upon any

application for admission to Fellowship and its decision shall be final and it shall not be bound to give any reason for its decision.

Founder Fellows

8. Any person named as a Founder Fellow in the Register shall be a Founder Fellow.

Fellowship by examination

9. The examination for Fellowship shall be called the Part 2 examination and may be taken after a candidate has passed the Part 1 examination.
10. The examinations committee may, in its sole discretion, waive the requirement for individual candidates to have passed the Part 1 examination before they take the Part 2 examination.
11. The examinations committee will inform the Council of the names of candidates who have passed the Part 2 examination and who shall be admitted to Fellowship of the College.
12. Candidates wishing to sit the Part 1 or Part 2 examination shall apply in writing to the Registrar not later than the date specified in the public announcement of the examination in question.
13. Candidates who fail to pass an examination on four occasions may only sit the examination for a fifth and subsequent times at the discretion of the Council.
14. Each candidate shall furnish, on a form provided by the Registrar for this purpose, such information as will demonstrate to the Council's satisfaction that he has fulfilled the training and other requirements of the examination regulations as they may from time to time be determined by the Council.
15. Overseas candidates who are not subject to the provisions of the Medical Acts of the United Kingdom or the Register of Medical Practitioners Act 1927 of the Republic of Ireland must, if required, be able to furnish such documentary evidence to the effect that they have held suitable clinical appointments for no less than one year, which time shall be additional to the prescribed training in pathology.

Fellowship by submission of published works

16. Candidates, whether medically qualified or not, who wish to submit published works on pathology or related subjects, shall complete a form provided by the Registrar for this purpose.
17. Each application shall be sponsored by a Fellow of the College who shall vouch that the candidate fulfills the requirements laid down by the Council.

18. The candidature of those sponsored shall be assessed by two or more examiners who shall be furnished with copies of the published works referred to. Any recommendation as to admission to Fellowship on the grounds of published works shall be submitted to the Council for consideration.
19. Any expense reasonably incurred for the assessment of submitted published works shall be defrayed from College funds notwithstanding the amount of examination fees received.
20. The Council shall have absolute power and discretion in deciding upon any application and its decision shall be final, and it shall not be bound to give any reason for its decision.

Fellowship by reason of being a distinguished medical practitioner or scientist

21. Voting members may at any time by notice in writing nominate, in strict confidence, persons for consideration for admission to Fellowship pursuant to By-law 7(iv) to the Registrar. Nominations must be accompanied by a citation of the candidate's achievements. Applications by individuals for their own admission under By-law 7(iv) will not be considered.
22. Admission to Fellowship under By-law 7(iv) shall not be used as an alternative to Fellowship by submission of published works or by examination for candidates for whom one of these would be appropriate. It is intended to enable Council to offer Fellowship of the College to pathologists judged to be of sufficient standing but whose career has not followed a course in which published research has been a major factor and have reached a stage at which examination would not be appropriate.
23. The Council shall have absolute power and discretion in deciding upon any application for admission to Fellowship and its decision shall be final, and it shall not be bound to give any reason for its decision.

Honorary Fellows

24. The College shall have power to elect as Honorary Fellows such persons and to admit Honorary Fellows so elected to such privileges (other than that of voting as members of the College) as may from time to time be conferred upon them by or under these By-laws.
25. Persons, whether medically qualified or not, who have made notable contributions to pathology, and other persons who have shown distinction of a nature fit to be recognised by the College, may on nomination by the Council and election at a General Meeting, be admitted as Honorary Fellows. There shall not be more than seventy five Honorary Fellows at any one time.

Designation of Fellows

26. Each member admitted to Fellowship shall be entitled to an appropriate form of

Certificate under the Seal of the College and may use after his name the designation 'FRCPATH'.

Diplomates

27. The Council may admit as Diplomates of the College those persons who shall have been granted a diploma of the College in such subject or subjects as shall have been determined from time to time by the Council.
28. Diplomates so admitted shall be entitled to an appropriate form of certificate under the Seal of the College and may use after their names the designation 'DipRCPATH'.
29. The Council shall have absolute power and discretion in deciding upon any application for admission to Diplomateship and this decision shall be final and it shall not be bound to give any reason for its decision.

Associates

30. The Council may admit as Associates of the College those persons who shall have passed the Part 1 examination laid down by the Council for this purpose.
31. Candidates who have passed the Part 1 examination will be recommended by the examinations committee to the Council for admission as Associates.
32. The Council shall have absolute power and discretion in deciding upon any application for admission to Associateship and its decision shall be final, and it shall not be bound to give any reason for its decision.

Affiliates

33. The Council may admit as Affiliates medically qualified persons and such other persons (not being persons eligible for admission as Fellows, Diplomates or Associates) as the Council considers could benefit from Affiliateship by reason of their work in pathology or a related discipline.
34. The Council shall have absolute power and discretion in deciding upon any application for admission to Affiliateship and its decision shall be final, and it shall not be bound to give any reason for its decision.

Re-instatement of members

35. Where any member has ceased to be a member for any reason, the Council may, subject to the Ordinances and these By-laws, either unconditionally or under such conditions as to payment of arrears of subscription (if any) or otherwise as the Council may seem expedient reinstate such person as a member.

Examination fees and subscriptions

36. Examination fees shall be those specified from time to time by the Board.
37. If a candidate is unable to sit an examination on the date specified due to medical reasons, the Registrar may in his sole discretion and on the production of a medical certificate of incapacity, return the fee or defer its application to a subsequent examination. The Registrar may provide in written regulations for other circumstances where the examination fee may be returned or where its application may be deferred to a subsequent examination.
38. Candidates for Fellowship pursuant to By-law 7(ii) shall pay the fee for the Part 2 examinations.
39. Candidates for Fellowship pursuant to By-law 7(iii) shall pay a fee as specified from time to time by Board the amount of which shall be not less than the combined fees payable for the Part 1 and Part 2 examinations.
40. Candidates for Fellowship pursuant to By-law 7(iv) shall, unless the requirement is waived by Council, pay a fee equal to the combined fees payable for the Part 1 and Part 2 examinations.
41. Candidates for Diplomateship shall pay the fees as specified from time to time by the Board.
42. Candidates for Associateship shall pay the fee for the Part 1 examination.
43. Candidates for Affiliateship shall pay the fees as specified from time to time by the Board.
44. In addition to any examination entrance fees paid by a person before becoming a member, every member, except Honorary Fellows, shall pay an annual subscription, the rates of which may differ according to whether the member resides in the United Kingdom or elsewhere.
45. The subscription shall be paid in advance in sterling by direct debit or such other means as the Board shall determine.
46. The membership period shall run from 1 January to 31 December in each year except as provided for by By-law 47.
47. Any member admitted on or after 1 July in any calendar year shall pay one-half the current appropriate subscription for that calendar year.
 - (a) In special circumstances and on application by a member, Council shall be empowered to waive by resolution the levying of any or all subscriptions from individual members. The name of each such member shall be entered in the Council's minute books. In this respect, each such member shall enjoy such privileges as are accorded to members as laid

down in the Ordinances and these By-laws, unless the Council so specified in the resolution of waiver recorded in the minutes.

- (b) The provisions of By-law 47 (a) shall apply to any member on retirement and can be authorised by the Treasurer and one other Honorary Officer.

Election of Honorary Officers, English Regional Representatives and General Council Members

- 48. Where a vacancy has arisen or will arise at the next Annual General Meeting in the offices of Honorary Officers, English Regional Representatives or General Council Members, the Registrar shall notify the Board of such vacancies at least six months before the Annual General Meeting in each year.
- 49. If there is more than one vacancy arising, the Board shall determine whether there shall be a series of nomination processes and ballots of the voting members and, if so, in what order such nominations and ballots shall take place.
- 50. The Registrar shall send all voting members of the College a circular stating the vacancies that are to be filled and the order and timing of the ballots. Circulars, to be sent to all voting members of the College, shall call for nominations of voting members of the College and specify the time within which such nominations must reach the Registrar.
- 51. Nominations for the offices of the Honorary Officers, English Regional Representatives or General Council Members (who must be voting members of the College) shall be in writing and must bear the signature of the proposer and seconder (who must both also be voting members of the College) and written consent by the nominee of his willingness to serve, if elected.
- 52. In the event of there being more than one nomination for any office, the officer shall be elected by a ballot of the voting members of the College conducted using the single transferable vote system in accordance with any election regulations adopted by the Board from time to time.
- 53. By-laws 48 to 52 (inclusive) shall apply in relation to elections for the English Regional Representatives, provided that the words "voting members of the College" shall be read as if the words "whose address as shown in the Register is in the relevant region of England" are inserted immediately thereafter.
- 54. Where a ballot is required, the Registrar shall arrange for the necessary documents or links to any online voting system to be served on each voting member of the College, together with a CV and personal statement for each candidate standing for election. Each voting member of the College shall record his votes by the closing date set out in the ballot forms. The ballot forms will contain a list of candidates nominated for election, their present appointments, the names of the proposers and seconders and the date by which the ballot must be completed.

55. Each ballot must be completed by the date specified thereon in accordance with the instructions specified; votes received after that date shall be declared invalid.
56. The Registrar shall ensure that the votes case are correctly counted and, where appropriate, transferred, and are reported to him, either through the use of properly appointed scrutineers or through the use of a validated online system (which the Board considers to be sufficiently secure for these purposes).
57. The accidental omission to serve the ballot documents in accordance with By-law 54, or the non-receipt of such documents by any voting member entitled to receive them, shall not invalidate any election the results of which have been reported to the Board and duly accepted.
58. If a ballot is not required the names of candidates nominated for election, and if a ballot has been held the names of candidates who have been elected by such ballot, shall be reported by the Registrar to the Board within 5 working days of the election result being confirmed.
59. The names of candidates elected pursuant to these provisions shall be announced by the Board in such manner as it determines from time to time.
60. The number of votes cast for individual candidates, whether successful or unsuccessful, shall not be divulged except on the specific instruction of the Board.

Election of members of the Councils of Scotland, Wales and Northern Ireland

61.
 - (a) The election of the members of each of the Councils of Scotland, Wales and Northern Ireland shall be by ballot of the voting members of the College whose address as shown in the Register is in Scotland, Wales or Northern Ireland respectively and the results shall be announced at the meeting immediately following the election of each of the respective Councils of Scotland, Wales and Northern Ireland.
 - (b) The election of the members of each of the Councils of Scotland, Wales and Northern Ireland shall be conducted in accordance with any rules made from time to time by each of the Councils of Scotland, Wales and Northern Ireland pursuant to Ordinance 78.
 - (c) The election of the Chairman of each of the Councils of Scotland, Wales and Northern Ireland shall be conducted in accordance with any rules made by each of the Councils of Scotland, Wales and Northern Ireland pursuant to Ordinance 78.
62. The Board may from time to time and at any time appoint any voting member of the College as a member of one of the Councils of Scotland, Wales and Northern Ireland, either to fill a casual vacancy or by way of addition; provided that the prescribed number of members shall not be exceeded. Any member so

appointed shall retain his office for one year but he shall then be eligible for election.

63. Only voting members of the College shall be eligible to hold office as a member of any of the Councils of Scotland, Wales and Northern Ireland.

Duties and functions of the Honorary Officers

64. (a) The President shall function as the principal officer of the College and may preside at all meetings of the College at which he is present. He shall also be an *ex-officio* member of all Committees and chairman of the Board and of the Council with a right to vote.
- (b) In the absence of the President the President Elect (if any) shall preside at meetings and if there is no President-Elect, the Vice-Presidents shall preside at meetings.
- (c) In the event of death or resignation of the President, the President Elect (if any) shall commence his term of office as President immediately, provided that his term of office shall not end earlier as a result. If there is no President-Elect one of the Vice-Presidents, chosen by the Board, shall become the acting President until the Annual General Meeting next following.
65. Each Vice-President, the Registrar, the Assistant Registrar and the chairman of the Lay Advisory Committee shall be *ex-officio* members of all Committees with a right to attend and vote at all meetings. The chairman of the Lay Advisory Committee shall also have the right to send a deputy who is also a voting lay member of the Lay Advisory Committee to attend and vote at any meetings of all Committees in his place.
66. An Honorary Officer or elected or co-opted member of the Board shall not vote on any matter concerning remuneration of which he is the named recipient.

Resignation of members of the Board and the Council

67. Every member of the Board and of the Council whose resignation shall have been accepted, or who shall have been removed or retired, shall immediately cease to be a member of every Committee of which he is a member.

Committees

68. The Board and the Council may delegate powers to Committees from time to time and the terms of reference for each Committee shall be as set out by the Board or Council, as the case may be; Provided that such terms of reference are not inconsistent with the Charter, the Ordinances or these By-laws.
69. Each Committee may co-opt additional members for specified terms who may be, but need not be, voting members of the College, provided that:

- (a) any such co-options must be approved by the Board or the Council, as the case may be; and
 - (b) unless the Board resolves otherwise in relation to any specific Committee, the number of members of any Committee who are not voting members of the College shall not at any time exceed one-half of the number of members of that Committee.
70. The quorum for every Committee meeting shall be three, unless it is fixed at a higher number from time to time by the members of any Committee and approved by the Board or the Council as the case may be, provided that no business shall be transacted at any meeting of a Committee unless a majority of the members present are also voting members of the College.
71. Any voting Fellow, in the relevant specialism where applicable, shall be eligible to stand as Chair of a Committee. In the case of more than one application being received, the Chair will be elected by the College representative members of the particular Committee (including the current Chair) and then be subject to the approval of the Board. Chairs shall usually hold office for a period of three years, with the ability for the term of office to be extended for a further year in exceptional circumstances if requested by the Board. The appointment may be terminated either by the post holder (by giving three months' notice in writing to the Registrar) or the Board (by giving three months' notice in writing to the post holder).
72. (a) Each Committee shall send a copy of its meeting agendas and minutes to the Registrar and the Assistant Registrar in a timely manner.
- (b) All actions and proceedings of Committees shall be reported to the Board or to the Council, as directed, in a timely manner.
- (c) Each Committee shall submit an annual report of its activities to the Board.
73. No expense may be incurred by any Committee unless a sum of money has been voted by the Board for the special purposes of that Committee.
74. The meetings and proceedings of all Committees are governed by the Ordinances and the By-laws applicable to the regulation of the meetings and proceedings of the Board or the Council so far as relevant and so far as the same shall not be superseded by regulations made by the Board.
75. Non-voting members of the College who serve on a Committee may only vote on a matter where:
- (a) the remit of the Committee is limited to one of advising the Board or the Council on a matter; or
 - (b) the voting members of the Committee present and voting on the matter in

question are in the majority and the Board or the Council has decided that the non-voting members may have a vote.

76. Committee meetings can take place using Electronic Means; Provided that each person attending the meeting can communicate to the other people present any information or opinions they have on any particular item discussed at the meeting.
77.
 - (a) Proper minutes shall be made of the proceedings of all Committee meetings and of all business transacted at such meetings, and any minutes of such meetings, if purported to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without any further proof of the contents of those minutes.
 - (b) The signed minutes of all meetings of Committees shall be available for inspection by all voting members of the College, on request; Provided that the Board may decide, in its absolute discretion, that any minutes, or any part of any minutes, of any meeting of a Committee shall not be available for review by voting members in order to protect confidential information relating either to the College itself or to any individual.
78. All acts bona fide done by any meeting of any Committee, or by any person acting as a member of such Committee, shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such member or person, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a member of that Committee.

Lay Advisory Committee

79. The Board may convene a Lay Advisory Committee to advise the Board and the Council as appropriate, if in its absolute discretion it considers it appropriate to do so from time to time. If the Board convenes the Lay Advisory Committee, the Board shall approve:
 - (a) terms of reference, prepared by the Lay Advisory Committee which set out the objectives, role, scope and function of the Lay Advisory Committee; and
 - (b) the processes for interviewing, selecting and removing the members and the chairman of the Lay Advisory Committee and the terms for which they can serve; Provided that such processes are fair and transparent and comply with the Equality Act 2010 and any relevant College policies.

Delegation to an Investment Manager

80. (a) The Board may appoint as Investment Manager for the College (the "Investment Manager") a person who they are satisfied is a proper and competent person and is either:
- (i) a reputable individual with at least 15 years' experience of investment management who is a person authorised to carry on regulated activities under the provisions of the Financial Services and Markets Act 2000; or
 - (ii) a reputable company or firm which is an person authorised to carry on regulated activities within the meaning of that Act.
- (b) The Board may delegate to the Investment Manager power at his discretion to buy and sell investments for the College in accordance with the detailed investment policy laid down by the Board.
- (c) Where the Board makes any delegation under By-law 80(b) it shall inform the Investment Manager in writing of:
- (i) the extent of the College's investment powers under Ordinance 98; and
 - (ii) the detailed investment policy for the College as laid down by the Board (and of any changes to it); and
 - (iii) the terms of the authority delegated to him.
- (d) Where the Board delegates its powers under By-law 80(b), they shall take all reasonable care to ensure that the Investment Manager complies with the terms of the delegated authority, review the performance of their investment portfolio at least once every six months and review the appointment of the Investment Manager at least once every 24 months.
- (e) Where the Board appoints an Investment Manager, they may pay him such reasonable and proper remuneration and agree such proper terms as to notice and other matters relating to his appointment as the Board shall decide and are consistent with their powers and any remuneration may include commission fees and/or expenses earned by the Investment Manager if such commission fees and/or expenses are disclosed to the Board.
- (f) Where the Board makes any delegation under this By-law they shall do so on the terms that:
- (i) the Investment Manager shall report on a regular basis how the College's investment portfolio is performing and how he is exercising his delegated authority;

- (ii) the Investment Manager shall not do anything which the Board does not have power to do;
- (iii) the Board may with reasonable notice revoke the delegation or vary any of its terms; and
- (iv) the Board shall give directions to the Investment Manager as to the manner in which he is to report to them all sales and purchases of investments made on their behalf.

81. The Board may:

- (a) make such arrangements as they think fit for any investments of the College or income from those investments to be held by a corporate body as the Board's nominee; and
- (b) pay reasonable and proper remuneration to any corporate body acting as the Board's nominee in pursuance to this By-law.

Notices

82. Any notice required to be given by the College to the members or any of them, and not expressly provided for in the Ordinances and By-laws, shall be sufficiently given if given by advertisement. Any notice required to be given, or which may be given by the Board, shall be included in any newsletter or bulletin produced by the College from time to time that is sent to members of the College and shall also be placed on the College's website.

83. All notices shall be signed by, or have printed at the foot of such notice, the name of the Registrar or of such other person as the Board shall appoint, except in the case of a meeting convened by requisition in accordance with the Ordinances which shall be signed by, or have printed at the foot of the notice, the names of the members convening the meeting or a majority of them.

The Mace

84. The mace shall be borne by such person and used upon such occasions as the President or the Board may direct.

Directors

85. Directors shall usually

- (a) hold office for a period of three years, with the ability for the term of office to be extended for a further year in exceptional circumstances by approval of the Board. The appointment may also be terminated either by the post holder (by giving three months' notice in writing to the Registrar) or at the behest of the Board by giving three months' notice in writing to the post holder.

(b) not be eligible to apply for a consecutive term of office in the same Directorship