

THE ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF GLASGOW

BYE-LAWS

CONTENTS

Introduction

Meetings of the College

- convening of meetings
- notice
- rules of procedure

Election procedure

- Office Bearers & other members of the Council
- Dental Council
- Executive Board (Faculty of Travel Medicine)

Collegiate & intercollegiate examinations

- Boards of Examiners
- fees

Admission procedure & ceremony

Granting licences/diplomas

Finances of the College

Other Office Bearers

Professional Conduct

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

INTRODUCTION

- 1.1 The affairs of the College are regulated by the regulations of the College and these bye-laws.
- 1.2 The regulations and these bye-laws may be supplemented or amended by the College (as provided for in the regulations) in accordance with the procedures set out in these bye-laws.
- 1.3 Any reference in these bye-laws to “these bye-laws” or to “the regulations” shall be interpreted as a reference to the bye-laws or regulations of the College, as supplemented or amended, in force from time to time.
- 1.4 References in these bye-laws to “the Fellowship and Membership of the College” shall be interpreted as being references to the following:
 - Fellows (qua Physician & qua Surgeon)
 - Member (qua Physician & qua Surgeon)
 - Fellows in Dental Surgery
 - Dental Members
 - Members of the Faculty of Travel Medicine
 - Fellows of the Faculty of Travel Medicine.

MEETINGS OF THE COLLEGE

Convening of general meetings

- 2.1 The Council shall convene an annual general meeting of the Fellowship and Membership of the College in each year. The annual general meeting will be held on the first Friday of December, unless in the opinion of the Council, this date is inconvenient (in which case, the annual general meeting shall be held on the Friday following).
- 2.2 The Council may convene other general meetings of the Fellowship and Membership of the College at any time.
- 2.3 The Council must convene a general meeting of the Fellowship and Membership of the College if
 - (a) it is instructed to do so by the President; or
 - (b) the Registrar receives a requisition (complying with paragraph 2.4) to that effect signed by not fewer than 12 signatories, each being drawn from Fellowship and Membership of the College.
- 2.4 A requisition under paragraph 2.3 shall be valid only if it sets out the particular purpose of the meeting; and if a resolution is to be proposed, the requisition must state that fact and specify the exact wording of the resolution
- 2.5 Meetings of the Fellowship and Membership of the College convened under paragraphs 2.1 to 2.4 (inclusive) are referred to in these bye-laws as "general meetings".

Notice

- 2.6 Notice of every general meeting shall be given to the Fellowship and Membership of the College either in writing or, where the individual to whom notice is given has notified the Council of an address to be used for the purpose of electronic communications, by way of an electronic communication; alternatively, the Council may give notice of every general meeting by means of a notice in the Scottish Medical Journal and/or a notice in the annual report of the College.
- 2.7 At least 21 clear days' notice must be given of an annual general meeting or an extraordinary general meeting.
- 2.8 The reference to clear days in paragraph 2.7 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted (or, in the case of a notice contained in an electronic communication, the day after the time when it was sent) and also the day of the meeting, should be excluded.

- 2.9 A notice calling a meeting shall specify the time and place of the meeting; it shall (a) indicate the general nature of the business to be dealt with at the meeting; and (b) if a resolution is to be proposed, shall also state that fact, giving the exact terms of the resolution.
- 2.10 The business of each annual general meeting shall include:
- (a) a report by the President on the activities of the College;
 - (b) the business intimated in the notice of general meeting;
 - (c) the election/re-election of members to the Council; and
 - (d) any additional business introduced by the President.
- 2.11 The Council shall set out in the notice of meeting the motions and resolutions which they wish to propose or recommend at the annual general meeting.
- 2.12 If an individual drawn from the Fellowship and Membership of the College wishes to propose any motion or resolution at an annual general meeting of the College (otherwise than as provided for in paragraph 2.11), he/she must give notification of that motion or resolution in writing to the Registrar no later than the date falling six weeks prior to the date of the annual general meeting; any such notification must
- (a) include the exact wording of any proposed resolution
 - (b) set out the names of, and be signed by, a proposer and seconder, both of whom must be from the Fellowship and Membership of the College.
- 2.13 Any motion or resolution which was included within the notice of a general meeting, shall be put to the vote at that general meeting.
- 2.14 A motion or resolution which was not included in the notice of a general meeting, may, if the meeting so directs by a resolution passed by not less than two-thirds of those present and entitled to vote, be remitted to the Council for full consideration, and on the basis that the Council may if it sees fit take appropriate action thereafter to give effect to the motion or resolution.

Rules of procedure

- 2.15 No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be 12 individuals drawn from the Fellowship and Membership of the College, present in person and entitled to vote.
- 2.16 The President shall (if present and willing to act as chairperson), preside as chairperson of each general meeting; if the President is not present and willing to act as chairperson within 30 minutes after the time at which the meeting was due to commence, the Visitor shall (if present and willing to act as chairperson) preside as chairperson of that meeting.

- 2.17 If neither the President nor the Visitor is present and willing to act as chairperson of a meeting of the College within 30 minutes after the time at which the meeting was due to commence, those from the Fellowship and Membership of the College who are present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.
- 2.18 In relation to each motion or resolution proposed at a general meeting, an individual drawn from the Fellowship and Membership of the College shall (unless the regulations or these bye-laws provide otherwise) have one vote; all votes must be given personally.
- 2.19 All questions, motions or resolutions shall be decided on a show of hands unless a secret ballot is demanded by the President or by at least three persons present at the meeting and entitled to vote.
- 2.20 The numbers voting for and against a motion or resolution shall be minuted; and, on the request of any of those from the Fellowship and Membership of the College present, shall be intimated to the meeting.
- 2.21 The minutes of general meetings shall be approved by the next following meeting of the Council and shall be made available to the Fellowship and Membership of the College by means of the College website or by such other or additional means as may be considered appropriate by the Council.

ELECTION PROCEDURE

College Office Bearers and other members of the Council

- 3.1 The regulations provide for election to the offices of President, Visitor, Vice-President (Medical), Vice-President (Surgical), Honorary Secretary, Honorary Treasurer, Registrar, Honorary Librarian and Ordinary Councillors and Regional Councillors.
- 3.2 The elections referred to in paragraph 3.1 will be conducted by postal vote or by such other means as the Council considers appropriate (which may include electronic communication).
- 3.3 Those entitled to vote in relation to the elections referred to in paragraph 3.1 shall comprise such individuals within the Fellowship and Membership of the College who have paid the subscription applicable to residents of the British Isles (subject to the restrictions in regulations 2.43 and 2.47).
- 3.4 A call for nominations for each of the offices specified in paragraph 3.1 shall be made by the Council in August of each year to all those within the Fellowship and Membership of the College who are eligible to serve in those offices.
- 3.5 The call referred to in paragraph 3.4 shall be issued by means of a notification to the Fellowship and Membership of the College by post or by any other means considered appropriate by the Council (which may include electronic communication).
- 3.6 A nomination must be in writing (or by way of an electronic communication) and signed by the nominee and by two proposers (each being drawn from the Fellowship and Membership of the College); in the case of an electronic communication, the nominee and the two proposers must authenticate the nomination in such manner as the Council considers appropriate; each nominee must certify that he/she is not debarred from acting as a charity trustee by virtue of sections 69 and 70 of the Charities and Trustee Investment (Scotland) Act 2005 (as amended or supplemented); each nomination must include a brief *curriculum vitae* of the nominee and meet such other requirements as the Council may prescribe.
- 3.7 Nominations must be received by the Registrar no later than the date falling six weeks prior to the date of the annual general meeting.
- 3.8 A nominee shall be entitled to withdraw his/her nomination by giving notice to the Registrar to be received by him/her not later than 12 noon on the day falling 7 days prior to the date of the annual general meeting.
- 3.9 The Council shall be entitled to withhold a candidate from the election process if he/she ceases to be eligible (for whatever reason) to stand for election; if the

Council uses its powers under this paragraph, it shall inform the candidate of this as soon as reasonably practicable.

- 3.10 The names of all candidates who have been nominated will be posted on the College website or publicised by such other means and shall contain such information as the Council determines.
- 3.11 Members and Fellows of the College, Fellows in Dental Surgery and Members of the Dental Faculty who have paid the subscription applicable to residents of the British Isles shall be eligible to vote for Office Bearers.
- 3.12 Fellows and Members who have paid the subscription applicable to those resident in the British Isles shall also be eligible to vote for Ordinary Councillors and Regional Councillors.
- 3.13 Candidates nominated for any office shall not canvass Fellows or Members in promotion of their candidature.
- 3.14 If the number of nominations for any office exceeds the number of vacancies, voting papers will be issued, either by post or by means of electronic communication, not less than four weeks prior to the date of the annual general meeting to those within the Fellowship and Membership of the College who are eligible to vote. The voting papers shall bear the names and addresses of those nominated for each office and such further information as the Council may from time to time determine.
- 3.15 Where there are two or more places within a single category, each individual within the Fellowship and Membership of the College shall be entitled to such number of votes as equals the number of available places within that category.
- 3.16 Subject to paragraph 3.15, voting shall be conducted by reference to each office or post using the Single Transferable Vote system.
- 3.17 To be valid, a voting paper must be returned to the Registrar (or submitted via means of an electronic communication) on or before 12 noon on the business day immediately prior to the date of the annual general meeting; and, in the case of a vote submitted by post, sealed in the special envelope provided.
- 3.18 The special envelopes and electronic communications submitted in accordance with these bye-laws shall remain unopened until the day of the annual general meeting when they will be opened and counted by a Committee appointed by the President for that purpose.
- 3.19 The candidate securing the highest number of votes after all of the votes have been transferred shall be elected; in the event of an equality of votes in relation to any particular office, the question of which candidate is to be taken as elected to that office shall be determined by some random method.
- 3.20 The Committee shall notify the result of the ballot to the President.

- 3.21 The election of the President, Visitor, Vice-Presidents, Honorary Secretary, Honorary Treasurer, Registrar Honorary Librarian, Ordinary Councillors and Regional Councillors shall be intimated at the general meeting.
- 3.22 For the avoidance of doubt, no individual can be appointed to hold more than one of the offices referred to at paragraph 3.1, at any given time.

Dental Council

- 3.23 The regulations provide for elections in respect of the Office Bearers and other members of the Dental Council.
- 3.24 The elections referred to in paragraph 3.23 will be conducted by postal vote or by such other means as the Dental Council shall consider appropriate (including by means of electronic communication).
- 3.25 Those entitled to vote in relation to the elections referred to in paragraph 3.23 shall comprise the members of the Dental Faculty who have paid the subscription applicable to those resident in the British Isles (subject to the restrictions in regulation 4.15 of the Regulations).
- 3.26 A call for nominations for the offices specified in paragraph 3.23 above shall be made by the Council in May of each year to all those within the College Fellowship and Membership who are eligible to hold such offices.
- 3.27 The call referred to in paragraph 3.26 above shall be issued by means of a notification to the Dental Faculty resident in the British Isles by mail or by any other means considered appropriate by the Dental Council (which may include electronic communication).
- 3.28 A nomination must be in writing (or by way of an electronic communication) and signed by the nominee and by two proposers (each being a member of the Dental Faculty resident in the British Isles); in the case of an electronic communication, the nominee and the two proposers must authenticate the nomination in such manner as the Dental Council considers appropriate.
- 3.29 Nominations must be received by the Registrar no later than 12 noon on the date falling six weeks prior to the date of the Annual General Meeting of the Dental Faculty.
- 3.30 The names of all candidates nominated will be posted on the College website or publicised by such other means as the Dental Council determines.
- 3.31 If the number of nominations for any office exceeds the number of vacancies, voting papers will be issued, either by post or by means of electronic communication, four weeks prior to the date of the Annual General Meeting of the Dental Faculty to those members of the Dental Faculty who are eligible to vote. The voting papers shall bear the names and addresses of those nominated for each office and such further information as the Dental Council may from time to time determine.

- 3.32 Where there are two or more places within a single category, each individual within the Dental Faculty shall be entitled to such number of votes as equals the number of available places within that category.
- 3.33 Subject to regulation 3.32, voting shall be conducted by reference to each office or post on a one member:one vote basis.
- 3.34 To be valid, a voting paper must be returned to the Registrar or submitted via means of an electronic communication on or before 12 noon on the business day immediately prior to the date of the annual Dental Faculty meeting; and, in the case of a vote submitted by post, sealed in the special envelope provided.
- 3.35 The special envelopes and electronic communication submitted in accordance with these bye-laws shall remain unopened until the day of the annual Dental Faculty meeting when they will be opened and counted by a Committee appointed by the Dean for that purpose.
- 3.36 The Committee shall notify the result of the ballot to the President.
- 3.37 The election of Office Bearers and Members of the Dental Council shall be intimated at the annual Dental Faculty Meeting.
- 3.38 The candidate securing the highest number of votes shall be elected; in the event of an equality of votes in relation to any particular office, the question of which candidate is to be elected shall be determined by some random method.
- 3.39 If a vacancy should arise in any office during the period between annual general meetings, the Dental Council shall be entitled to appoint an eligible member of the Dental Faculty to hold such office until the next annual general meeting.
- 3.40 For the avoidance of doubt, no individual can be appointed to hold more than one of the offices referred to at paragraph 3.23, at any given time

Faculty of Travel Medicine Executive Board

- 3.41 The Regulations provide that the election of Office Bearers and other members of the Faculty of Travel Medicine Executive Board, shall be by postal vote (or by such other means as the Executive Board shall determine, which may include electronic communication).
- 3.42 The elections referred to in paragraph 3.41 will be conducted by postal vote or by such other means as the Council considers appropriate (which may include electronic communication).
- 3.43 Those entitled to vote in the elections referred to in paragraph 3.40 shall comprise such individuals within the Faculty of Travel Medicine who have paid the subscription applicable to residents of the British Isles (subject to the restrictions in regulations 4.35 and 4.36 of the regulations).

- 3.44 A call for nominations for the offices specified in paragraph 3.41 above shall be made by the Council to all those eligible within the Faculty of Travel Medicine in May of each year.
- 3.45 The call referred to in paragraph 3.44 above shall be issued by means of a notification to the Faculty of Travel Medicine resident in the British Isles by mail or by any other means considered appropriate by the Executive Board (which may include electronic communication).
- 3.46 A nomination must be in writing (or by way of an electronic communication) and signed by the nominee and by two proposers (each being a member of the Faculty of Travel Medicine); in the case of an electronic communication, the nominee and the two proposers must authenticate the nomination in such manner as the Executive Board of the Faculty considers appropriate.
- 3.47 Nominations must be received by the Registrar no later than 12 noon on the date falling six weeks prior to the date of the Annual General Meeting of the Faculty of Travel Medicine.
- 3.48 The names of all candidates nominated will be posted on the College website or publicised by such other means as the Executive Board determines.
- 3.49 If the number of nominations for any office exceeds the number of vacancies, voting papers will be issued, either by post or by means of electronic communication, four weeks prior to the date of the annual general meeting of the Faculty of Travel Medicine to the members of the Faculty of Travel Medicine eligible to vote. The voting papers shall bear the names and addresses of those nominated for each office and such further information as the Executive Board may determine from time to time.
- 3.50 Where there are two or more places within a single category, each individual within the Faculty of Travel Medicine shall be entitled to such number of votes as equals the number of available places within that category.
- 3.51 Subject to regulation 3.50, voting shall be conducted by reference to each office or post using the Single Transferable Vote system.
- 3.52 To be valid, a voting paper must be returned to the Registrar or submitted via means of an electronic communication on or before 12 noon on the business day immediately prior to the date of the annual Faculty of Travel Medicine meeting; and, in the case of a vote submitted by post, sealed in the special envelope provided.
- 3.53 The special envelopes and electronic communications submitted in accordance with these bye-laws shall remain unopened until the day of the annual Faculty of Travel Medicine, when they will be opened and counted by a Committee appointed by the Dean for that purpose.
- 3.54 The Committee shall notify the result of the ballot to the President.
- 3.55 The election of Office Bearers and Members of the Executive Board shall be intimated at the annual Faculty of Travel Medicine meeting.

