



# Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

## **STANDING ORDERS**

**Revised November 2014**

# CONTENTS

<b>Chapter</b>		<b>Page</b>
	Preamble .....	3
1	Functions, Objects and Powers .....	5
2	Membership .....	8
3	Officers of the Faculty .....	16
4	The Board .....	22
5	Committees of the Board .....	32
6	President .....	39
7	Registrar .....	40
8	Academic Registrar .....	41
9	Treasurer .....	42
10	Chief Executive .....	44
11	Examiners .....	45
12	Faculty Advisers .....	47
13	Fees and Subscriptions .....	50
14	General Meetings .....	52
15	Standing Orders .....	55
16	Representation on the Councils of the Royal Colleges of Physicians of the United Kingdom .....	56
17	Distribution of Assets on Winding-up .....	57
18	Interpretation .....	58
Annex	Order under Charities Act 1993 .....	60
Index	.....	62

# **PREAMBLE**

## **Definition of public health and public health medicine**

Public health is the science and art of preventing disease, prolonging life and promoting health through organised efforts of society. Public health medicine is that branch of medicine which specialises in public health. Public health's chief responsibilities are the surveillance of the health of a population, the identification of its health needs, the development, promotion, monitoring and evaluation of policies and practice to protect and promote health, and the evaluation of health services.

## **Genesis of the Faculty**

In 1968, the report of the Royal Commission on Medical Education (the Todd Report Cmnd 3569) recommended that an organisation should be formed which would be able to take a major role in the training of those who practised or intended to practise in the field of what was at that time to be known as community medicine and is now known as public health.

Subsequently a document was prepared by a working party composed of members drawn from the Society of Medical Officers of Health, the Senior Administrative Medical Officers of the Regional Hospital Boards in England, and of the Welsh Hospital Board, the Society for Social Medicine, the Scottish Association of Medical Administrators, and medical members of the staffs of the Department of Health and Social Security and the Scottish Home and Health Department. An approach was made to the Royal College of Physicians of London, the Royal College of Physicians of Edinburgh and the Royal College of Physicians and Surgeons of Glasgow which took powers to form a Faculty of Community Medicine which would be part of their own structure.

## **Inaugural Meeting**

The Inaugural Meeting of the Faculty, in which the Presidents of the three Royal Colleges of Physicians of the United Kingdom participated, took place in the Royal College of Physicians of London on 15 March 1972.

## **Foundation Members**

Until 15 March 1974, appropriately qualified doctors practising in what was to be known as community medicine were elected Foundation Members without examination following individual application and a careful process of accreditation by the Board of the Faculty.

## **Changes of name**

In 1988, the report of the Committee of Inquiry into the Future Development of the Public Health Function (the Acheson Report Cm 289) proposed a definition of public health medicine and recommended that the specialty of community medicine should in future be referred to as public health medicine. Following widespread consultation, the Faculty of Community Medicine changed its name in 1989 to the Faculty of Public Health Medicine of the Royal Colleges of Physicians of the United Kingdom. Changes agreed by the Faculty membership in 2001 allowed those from a public health specialist background to become members of the Faculty in the same way as those from a public health medical background. As a result the Faculty changed its name in 2003 to the Faculty of Public Health.

# STANDING ORDERS

## Chapter 1

### FUNCTIONS, OBJECTS AND POWERS

#### Functions

1. The Faculty is a faculty within the Royal Colleges of Physicians of the United Kingdom and shares in their efforts for the advancement of public health knowledge and care. The Faculty consults and collaborates with them on all appropriate measures.

#### Objects

2. The objects of the Faculty are:
  - 2.1 to promote for the public benefit the advancement of knowledge in the field of public health;
  - 2.2 to develop public health with a view to maintaining the highest possible standards of professional competence and practice; and
  - 2.3 to act as an authoritative body for the purpose of consultation and advocacy in matters of educational or public interest concerning public health.

#### Powers

3. For the purpose of achieving these objects the Faculty may exercise the following powers:

- 3.1 to organise and promote training and research in public health for the public benefit;
- 3.2 to conduct examinations and award certificates and diplomas;
- 3.3 to establish lectures in public health and award prizes and scholarships;
- 3.4 to establish and maintain Offices;
- 3.5 to diffuse, in any appropriate way, information on matters affecting public health, and to hold such meetings and courses as may be desirable in order to achieve the objects, or in any way benefit the work of the Faculty;
- 3.6 to undertake and execute any charitable trusts which may lawfully be undertaken by the Faculty;
- 3.7 to invest any monies of the Faculty not immediately required for its purposes and to delegate the management of investments to an investment manager appointed in accordance with the terms of the Order under the Charities Act 1993 s26;
- 3.8 in furtherance of the objects of the Faculty, to establish, support and aid any charitable associations or institutions and to subscribe and guarantee money for their charitable purposes;
- 3.9 to borrow and raise monies for the purposes of the Faculty;

- 3.10 to represent the specialty of public health on international, national and regional bodies;
- 3.11 to obtain and maintain recognition as the body responsible for public health under any scheme for specialist registration in the United Kingdom, provided always that any benefit obtained by the members of the Faculty as a result of such recognition should be merely incidental to the achievement of the charitable objects of the Faculty;
- 3.12 to promote international communication in the field of public health;
- 3.13 to do anything else within the law which promotes or helps to promote the objects of the Faculty.

## **Chapter 2**

### **MEMBERSHIP**

#### **Classes of membership**

4. The classes of members of FPH shall be Specialty Registrar Members, Diplomate Members, Members and Fellows. New classes of membership and changes in class names shall be determined by the Board.

#### **Specialty Registrar Membership**

##### **- election**

- 5.1 The Board on the recommendation of the appropriate committee as constituted in accordance with Chapter 5 of these Standing Orders for the purpose described in Standing Order 65 may elect as Specialty Registrar Members of the Faculty persons who fulfil all the following criteria:

- (a) who are undertaking a course of training in public health medicine or public health approved by the appropriate authority for this purpose, and
- (b) who are not members of the Faculty.

##### **- disqualification**

- 5.2 Specialty Registrar Members shall be ineligible to retain their Specialty Registrar Membership if they either:

- (a) obtain membership of the Faculty under any other Standing Order or
- (b) cease to undertake a course of training specified in Standing Order 5.1(a).

## **Diplomate Membership**

### **- election**

6. The Board may elect as Diplomate Members of the Faculty the following categories of persons who have not been elected to membership of the Faculty under Standing Orders 7 to 10:

### **- by examination**

- (a) those who have passed one of the following examinations:
- i. Part A/I of the examination for Membership, or
  - ii. a Diploma examination conducted by the Faculty;

### **- by exemption from examination**

- (b) those to whom the appropriate committee of the Board as constituted in accordance with Chapter 5 of these Standing Orders for the purpose described in Standing Order 65 has granted exemption from the examinations referred to in 6(a) above.

## **Membership**

### **- election**

7. The Board may elect as Members of the Faculty the following categories of persons:

### **- by examination**

- (a) those who satisfy the Examiners in an examination set in accordance with the examination regulations for Membership;

**- by exemption from examination**

(b) those to whom the appropriate committee of the Board as constituted in accordance with Chapter 5 of these Standing Orders for the purpose described in Standing Order 65 has:

- i. granted exemption from the examination for Membership; or
- ii. granted exemption from part of the examination for Membership and who satisfy the Examiners in relation to that part of the examination for Membership from which they have not been granted exemption; and

**- through distinction**

(c) persons, proposed by at least two Fellows, who are judged by the Board to be of distinction having regard to their contribution to the science, literature or practice of public health.

**Honorary Membership**

8. On the recommendation of the Board, the Faculty in General Meeting may bestow Honorary Membership on persons in recognition of their service to the Faculty or their contribution to the science, literature or practice of public health.

**Fellowship**

9. The Board may elect as Fellows of the Faculty the following categories of person who have distinguished themselves by making a significant contribution to the science, literature or practice of public health or by their outstanding service to the Faculty:

**- via membership**

- (a) members of the Faculty

**- by exemption**

- (b) persons, not being members of the Faculty, who are judged by the Board to have training and qualifications equivalent to that required for Fellowship via membership; and

**- through distinction**

- (c) persons, proposed by at least two Fellows, who are judged by the Board to be of distinction having regard to their significant contribution to the science, literature or practice of public health or to their outstanding service to the Faculty.

**Honorary Fellowship**

10. On the recommendation of the Board, the Faculty in General Meeting may bestow Honorary Fellowship on persons of eminence who have rendered exceptional services to the science, literature or practice of public health. Not more than ten Honorary Fellowships shall be bestowed in any one year.

**Proposals to be considered by an appropriate committee of the Board**

11. Proposals for Membership through distinction, for Honorary Membership, for Fellowship through distinction, for Honorary Fellowship and such other distinction grades of membership as the Board may determine shall be considered annually, in the first instance by an appropriate committee of the Board as constituted in accordance with Chapter 5 of these Standing Orders for the purpose described in Standing Order 65. Serving members of the committee, who shall be Fellows, shall be ineligible to make proposals. Each proposal, which must be made in the form prescribed by the Board, must state clearly the reason for the recommendation, and must be signed by the

proposers. If a proposal is rejected for any reason whatsoever by the committee, no other proposal in respect of the same person shall be considered before the next annual meeting of the committee.

### **Declaration of Faith**

12. Each person prior to their admission as a member of the Faculty shall on each occasion subscribe their name to the following declaration:

*'I faithfully promise to abide by the Standing Orders of the Faculty and the Laws, Bye-Laws, Statutes and Regulations of the Royal Colleges of Physicians of the United Kingdom as they apply to members of the Faculty of Public Health.'*

### **Admission - register of members**

- 13.1 On admission to membership of the Faculty members' names shall be entered in the register of members.

#### **- certificates of membership**

- 13.2 Diplomate Members, Members and Fellows on admission to the Faculty shall be entitled to an appropriate form of certificate. Certificates of Fellowship shall be issued under the seals of the Royal Colleges of Physicians of the United Kingdom.

#### **- designatory letters**

- 13.3 Diplomate Members, Members and Fellows may, unless and until their names are removed from the register of members, describe themselves as a Diplomate Member, Member or Fellow of the Faculty of Public Health of the Royal Colleges of Physicians of the United Kingdom and use the designation

DFPH, MFPH or FFPH as the case may be. Honorary Members and Honorary Fellows may use the designation HonMFPH and HonFFPH respectively.

#### **- members of the Faculty under its former names**

13.4 Those members who were admitted to membership of the Faculty under its former names of the Faculty of Community Medicine or Faculty of Public Health Medicine should, unless and until their names are removed from the register of members, describe themselves as a Diplomat Member, Member, Honorary Member, Fellow or Honorary Fellow of the Faculty of Public Health of the Royal Colleges of Physicians of the United Kingdom and should use the designation DFPH, MFPH, HonMFPH, FFPH or HonFFPH as the case may be.

#### **Privileges of membership - all members**

14.1 A member in good standing shall be entitled

- to receive all general notices sent by the Faculty to its members and such other publications as the Board shall from time to time determine,
- to enjoy such privileges as the Royal Colleges of Physicians of the United Kingdom may grant them,
- to attend and speak at General Meetings of the Faculty,
- to vote at General Meetings of the Faculty,
- to vote in elections of the Board, and of President and Vice President,
- to serve on the Board,
- to serve on other committees as determined from time to time by the Board in accordance with Chapter 5 of these Standing Orders, and
- to participate generally in the activities of the Faculty.

#### **- Fellows**

14.2 A Fellow in good standing shall, in addition to the privileges of members referred to in Standing Order 14.1, be entitled to make proposals for

Membership through distinction, Honorary Membership, Fellowship through distinction, Honorary Fellowship and such other distinction grades of membership as the Board may determine, and to serve in any Office of the Faculty.

### **- Honorary Fellows**

14.3 An Honorary Fellow of the Faculty shall enjoy all the privileges of a Fellow.

### **Misconduct and right to appeal**

15. If the Board is satisfied after due enquiry that any member has gained admission to the Faculty by fraud, false statement or imposition, or has acted in any respect in a dishonourable or unprofessional manner, or has violated any Standing Order or regulation of the Faculty, the Board may determine that the membership of such a person shall be forfeited. On making such determination the member's name shall be removed from the register of members for such limited time or all together as the Board shall determine. Any member whose name is removed from the register shall have the right to appeal according to procedures determined by the Board.

### **Disqualification by enticement etc**

16. If any person shall attempt by enticement or any other means, to induce a Fellow to propose that person for Membership through distinction, Honorary Membership, Fellowship through distinction, Honorary Fellowship, or any other distinction grade of membership as determined by the Board, the person proposed shall automatically be debarred therefrom and the circumstances shall be reported to the Board which may take such action as provided in Standing Order 15 or otherwise as may be considered justified.

## **Reinstatement**

17. A person who has resigned or forfeited their membership may be reinstated by the Board and readmitted on payment of such fee as shall be prescribed by the Board in accordance with Standing Order 119 and in compliance with the Faculty's minimum requirements for CPD as determined from time to time by the Board.

## **Chapter 3**

### **OFFICERS OF THE FACULTY**

#### **The Officers**

18. The Officers of the Faculty shall be the President, the Vice President, the Registrar, the Academic Registrar and the Treasurer. The Board may create new Offices as it thinks fit.

#### **Election of President and Vice President**

19. The President and Vice President, each of whom shall be a Fellow, shall be elected in the manner provided in Standing Orders 22 to 25 by a ballot of all voting members.

#### **Election of other Officers**

20. The Registrar, the Academic Registrar and the Treasurer, and any persons who shall fill such other Offices created by the Board pursuant to Standing Order 18, each of whom shall be a Fellow, shall be elected by the Board in the manner provided in Standing Order 26 not later than four months, nor earlier than eight months, before the Annual General Meeting.

#### **Term of Office**

- 21.1 Each Officer shall assume Office on the conclusion of business at the Annual General Meeting immediately following their election and shall serve until the conclusion of business at the third Annual General Meeting following that at which they assumed Office. The President shall thereafter not be eligible for re-election as President. An Officer other than the President may thereafter be re-elected for one more consecutive two year term of Office, following which they shall not be eligible for re-election to that Office.

**- transitional provisions**

21.2 In applying the provisions of Standing Order 21.1, if, when it takes effect, an incumbent Officer is re-elected to the same Office their previous term of Office will be taken into account.

**Nominations for President and Vice President**

22.1 At least four months before the Annual General Meeting in any year in which the Office of President and/or of Vice President requires to be filled, the Registrar shall notify voting members and seek nominations. Only Fellows in good standing may be nominated.

**- method**

22.2 The method by which notification is given and nominations are sought shall from time to time be determined and promulgated by the Board. The Registrar shall stipulate the period (being not less than ten days) within which any such nomination must be returned. Any nomination which reaches the Registrar outside the stipulated period shall be null and void.

**Proposals of nominees**

23. Each nominee shall be proposed by a voting member in good standing and seconded likewise and the nominee shall confirm in writing their willingness to be nominated, to take on all responsibilities associated with being a Trustee, and to serve if elected.

**Ballot**

24. Not less than three months before the Annual General Meeting at which the President and/or Vice President as the case may be is to assume Office a list containing the names of the duly nominated candidates for election to the Office of President and/or of Vice President as appropriate shall be sent by

email (or post to those who do not possess an email address or have access to email) to each voting member. Each list shall be used as a ballot paper and shall specify a date (being not less than two months before the Annual General Meeting) by which it must be returned to the Registrar. Any votes cast on a ballot paper which reaches the Registrar after the specified date shall be null and void. Votes will be cast electronically or by telephone.

### **Conduct of ballot**

25. Voting papers shall be kept in the custody of the Registrar and the votes cast shall be counted before the Annual General Meeting. The candidate for each Office who polls the greatest number of votes shall be declared elected to that Office. The method of counting and of resolving tied votes shall be determined by the Board from time to time and promulgated at the time of each ballot. Names of those elected shall be given in the notice convening the Annual General Meeting and shall be notified to the Royal Colleges of Physicians of the United Kingdom.

### **Nomination of candidates for other Offices**

26. Each candidate for the Office of Registrar, Academic Registrar, Treasurer or any other Office created by the Board pursuant to Standing Order 18 shall be proposed by a voting member of the Board and the nominee shall confirm in writing their willingness to be nominated, to take on all responsibilities associated with being a Trustee, and to serve if elected. Only Fellows in good standing may be nominated. The results of the election for such Officers shall be announced at the Annual General Meeting and shall be notified to the Royal Colleges of Physicians of the United Kingdom.

### **No person to hold more than one Office**

27. No person may at any one time hold more than one of the Offices specified in Standing Order 18. This is without prejudice to actions taken by an Officer in accordance with Standing Order 31.

### **Resignation and disqualification of Officers**

28. An Office shall be vacated automatically if the Officer:
- 28.1 ceases to be a member in good standing of the Faculty, or
  - 28.2 by notice in writing to the Board resigns from Office, or
  - 28.3 fails without good cause to attend more than half of the meetings of the Board in any one year, or
  - 28.4 ceases to be a member of the Faculty.

### **Vacancy in the Office of President**

29. In the event of the Office of President becoming vacant before the expiry of the term of Office specified in Standing Order 21.1, the Vice President shall become President and shall hold Office until the earliest Annual General Meeting at which an elected President can assume the Office in accordance with the provisions of Standing Orders 22 to 25. A Vice President who assumes the Office of President under the provisions of this Standing Order shall thereafter, unless elected to the Office of President, resume the Office of Vice President for the balance of any remaining whole years of their original term of office. If a Vice President who assumes the Office of President under the provisions of this Standing Order is subsequently elected to the Office of President, their previous period of unelected service in that Office shall be disregarded for the purpose of Standing Order 21.

## **Vacancy in other Offices**

30. The Board may at any time elect any Fellow of the Faculty to fill a vacancy in any Office created pursuant to Standing Order 18. Any person so elected shall hold Office until the next Annual General Meeting, with the exception that any Fellow elected by the Board to fill a vacancy in the Office of Vice President which had arisen as a consequence of the Vice President assuming the Office of President under Standing Order 29 shall hold Office until the earliest Annual General Meeting at which an elected President can assume Office.

## **Vacancies in Offices**

### **- general provisions**

31.1 An Office shall be deemed to be vacant when declared to be so by the remaining Officers, subject to confirmation by the Board, whereupon the provisions of this chapter for filling any such vacancy shall apply. Until such time as the Board confirms the vacancy the Officers shall take such action as they consider expedient to see that the functions of the vacant Office are maintained. After the Board has confirmed that an Office is vacant and before such vacancy is filled, the Officers shall act in accordance with instructions given by the Board.

### **- temporary incapacity of an Officer**

31.2 An Officer shall be deemed to be temporarily incapacitated when declared to be so by the remaining Officers, subject to confirmation by the Board, whereupon the Officers shall take such action as they consider expedient to maintain the functions of the temporarily incapacitated Officer and report to the Board.

**All Officers to be ex officio members of committees**

32. The President, Vice President, Registrar, Academic Registrar, Treasurer and any other Officer appointed, shall be *ex officio* members of all standing committees of the Board.

## **Chapter 4**

### **THE BOARD**

#### **Constitution**

33.1 The Board shall consist of the President, who shall take the Chair, the Vice President, the Registrar, the Academic Registrar, the Treasurer, any other Officer appointed, a representative of each of the three Royal Colleges of Physicians of the United Kingdom and Ordinary Board Members. Ordinary Board Members will form the majority of voting members of the Board. The Board may co-opt up to three additional members for a specified period, which shall not be longer than three years; thereafter the Board may co-opt such persons for a further period. Voting members of the Board shall be Trustees of the Faculty as defined in Standing Orders 137 (6) and (7).

33.2 The Board may also appoint up to three lay members for a specified period, which shall not be longer than three years; thereafter the Board may appoint such persons for a further period. The Board may also appoint observers as appropriate. Lay members and observers shall not be voting members of the Board or Trustees of the Faculty.

#### **Two types of Ordinary Board Members**

34. Ordinary Board Members shall comprise General Members elected by a ballot of all voting members and Local Members elected by the voting members of particular constituencies in accordance with Standing Order 35. The number of General and Local Board Members shall be determined annually or from time to time as deemed necessary by the Board and will form the majority of the Board's voting members. Eligibility to vote in a particular election for a

General or a Local Member's place on the Board shall be determined by the Board and promulgated from time to time.

### **Local Board Members**

35. Local Board Members shall each represent a constituency and shall be elected by a ballot of all voting members in that constituency. The constituencies of the Local Members shall be determined by the Board.

### **No Ordinary Board Member to hold more than one place on the Board**

36. No member may at any one time hold more than one Ordinary Board Member place on the Board. A member who has been elected to serve on the Board from the conclusion of business at the next Annual General Meeting as a Local Member may not continue to stand for election for a place as General Member or *vice versa*.

### **Nomination of candidates**

#### **- for General Members' places**

37.1 At least four months before the Annual General Meeting in each year the Registrar shall notify voting members of the number of General Members' places on the Board requiring to be filled that year and seek nominations in accordance with the provisions of Standing Order 22.2 which shall apply to this Standing Order also.

#### **- for Local Members' places**

37.2 At least four months before the Annual General Meeting in each year the Registrar shall notify voting members in each constituency in which a Local Member's place on the Board requires to be filled that year and seek nominations in accordance with the provisions of Standing Order 22.2 which

shall apply to this Standing Order also. Only voting members in the constituency in which the vacancy arises may be so nominated.

### **Insufficient candidates**

38. If the number of candidates nominated within the specified period does not include a sufficient number to fill the number of vacant General Member places or Local Member places on the Board, the Board shall forthwith nominate a sufficient number to enable Standing Order 34 to be complied with.

### **Proposals of nominees**

39. Each nomination must be signed by a proposer and a seconder each of whom must be a voting member. Each nominee must confirm in writing their willingness to be so nominated, to take on all responsibilities associated with being a Trustee and to serve if elected.

### **Ballot for Ordinary Board Members**

40. Subject to the provisions of Standing Orders 41 and 42, the ballot for Ordinary Board Members shall be conducted in the manner provided for in Standing Orders 23 to 25 which relate to the election of the President and Vice President, but which shall apply, so far as they are applicable, to the provisions of this Standing Order also.

### **Conduct of ballot for Local Board Members' places and declaration of results**

41. The votes cast for Local Members shall be counted not later than seven days after the date specified in accordance with Standing Order 24. A list containing the names of the members elected to Local Members' places on the Board shall be sent by email (or post to those who do not possess an

email address or have access to email) to all voting members, not less than two months before the Annual General Meeting. Any candidate for a General Member place who has thus been declared elected to a Local Member place on the Board shall be removed from the list of candidates nominated for election to a General Member place on the Board. If the remaining nominations for the General Member places on the Board do not include a sufficient number of candidates to fill the vacancies arising, the Board shall nominate a sufficient number to fill any remaining vacancies.

### **Conduct of ballot for General Board Members' places and declaration of results**

42. Not less than two months before the Annual General Meeting a list containing the names of the candidates eligible under Standing Order 41 for election to a General Member's place on the Board shall be sent by email (or post to those who do not possess an email address or have access to email) to voting members and shall specify the number of General Members' places to be filled. Each list shall be used as a ballot paper and shall specify a date (being not less than one month before the Annual General Meeting) by which it must be returned to the Registrar. Votes will be cast electronically or by telephone. A list containing the names of the members elected to General Members' places on the Board shall be sent by email (or post to those who do not possess an email address or have access to email) to all voting members at least three weeks before the Annual General Meeting.

### **Period of service and vacation of places**

43. Subject to the provisions of Standing Order 46 persons elected to be Ordinary Board Members shall serve as such until the conclusion of business at the third Annual General Meeting following the one at which their election is announced.

**- transitional provisions**

44. Notwithstanding the provisions of Standing Order 43 and without prejudice to their right of subsequent re-election in accordance with Standing Order 45, as near as may be one third of the General Members and of the Local Members of the Board shall retire as such at the conclusion of business at the first Annual General Meeting after this Standing Order shall have come into effect and a further one third of both General and Local Members of the Board shall retire at the second Annual General Meeting after this Standing Order shall have come into effect. In the absence of agreement as to who shall retire on either occasion the matter shall be decided by lot conducted by the Registrar.

**Consecutive terms of service**

45.1 On completion of two consecutive terms of service, an elected Ordinary Board Member shall retire and shall not be eligible for subsequent election as an Ordinary Board Member until a period of one year has elapsed.

**- exception**

45.2 An Ordinary Board Member either or both of whose consecutive terms of service has been cut short either by the application of Standing Order 44 or for other good reason approved by the Board shall be eligible to be elected for a third consecutive full term without such a break in service.

**Resignation and disqualification of voting Board members**

46. The place of a voting Board member shall be vacated automatically if such a person:

46.1 ceases to be a member in good standing as defined in paragraph 4 of Chapter 18 of these Standing Orders, or

- 46.2 by notice in writing to the Registrar resigns from membership of the Board, or
- 46.3 fails without good cause to attend more than half of the meetings of the Board in any year, or
- 46.4 becomes an Officer of the Faculty, or
- 46.5 ceases to be a member of the Faculty.

### **Casual vacancy**

- 47. The Board may at any time appoint a member of the Faculty as an Ordinary Board Member to fill a casual vacancy without prejudice to their right to stand for election as an Ordinary Member of the Board and any person so appointed shall retire at the conclusion of business at the next Annual General Meeting.

### **Faith**

- 48. Every member of the Board shall at the earliest opportunity give their assent to the following words addressed to them by the President in the presence of members of the Board:

'You give your faith that, except as required by law, you will not divulge any of the proceedings of the meetings of the Board held for the nomination and election of members or Officers or any of the proceedings of any meeting which you shall be required to keep secret by the President and that you will faithfully discharge the duties entrusted to you, in strict accordance with these Standing Orders and with the relevant Laws, Bye-Laws and Regulations of the Royal Colleges of Physicians of the UK.'

### **Extraordinary Board Meeting: co-option of Ordinary Board Members**

49. Ordinarily immediately following but in any case not more than fourteen days after the Annual General Meeting each year an Extraordinary Meeting of the Board shall be held so that:
- 49.1 the President may receive and welcome new members
- 49.2 all those present may together give faith pursuant to Standing Order 48
- 49.3 the Board shall consider and, if agreed:
- elect up to three co-opted members for a specified period
  - appoint up to three lay members for a specified period and
  - appoint observers as appropriate
- in accordance with Standing Order 33 and
- 49.4 the Board may appoint committees and members of committees pursuant to Chapter 5 of these Standing Orders and conduct any other urgent and relevant business.

### **Functions of the Board**

50. The Board shall be responsible for managing the business of the Faculty and for ensuring that the functions, objects and powers of the Faculty are carried out in accordance with these Standing Orders and with the Charities Act 1993 and any amendments thereof. To this end the Board shall:
- 50.1 determine the policies of the Faculty, having informed itself of the views of the membership, and monitor the implementation of those policies;
- 50.2 consider all matters of major concern to the Faculty in the light of agreed Faculty policies;
- 50.3 determine the annual programme and budget of the Faculty and monitor their implementation and the control of the Faculty's finances;

- 50.4 take action to appoint committees in accordance with Chapter 5 of these Standing Orders;
- 50.5 monitor the actions of Officers and committees to whom functions have been ascribed or delegated under these Standing Orders;
- 50.6 perform those functions specifically ascribed to the Board elsewhere in these Standing Orders;
- 50.7 be responsible for the provision of a secretariat and suitable headquarters.

### **Powers**

- 51. The Board may exercise all such powers of the Faculty and do on behalf of the Faculty all such acts as may be exercised and done by the Faculty and as are not by law or these Standing Orders required to be exercised or done by the Faculty in General Meeting.

### **Regulation of meetings and voting**

- 52. The Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit. Questions arising at any meeting shall be decided by a majority of votes cast by voting members present at the meeting. The President or other person in the chair shall decide the form of voting. In case of an equality of votes the President or other person chairing the meeting in accordance with Standing Order 55 shall have a second or casting vote.

### **Actions with reduced numbers and without quorum**

- 53. The members for the time being of the Board may act notwithstanding any vacancy in their body; provided always that in case the members of the Board shall at any time be - or be reduced in number to - less than a quorum it shall be lawful for them to act as the Board for the purposes of filling vacancies in

their body, admitting persons to membership of the Faculty, or summoning a general meeting, but not for any other purpose. The quorum of the Board shall be one third of its number (excluding Officers, co-opted members, lay members and observers) to the nearest integer. When a quorum is not present no vote shall be taken, but the Board may discuss matters and make recommendations which shall then be referred to the whole Board for its decision before the next meeting of the Board if necessary. All such matters discussed, recommendations made and decisions taken shall be noted at the next full meeting of the Board.

### **Convening Board meetings**

54. The President may at any time, and the Registrar shall upon a requisition in writing from the President or from any four voting members of the Board stating the purposes for which the meeting is to be convened, convene a meeting of the Board. A clear one week's 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 purpose(s) of the meeting shall be sent to each member of the Board at their address as appearing in the register of members of the Faculty.

### **President to chair the Board**

55. The President if present shall take the Chair at every meeting of the Board but if at any meeting the President be not present within ten minutes after the time appointed for holding the same, the Vice President, if then present, shall take the Chair, but if neither of them be then present the members of the Board present shall choose one of their number who is a Fellow to take the Chair.

### **Acts done in good faith**

56. All acts done in good faith by any meeting of the Board or by any person acting as a member of the Board shall, notwithstanding it be afterwards discovered that there was some defect in the appointment, election or continuance in office of any person or of some one or more of the members of the Board acting as aforesaid or that they or any of them were disqualified, be as valid as if all relevant persons had been duly appointed or elected or had duly continued in office and were qualified to be members of the Board.

### **Minutes**

57. The Registrar shall cause proper minutes to be made of the proceedings of all meetings of the Board and all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the person who chaired the meeting or by the person who chaired the next succeeding meeting, shall be sufficient evidence without further proof of the facts therein stated.

### **Resolution in writing - validity**

58. A resolution in writing, signed by a majority of voting 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 provided that a copy of such a resolution is sent to all voting members of the Board before it is passed under the provision of this Standing Order. Such a resolution may consist of several documents in like form signed by one or more voting members of the Board.

### **Member of the Board who is not a Fellow to take no part in the election of Fellows**

59. No member of the Board who is not also a Fellow of the Faculty may take part in the election of Fellows.

## **Chapter 5**

### **COMMITTEES OF THE BOARD**

#### **Standing committees**

60. The Board shall appoint an Executive Committee and any other standing committees as appropriate for the purpose described in Standing Order 65.

#### **Executive Committee**

##### **- constitution**

61. The Executive Committee shall in addition to the Officers consist of three members each of whom shall be serving members of the Board. The President if present shall take the Chair but if at any meeting the President be not present, the Vice President shall take the Chair.

##### **- appointment**

62. At its first meeting after the Annual General Meeting at which this Standing Order comes into effect the Board shall appoint an Executive Committee. Thereafter annually at its first meeting after the Annual General Meeting the Board shall appoint members of the Executive Committee to fill the vacancies resulting from the application of Standing Order 70.

##### **- functions**

63. The Executive Committee shall have power to:

63.1 act on behalf of the Board at the request of the President in matters of urgency and otherwise to act for the Board in all matters delegated to it by the Board,

- 63.2 control the financial affairs of the Faculty in accordance with policies which the Board may lay down from time to time,
- 63.3 authorise sales and purchases of all real property and chattels real of the Faculty which shall be held in the names of lease trustees who shall be appointed and removed by the Board on such terms as the Board shall think fit; the Executive Committee shall report all such proposed sales and purchases to the Board,
- 63.4. propose nominees (or a corporate nominee) to hold all investments of the Faculty; nominees shall be appointed and removed by the Board on such terms as the Board shall think fit,
- 63.5 nominate a solicitor and auditor of the Faculty for the approval of the Board,
- 63.6 from time to time, on the advice of the Registrar, review the establishment of the staff of the Faculty and the salary to be paid to the Chief Executive and each member of the staff and the manner in which it shall be paid.

#### **Other standing committees**

- 64. The Board may appoint any other standing committees as deemed desirable at the first Board meeting following the Annual General Meeting or whenever it is expedient to do so.

#### **- purpose**

- 65. The purpose of every committee shall be to assist the Board in performing its functions under Standing Order 50 to the highest standards of competence and governance. All standing committees of the Board shall report to the Board through the Executive Committee.

**- constitution**

66. Standing committees shall consist of the Officers and such other members as the Board shall determine.

**- appointment and election**

67. The Board shall determine the method of election or appointment of the members of its standing committees. At its first meeting after the Annual General Meeting, the Board shall appoint members of standing committees to fill the vacancies resulting from the application of Standing Order 70.

**- functions**

68. The Board shall determine the function of each standing committee.

**- review**

69. The Board shall review the constitution, function and membership of standing committees, including the Executive Committee, at the first Board meeting after the Annual General Meeting or at such other time as the Board may deem appropriate.

**- period of service on standing committees**

70.1 *Ex officio* members excepted, any person appointed or elected to be a member of a standing committee shall cease to be such at the first Board meeting following the third Annual General Meeting after their appointment or election. Thereafter such a person may be appointed or elected for one further three year period of service. Any member of a standing committee who has served for two consecutive three year periods shall be ineligible for re-appointment or re-election to that standing committee until a period of one year has elapsed. The provisions of this Standing Order shall not apply when a member of such a committee ceases to be eligible for service.

### **- transitional provisions**

70.2 After such a standing committee is first appointed under Standing Order 60, and without prejudice to their right to re-appointment or re-election, as near as may be one third of the members (excluding ex officio members) of each standing committee shall retire as members at the conclusion of business at the first Annual General Meeting. A further one third shall retire at the second Annual General Meeting after the standing committee is first appointed. In the absence of agreement as to who shall retire on either occasion the matter shall be decided by lot conducted by the Registrar.

### **Special committees**

71. The Board may at any time appoint a special committee to enquire into any matter on its behalf. The appointment of a special committee shall be specified by the Board as for a certain period or until the purpose of its appointment has been fulfilled.

### **Co-opted members**

72. Any committee appointed by the Board may add to its number with the approval of the President. Co-opted members of committees shall be reported to the next convenient meeting of the Board.

### **Members of committees need not be members of the Board**

73. Subject to the provisions of Standing Orders 32 and 61, members of committees need not be members of the Board.

### **Appointment of persons to chair committees**

74. The Board shall as it thinks fit appoint a person to chair each committee of the Board either directly or on the recommendation of the members of that committee after appointment or on the recommendation of such members of

the Faculty as the Board deems to be appropriate, having regard to the purpose of the committee. The person so appointed shall if present take the chair at every meeting thereof, but if at any meeting that person be not present within ten minutes after the time appointed for holding the meeting, the chair shall be taken by a deputy appointed by the Board for that purpose or, where no such deputy has been appointed or be not present, the chair shall be taken by one of the Officers (in the order given in Standing Order 18) but if none of the Officers be then present the members of the committee present shall choose one of their number to take the chair.

### **Casual vacancy on committee**

75. The Board may at any time appoint a member to a committee to fill a casual vacancy. Any person so appointed shall retire at the conclusion of business at the next Annual General Meeting following the date of their appointment.

### **Removal of a committee member**

76. The Board may at any time remove an individual member from a committee for good and sufficient cause.

### **Powers delegated by the Board**

77. The Board may delegate such powers as it thinks fit to committees appointed by it or to named Officers and any such committee or Officer shall in the exercise of their powers conform to any regulations imposed on them by the Board. The meetings and proceedings of any such committee shall be governed by the provisions of these Standing Orders. The actions of any committee of the Board or of any Officer named under this Standing Order shall be reported to the Board in such manner and at such intervals as the Board shall determine. The Board may at any time, by notice in writing to all

members of any such committee or to such Officer, revoke any powers delegated by it to them.

### **Sub-committees and working parties or groups - meetings and proceedings**

78. Any standing committee of the Board may appoint sub-committees and working parties or groups for specified purposes and for a period not exceeding the term of the appointing committee. The person appointed to chair a sub-committee, working party or group shall be a member of the committee which appoints it but the remaining members need not be drawn from the appointing committee. The Board shall at its Extraordinary Meeting each year review the membership and purposes of each sub-committee and working party or group and the Board or the appointing Standing Committee may at any time disband, alter or amend the membership and purposes of any sub-committee, working party or group at its discretion. A standing committee may delegate to a sub-committee, working party or group such powers as are within its jurisdiction. The meetings and proceedings of any such sub-committee, working party or group shall be governed by the provisions of these Standing Orders for regulating the meetings and proceedings of committees, so far as they are applicable.

### **Regulation of committee meetings and voting**

79. Subject to any instructions by the Board a committee may meet for the dispatch of business, adjourn and otherwise regulate its meetings as the person chairing the committee shall determine and in accordance with Standing Order 87. Questions arising at any meeting shall be decided by a majority of votes. The method of voting shall be at the discretion of the person taking the chair, who in the case of an equality of votes shall have a second or casting vote.

### **Authority to act with reduced numbers - quorum**

80. The members for the time being of a committee of the Board may act notwithstanding any vacancy in their number providing that there is a quorum present. The quorum of a committee shall be one third of its number appointed by the Board (excluding *ex officio* and co-opted members) to the nearest integer.

### **Acts done in good faith**

81. All acts done in good faith by any meeting of a committee of the Board or by any person acting as a member of a committee shall, notwithstanding it be afterwards discovered that there was some defect in the appointment, election or continuance in office of any person or of some one or more of the members of the committee acting as aforesaid or that they or any of them were disqualified, be as valid as if all relevant persons had been duly appointed or elected or had duly continued in office and were qualified to be a member of the committee.

### **Minutes**

82. As provided in Standing Order 87 proper minutes shall be made of the proceedings of all meetings of committees of the Board and of all business transacted at such meetings, and any such minutes of any meeting, if purporting to be signed by the person who chaired the meeting or by the person who chaired the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

## **Chapter 6**

### **PRESIDENT**

#### **To provide leadership and represent the Faculty**

83. The President shall provide leadership to the Faculty and represent the Faculty in the furtherance of its objects.

#### **To chair the Board, etc**

84. As laid down elsewhere in these Standing Orders, the President, or if the President be not present, the Vice President, shall chair the Board, the Executive Committee, the Annual General Meeting and such other standing committees as the Board may deem appropriate.

#### ***Annual Report***

85. The President shall report to the Annual General Meeting of the Faculty.

## **Chapter 7**

### **REGISTRAR**

#### **Responsibilities**

86. The Registrar shall be responsible for:
- the register of members of the Faculty,
  - publication of the Faculty list of members as directed by the Board,
  - Faculty elections,
  - the Standing Orders,
  - Faculty staff and headquarters and
  - undertaking the functions of a company secretary and ensuring that the Faculty acts within the framework of charity and other law.

#### **Convening meetings, preparing minutes**

87. The Registrar shall be responsible for convening General Meetings of the Faculty and meetings of the Board and of committees, for issuing notices of and for ensuring that minutes of all meetings are prepared and kept.

#### **Annual Report**

88. The Registrar shall report to the Annual General Meeting of the Faculty and shall render an Annual Report to the Royal Colleges of Physicians of the United Kingdom.

#### **Not to be an examiner**

89. The Registrar shall not be an examiner.

## **Chapter 8**

### **ACADEMIC REGISTRAR**

#### **Responsibilities**

90.1 The Academic Registrar shall be responsible for arranging and overseeing all examinations and for issuing directions to examiners.

90.2. The Academic Registrar shall be responsible for advising on all aspects of education and training in public health, including proposing and arranging educational courses and conferences.

#### **Exceptionally to appoint examiners**

91. Exceptionally the Academic Registrar shall appoint examiners in accordance with Standing Order 105.

#### **Annual Report**

92. The Academic Registrar shall report to the Annual General Meeting of the Faculty.

## **Chapter 9**

### **TREASURER**

#### **Accounts and banking procedures**

- 93.1. The Treasurer shall be responsible for ensuring that all monies received on behalf of the Faculty are paid into an account in the name of the Faculty of Public Health at the bankers appointed by the Board.
- 93.2 The Treasurer shall supervise and implement such procedures regarding the signing of cheques, banking and other documents as the Board of the Faculty may prescribe from time to time.
- 93.3 All procedures implemented by the Treasurer shall be fully documented and ratified by the Board.

#### **To submit audited accounts and financial report to Board and AGM**

94. The Treasurer shall be responsible for supervising the keeping of an account of all monies received and expended and for presenting to the auditors the aforesaid account for the year ending 31 December (or such other date as may be directed by the Board) and shall submit the audited records to the Board within three months of the end of the financial year or if that should prove impossible as soon as reasonably practicable thereafter. The Treasurer shall ensure that the audited records for the previous financial year are presented to the Annual General Meeting and shall report to each ordinary meeting of the Board and to the Annual General Meeting on the financial state of the Faculty.

### **Annual budget**

95. The Treasurer shall be responsible for the preparation of an annual budget for consideration by the Board in accordance with Standing Order 50.3.

### **To have charge of property - power to expend restricted**

96. The Treasurer shall be responsible for the day to day management and safe keeping and shall cause to be kept a correct inventory of the Faculty's property, with power to order such deficiencies as may be necessary, but the Treasurer shall not expend any sum greater than that which may be fixed from time to time by the Board without the authority of two officers, one of whom shall be the President; such outlay and the reason therefore to be reported to the Board at its next meeting.

### **Honoraria**

97. The Treasurer shall be responsible for paying such honoraria as shall be awarded from time to time by the Board and reported to a General Meeting of the Faculty.

### **Salaries of Chief Executive and staff**

98. The Treasurer shall cause to be paid to the Chief Executive and each member of the staff of the Faculty such salary and in such manner as shall be approved from time to time in accordance with Standing Order 63.6.

## **Chapter 10**

### **CHIEF EXECUTIVE**

#### **Appointment and removal**

99. The Chief Executive shall be appointed and be subject to removal by the Board. The procedure for so doing shall be approved by the Board on the recommendation of the Registrar and each such appointment shall be notified to the Royal Colleges of Physicians of the United Kingdom.

#### **Responsibility for meetings**

100. Under the general direction of the Registrar, the Chief Executive shall be responsible for sending out all proper notices of and summonses to the various meetings of the Faculty and for the preparation for such meetings.

#### **Responsibility for headquarters and staff**

101. The Chief Executive shall be responsible for the day to day management of the headquarters of the Faculty in accordance with any guidelines agreed by the Board and shall direct, superintend and be responsible for the proper performance of the several duties of each member of the staff. In matters concerning staff the Chief Executive shall report to the Registrar.

## **Chapter 11**

### **EXAMINERS**

#### **Appointment**

102. The examiners, who shall be Fellows of the Faculty or other appropriately qualified persons, shall be appointed by the Board on the recommendation of the appropriate committee of the Board as constituted in accordance with Chapter 5 of these Standing Orders for the purpose described in Standing Order 65.

#### **Declaration of Faith**

103. On being appointed examiners shall subscribe their name to a declaration addressed to the Board of the Faculty in the following terms:

'I faithfully promise that I will perform all the duties of an examiner as set forth in the Standing Orders of the Faculty of Public Health and in the relevant Laws, Bye-Laws and Regulations of the Royal Colleges of Physicians of the UK, and that, except as required by law, I will not divulge any of the content or proceedings of the examination process or of any meetings held in connection with the examination process which I am required to keep secret.'

#### **Duties**

104. The examiners shall enquire into and test the qualifications of all candidates in accordance with the regulations for the form, conduct, content and general syllabus of examinations as determined from time to time by the Board.

**Exceptionally examiners and alternate examiners to be appointed by Academic Registrar**

105. If for any reason an examiner is unable to carry out their duties or if it should be necessary to appoint additional examiners for any examination the Academic Registrar may appoint such examiners as are necessary and report to the next meeting of the Board.

## **Chapter 12**

### **FACULTY ADVISERS**

#### **Appointment**

106. The Faculty Advisers, who shall be Fellows of the Faculty elected under Standing Order 9, shall be appointed by the Board to serve particular constituencies in accordance with procedures from time to time determined by the Board. The constituencies served by the Faculty Advisers shall be determined by the Board.

#### **Period of service**

107. Faculty Advisers shall serve as such until the conclusion of business at the third Annual General Meeting following their appointment. A Faculty Adviser may thereafter be reappointed in accordance with Standing Order 106 to serve a particular constituency for one more consecutive two year term or two more consecutive one year terms, following which they shall not be eligible for reappointment as the Faculty Adviser for that constituency until a period of one year has elapsed.

#### **- transitional provisions**

108. The provisions of Standing Order 107 shall apply to each Faculty Adviser serving at the time this chapter shall have come into effect.

#### **Casual vacancies**

109. In the event of a casual vacancy, the Registrar shall take such measures as are appropriate to ensure that the duties and responsibilities under this chapter are maintained until such time as a new Faculty Adviser is appointed in accordance with Standing Order 106.

## **Removal and disqualification**

110. The Board may at any time terminate the appointment of a Faculty Adviser for good and sufficient cause. The appointment of Faculty Advisers shall also be terminated automatically if such a person:

110.1 ceases to be a member in good standing of the Faculty, or

110.2 by notice in writing to the Registrar resigns the appointment of Faculty Adviser, or

110.3 fails without good cause to attend more than half of the meetings of the appropriate committee of the Board as constituted in accordance with Chapter 5 of these Standing Orders for the purpose described in Standing Order 65 in any year, or

110.4 becomes an Officer of the Faculty, or

110.5 ceases to be a member of the Faculty.

## **To represent the specialty on international, national and regional bodies**

111. The Faculty Adviser may represent the specialty of public health on international, national and regional bodies with respect to matters pertaining to education and standards.

## **Duties**

112. Under the direction of the Board, the Faculty Adviser shall:

112.1 promote training and continuing professional development in public health in their constituency;

112.2 advise on arrangements for the appointment of consultants and specialists to senior public health posts and on recruitment generally to the specialty of public health with a view to maintaining the highest

possible standards of professional competence and practice of public health within their constituency;

112.3 undertake such other duties as the Board may from time to time determine.

**Deputy Faculty Adviser(s)**

113. The Faculty Adviser may delegate any of the functions, responsibilities and duties of this chapter to a deputy or deputies appointed by the Board in accordance with Standing Order 106, so far as it is applicable.

## **Chapter 13**

### **FEES AND SUBSCRIPTIONS**

#### **Examination fees**

114. The fees to be paid before examination and for consideration of applications for exemption from all or part of an examination shall be such as may be determined from time to time by the Board.

#### **Fees and subscriptions**

115. All members shall pay such registration and other fees and such annual and other subscriptions as shall be determined by the Board. No member may be admitted to the Faculty until such fees and subscriptions have been paid.

#### **Annual subscription date and method of payment**

116. The annual subscription shall be paid by any method approved by the Board on the first day of January each year or on such other date or dates as shall be determined by the Board.

#### **Reduction and remission of fees by Board; Treasurer's authority to do so**

117. The Board may at any time remit or reduce any fee or subscription of a member or it may authorise the Treasurer to do so at the Treasurer's sole discretion.

#### **Fees and subscriptions in arrears**

118. Any member who is more than six months in arrears with payment of any fee or subscription shall cease to be in good standing and shall forfeit all the rights and privileges of a member of the Faculty. The Board may determine that any member who is more than twelve months in arrears with any fee or subscription has violated Standing Order 115 and may take action under Standing Order 15 to cause the forfeiture of that person's membership.

**Reinstatement fee**

119. In each case of reinstatement under Standing Order 17, the Board may impose such fee as it considers appropriate. The fee normally payable shall not be less than the amount of any fees or subscriptions unpaid at the time the member's name was removed from the register of members together with such fees and subscriptions as would have been due from that person in the period before reinstatement had their name not been so removed.

## **Chapter 14**

### **GENERAL MEETINGS**

#### **Annual General Meeting**

120. The Faculty 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. Each Annual General Meeting shall be held not less than eleven or more than fourteen months after the date of the last preceding Annual General Meeting.

#### **Extraordinary General Meetings**

121. The Board may whenever it thinks fit convene an Extraordinary General Meeting, and Extraordinary General Meetings may also be convened on the requisition of twenty-five or more voting members. Any such meeting shall be convened by the Registrar on the instructions of the Board or in default thereof the requisitionists themselves may convene one in accordance with this Standing Order.

#### **Notice of General Meetings**

122. At least three weeks' notice of every Annual or Extraordinary 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 the nature of the business, shall be given to all voting members of the Faculty and to the auditors and the solicitor of the Faculty.

#### **Accidental omission to give notice**

123. 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 business transacted at any meeting.

### **Quorum for General Meetings**

124. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as provided in Standing Order 125, twenty voting members personally present shall be a quorum.

### **Dissolution and adjournment of General Meetings**

125. 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 at the request of voting members in accordance with Standing Order 121 shall be dissolved. In any other case it shall stand adjourned until another time, date and place determined by the Board, and if at such adjourned meeting a quorum is not present within half an hour of the time appointed for holding the meeting the voting members who are present shall be a quorum.

### **President to chair General Meetings**

126. The President shall take the chair at every General Meeting; but if at any General Meeting the President be not present within ten minutes after the time appointed for holding the same the chair shall be taken by the Vice President or failing them some other member of the Board elected by the voting members present at the meeting.

### **Adjournment**

127. The person taking the Chair at any General Meeting at which a quorum is present may with the consent of a majority of the voting members 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 one month or more, notice of the adjourned meeting shall be given in the same manner as for an original meeting. Except for in the circumstances already described, members shall not be entitled to any notice

of an adjournment or of the business to be transacted at an adjourned meeting.

## **Chapter 15**

### **STANDING ORDERS**

#### **Proposals for deletions or amendments**

128. The Board may of its own motion or on the written proposal of any voting member make proposals for amendments to the Standing Orders.

#### **Notice of alterations**

129. Not less than four weeks' notice must be given to all voting members of proposals to alter the Standing Orders.

#### **Approval of alterations**

130. No such alteration shall come into effect until after approval by each of the three Royal Colleges of Physicians of the United Kingdom and by a majority of those members who vote in a postal ballot of voting members of the Faculty.

#### **Status of the Faculty as a charity**

131. No alteration to the Standing Orders shall be made which would prejudice the status of the Faculty as a charity at law.

#### **Interpretation of Standing Orders**

132. Any question concerning the interpretation of these Standing Orders shall be referred to the Board whose decision shall be binding.

## **Chapter 16**

### **REPRESENTATION ON THE COUNCILS OF THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM**

#### **Faculty representation on the College Councils**

133. The Board shall from time to time nominate a Fellow of the Faculty to represent the Faculty on the Council of the Royal College of Physicians of London and shall likewise nominate a Fellow of the Faculty to represent it on the Council of the Royal College of Physicians of Edinburgh and nominate another such Fellow to represent it on the Council of the Royal College of Physicians and Surgeons of Glasgow to the intent that as far as practicable the Faculty shall at all times be represented on the Councils of each of the three Royal Colleges.

#### **Period of service**

134. Any such nomination shall be for such period as the Board may specify in agreement with the College concerned.

#### **Qualification for nomination**

135. No Fellow shall be nominated to represent the Faculty who is not also a Fellow of the relevant Royal College.

## **Chapter 17**

### **DISTRIBUTION OF ASSETS ON WINDING-UP**

136. If upon winding up or dissolution of FPH 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 FPH, but shall by decision of the Board be either:
- (a) given or transferred to the Royal Colleges of Physicians of the United Kingdom in equal shares for objects similar to the objects of FPH provided always that none of them shall be entitled to benefit under this Standing Order unless it is a charity at the relevant time; or
  - (b) subject to the approval of the Royal Colleges of Physicians, transferred to any charity or charities for objects similar to the objects of FPH or transferred to any charity or charities for particular purposes that fall within the objects.

## Chapter 18

### INTERPRETATION

137. In these Standing Orders:

- (1) reference to the plural is to be understood to include the singular and *vice versa*;
- (2) reference to public health includes public health medicine and also refers to community medicine;
- (3) reference to member(s) and membership is to be understood to refer to all classes of membership prescribed in Chapter 2 of these Standing Orders whereas reference to Member(s) is to be understood to refer to Members as defined in Standing Order 7; reference to Member(s) and Fellow(s), where the subject or context permits, is to be understood to refer also to Honorary Member(s) and Honorary Fellow(s) respectively;
- (4) the phrase 'in good standing' means that the member so designated has duly paid all fees and subscriptions due from them to the Faculty and complies with the Faculty's minimum requirements for continuing professional development as determined from time to time by the Board;
- (5) the phrase 'voting member' means that the member referred to is in good standing and is entitled in accordance with Standing Order 14 to vote in elections;

- (6) the phrase 'voting members of the Board' means the Officers, Ordinary Board Members, co-opted members and ex officio members of the Board; it does not include those appointed as lay members or observers;
- (7) reference to Trustees means the voting members of the Board; the responsibilities associated with being a Trustee include those duties which they are required to undertake as necessary in accordance with these Standing Orders and with the Charities Act 1993 and any amendments thereof;
- (8) the phrase 'the Order' means the Order under Charities Act 1993, s.26 sealed by the Charity Commissioners for England and Wales on the 2nd day of April 1997 as set out in the Annex on pages 60 – 61.

Sealed 2<sup>nd</sup> April 1997

173  
97

General ) \_ Joint Faculty of Public Health  
Charity ) \_ Medicine of the Royal Colleges of  
Physicians of the United Kingdom

CD (Ldn)  
263894/53151

Order under Charities Act 1993, s.26

**CHARITY COMMISSION**

---

In the matter of the Charity known as the Joint Faculty of Public Health Medicine of the  
Royal Colleges of Physicians of the United Kingdom; and  
In the matter of the Charities Act 1993.

---

WHEREAS:-

1. The Board of the above-mentioned Charity (hereinafter referred to as the Board) who are the charity trustees within the meaning of section 97 of the Charities Act 1993 have represented to THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES that the Board should have the power to appoint an investment manager and to delegate to him discretionary powers in relation to the management of the charity's investments;
2. It appears to the Commissioners that the proposed action is expedient in the interests of the Charity;

NOW THE COMMISSIONERS BY THIS ORDER DIRECT:

1. The Board may appoint as the investment manager for the charity a person who they are satisfied after inquiry is a proper and competent person to act in that capacity and who is either-
  - (a) an individual of repute with at least fifteen years' experience of investment management who is an authorised person within the meaning of the Financial Services Act 1986 or
  - (b) a company or firm of repute which is an authorised or exempted person within the meaning of that Act otherwise than by virtue of s45(1)(j) of that Act.
2. The Board may delegate to an investment manager so appointed power at his discretion to buy and sell investments for the Charity on behalf of the Board in accordance with the investment policy laid down by the Board. The Board may only do so on terms consistent with this Order.

3. Where the Board make any delegation under this Order they shall:-
  - (a) inform the investment manager in writing of the extent of the Charity's investment powers;
  - (b) lay down a detailed investment policy for the Charity and immediately inform the investment manager in writing of it and of any changes to it;
  - (c) ensure that the terms of the delegated authority are clearly set out in writing and notified to the investment manger;
  - (d) ensure that they are kept informed of and review on a regular basis the performance of their investment portfolio managed by the investment manager and the exercise by him of his delegated authority;
  - (e) take all reasonable care to ensure that the investment manager complies with the terms of the delegated authority;
  - (f) review the appointment at such intervals not exceeding 24 months as they think fit; and
  - (g) pay such reasonable and proper remuneration to the investment manager and agree such proper terms as to notice and other matters as the Board shall decide and as are consistent with this Order provided that such remuneration may include commission fees and/or expenses earned by the investment manager if and only to the extent that such commission fees and/or expenses are disclosed to the Board.
  
4. Where the Board make any delegation under this Order they shall do so on the terms that:-
  - (a) the investment manager shall comply with the terms of his delegated authority;
  - (b) the investment manager shall not do anything which the Board do not have the power to do;
  - (c) the Board may with reasonable notice revoke the delegation or vary any of its terms in a way which is consistent with the terms of this Order; and
  - (d) 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.

Sealed by Order of the Commissioners this 2<sup>nd</sup> day of April 1997.

L.S.

# INDEX

*(The references given are to individual Standing Orders unless otherwise stated)*

## **ACADEMIC REGISTRAR**

disqualification of	28
education and training, responsibility for	90.2
education courses and conferences, responsibility for	90.2
election of	20
examinations, responsibility for	90.1
examiners:	
exceptionally to appoint	91
to issue directions to	90.1
report to AGM	92
resignation of	28

## **ACTS DONE IN GOOD FAITH**

by the Board	56
by Committees	81

## **ANNUAL BUDGET**

to be determined by Board	50.3
to be prepared by Treasurer	95

## **ANNUAL GENERAL MEETING**

accounts to be presented to	94
Extraordinary Board Meeting to be held not more than	
fourteen days after	49
Officers, election of to be reported at	25, 26
payment of honoraria to be reported to	97
reports of:	
Academic Registrar	92
President	85
Registrar	88
Treasurer	94
time and place of	120

## **ANNUAL REPORT of**

Academic Registrar	92
President	85

Registrar:	
to AGM	88
to Royal Colleges of Physicians	88
Treasurer	94

## **ANNUAL SUBSCRIPTION**

Board to determine	115
date(s) of payment	116
in arrears	118
method of payment	116
payment of, to be in good standing	137(4)
reduction and remission of	117

## **ASSETS**

distribution of on winding up	136
-------------------------------	-----

## **AUDITOR**

accounts to be audited by	94
Board to approve	63.5
nomination of	63.5
notice of General Meetings to be sent to	122

## **BALLOT**

Board, for election of Ordinary Members	34, 40-42
papers, custody of	25
President and Vice President, for election of	19, 24-25

## **BOARD**

accounting year to be directed by	94
actions with reduced numbers	53
acts done in good faith by	56
Annual General Meeting, time and place to be determined by	120
annual programme and budget to be determined by	50.5, 94
annual subscription:	
to be determined by	115
remission or reduction of	117
appointment of:	
Committees	50.4, 64
Chief Executive	99
auditor, to be approved by	63.5
bankers, to be appointed by	93.1
banking procedures to be prescribed by	93.2
business of the Faculty to be managed by	50

chair	55
committees of:	60, 64, 71
actions to be reported to	77
casual vacancy on, to be filled by appointment by	75
chair of, method of selection to be determined by	74
co-opted members of to be reported to	72
to be appointed by	50.5
constitution of	33.1, 33.2
convening of Extraordinary General Meetings by	121
convening meetings of	54
co-option of additional members of	33.1, 49.3
Councils of Royal Colleges, representatives on:	
to be Fellows of:	
Faculty	133
Royal College	135
to be nominated by	133
period of service of	134
delegation of powers:	
to committees	63.1, 77
to Officers	77
election of Faculty members	5.1, 6, 7, 9
election procedures to be determined by	22.2, 24, 25
examination fees, to be determined by	114
examiners' declaration of Faith to be addressed to	103
Executive Committee to act on behalf of	63.1
exemption from examination, fees for applications to	
be determined by	114
expenditure limit by Treasurer to be fixed by	96
Extraordinary General Meetings convened by	121
Extraordinary Meeting of	49, 78
Faculty Advisers, to be appointed by	106
Faculty List, publication to be determined by	86
Faculty policies to be determined by	50.1
failure to attend meetings of:	
by Officers	28.3
by Ordinary Board Members	46.3
Faith to be given by members of	48, 49.2
Fellows to be elected by	9
fees to be determined by	114, 115
financial matters, to be monitored by	50.3
financial state of the Faculty to be reported to	94
forfeiture of membership to be determined by	15
form of proposals for membership to be prescribed by	11
functions of	50
General Meetings, time and place to be determined by	120
General Members: <i>see Ordinary Members of</i>	
honoraria awarded by	97

investment managers to be appointed and removed by lay members, appointment of	Annex pp 60-61 33.2, 49.3
lease trustees to be appointed and removed by Local Board Members: <i>see Ordinary Members</i>	63.3
members to be elected by	7
minutes of	57, 87
nominees (investment) to be appointed and removed by	63.4
observers, appointment of	33.2, 49.3
Officers' actions to be reported to	77
Ordinary Members of:	
any who are not Fellows to take no part in the election of Fellows	59
Board's nomination for election of casual vacancy	38
ceasing to be a member of the Faculty	47
disqualification of	46.1
election of:	46
Local Members	34-44
General Members	35-41
entitlement of Faculty members to vote at elections for and to be elected as	37-42
failure to attend meetings of the Board	14.1
numbers of	46.3
resignation of	33.1
retirement of	46.2
members filling casual vacancy	44
term of service of	47
types of	43-45.2
powers of	34
publications, Faculty members' entitlement to receive, to be determined by	51
quorum	14.1
Registrar, Academic Registrar, Treasurer and any other Officer to be elected by	53
registration fee, remission or reduction by	20
regulation of meetings of	117
reinstatement:	52
of membership by	17
fee to be determined by	17, 119
removal of:	
a committee member by	76
Chief Executive	99
resolutions in writing, validity	58
revocation of powers of committees and Officers	77
Royal Colleges' representatives on	33.1
sales and purchases of property to be reported to secretariat and headquarters to be provided by	63.3
solicitor to be approved by	50.7
	63.5

special committees to be appointed by	71
Specialty Registrar Members to be elected by	5.1
standing committees to be appointed by	60
sub-committees to be reviewed annually by	78
subscriptions to be determined by	115
temporary incapacity of Officers to be confirmed by	31.2
vacancy in Office to be confirmed by	31.1
voting at meetings of	52
voting members of	137(6)
voting members to be trustees of the Faculty	33.1, 137(7)
working parties and groups to be reviewed by annually	78

## **CERTIFICATE**

of Fellowship, Membership, Diplomate Membership	13.2
---	------

## **CHAIR**

of: Board	55
General Meetings	126
Executive Committee	61
other standing committees	74
sub-committees, working parties and groups	78
minutes to be signed by	57, 82
to have a casting vote	52, 79

## **CHARITY**

Royal Colleges' eligibility to benefit from winding up of Faculty dependent on status as	136
status of Faculty as	131

## **CHIEF EXECUTIVE**

appointment and removal of	99
responsibilities of	100, 101
salary of	63.6, 98

## **COMMITTEES OF THE BOARD**

actions to be reported to the Board	77
acts done in good faith by	81
appointment of	60, 64
authority of to act with reduced numbers	80
casual vacancy on	75
chair of	74
constitution of	66
co-opted members of	72, 80

Executive Committee	61-63
<i>ex officio</i> members of	80
Faculty members' entitlement to serve on	14.1
functions of	68
members of, appointment and election	67
members of, need not be members of the Board	73
minutes of meetings of	82, 87
period of service of members of	70.1
powers of	77
purpose of	65
quorum of	80
regulation of meetings of	79
removal of member of	76
retirement of:	
members of	70.2
members filling casual vacancies	75
review of	69
revocation of powers of	77
special committees	71
standing committees	64
sub-committees and working parties or groups of	78
voting by	79

## **COMMUNITY MEDICINE**

change of name to public health medicine	<i>Preamble p.4</i>
references to be understood to refer also to public health	137(2)

## **CONFERENCES**

90.2

## **CONTINUING PROFESSIONAL DEVELOPMENT**

Faculty Advisers to promote	112.1
'in good standing', need to comply with Faculty's minimum requirements for	137(4)

## **CO-OPTIONS TO**

Board	33.1, 49.3
Committees	72

## **DIPLOMATE MEMBERS**

Faith to be given by	12
misconduct of	15
privileges of	14.1
use of designation DFPH	13.3

## **DIPLOMATE MEMBERSHIP**

admission to	13.1
election to	6
forfeit of	15
reinstatement of	17, 119
resignation of	17

## **DISQUALIFICATION**

from membership	16
from Specialty Registrar Membership of Faculty Adviser	5.2 111
of Officers	28
of Ordinary Board Members	46

## **EDUCATIONAL COURSES** 90.2

## **ELECTIONS**

by ballot	24, 34
entitlement of members to vote in insufficient candidates	14.1, 137(5) 38, 41
of General Members of the Board: ballot	40, 42
nomination	37.1, 38
of Local Members of the Board: ballot	40, 41
nomination	37.2, 38
of other Officers: nomination	20 26
announcement of results	26
of President and Vice President: nomination	19 22, 23
ballot	24, 25
announcement of results	25
Registrar responsible for	86

## **EXAMINATION FEES** 114

## **EXAMINATIONS**

arranging and overseeing examiners for	90.1 102-105
---	-----------------

exemption from:	
application fees for	114
for Diplomate Membership	6(b)
for Membership	7(b)
fees for	114
regulations for	104

## **EXAMINERS**

additional	105
appointment of	91, 102, 105
directions to	90.1
duties of	104
Faith to be given by	103
qualifications of	102

## **EXECUTIVE COMMITTEE**

appointment of	62
auditor to be nominated by	63.5
chair	61
constitution	61
<i>ex officio</i> members of	66
financial affairs to be controlled by	63.2
functions	63
investments:	
sales and purchases to be authorised by	63.3
transactions to be notified to	63.3
minutes of	82
nominees to hold all investments, to be proposed by	63.4
period of service of members of	70.1
power to act on behalf of the Board	63.1
property, sales and purchases to be authorised by	63.3
solicitor to be nominated by	63.5
staff, establishment and salaries to be reviewed by	63.6

## **EXTRAORDINARY MEETINGS**

of Board	49, 78
General Meetings	121

## **FACULTY ADVISERS**

appointment of	106
casual vacancies in	109
constituencies served by	106
deputy	113
duties	112

period of service	107, 108
removal and disqualification	110
to represent specialty on	111

## **FACULTY OF COMMUNITY MEDICINE**

change of name	<i>Preamble p.4</i>
genesis of	<i>Preamble p.3</i>
inaugural meeting of	<i>Preamble p.4</i>

## **FACULTY OF PUBLIC HEALTH**

activities of, members entitlement to participate in	14.1
change of name	<i>Preamble p.4</i>
Faculty List	86
Foundation members of	<i>Preamble p.4</i>
functions of	1
genesis of	<i>Preamble p.3</i>
objects	2
powers	3
status as a charity	131, 136
winding-up of	136

## **FACULTY OF PUBLIC HEALTH MEDICINE**

change of name	<i>Preamble p.4</i>
genesis of	<i>Preamble p.3</i>

## **FAITH**

Board members to give	48, 49.2
declaration of, by:	
examiners	103
members	12

## **FEES**

arrears of payment	118
Board to determine	115
examination	114
for application for exemption from examination	114
payment of, to remain in good standing	137(4)
reduction and remission of	117
registration	115, 117
reinstatement	119

## FELLOWS

Faith to be given by	12
Honorary Fellows	10, 14.3
misconduct	15
President, Vice President, Registrar, Academic Registrar and Treasurer to be	19-20
privileges of	14.2
to represent Faculty on Councils of Royal Colleges	133, 135
right of appeal	15
use of designation, FFPH	13.2

## FELLOWSHIP

admission to	13.1
certificate	13.2
disqualification by enticement, etc.	16
<i>through</i> distinction	9(c)
election to	9
<i>by</i> exemption	9(b)
forfeit of	15
<i>via</i> Membership	9(a)
proposals for	11
reinstatement of	17, 119
resignation of	17

**FFPH** - *see Fellows: use of designation*

## FOUNDATION MEMBERS

*Preamble p.4*

## GENERAL MEETINGS

accidental omission to give notice of	123
adjournment of	125, 127
annual	120
chair	126
dissolution of	125
extraordinary	121
honoraria, payment of to be reported to	97
Honorary Fellowship to be bestowed at	10
Honorary Membership to be bestowed at	8
members' entitlement to attend and speak at	14.1
notice of	122, 123
quorum for	124, 125, 127

**GENERAL MEMBER OF BOARD** - *see Board: Ordinary Members of*

## **GOOD STANDING**

definition of	137(4)
cessation of	118
privileges of members in	14.1
voting members to be in	137(5)

## **HEADQUARTERS**

management of	101
provision of	50.7
Registrar responsible for	86

## **HONORARIA**

97

## **HONORARY FELLOWS**

Faith to be given by	12
misconduct of	15
privileges of	14.2, 14.3
right of appeal	15
subsumed under references to Fellows	137(3)
use of designation,- Hon FFPH	132.2

## **HONORARY FELLOWSHIP**

annual limitation on	10
bestowal of	10
certificate of	13.2
disqualification by enticement etc	16
forfeit of	15
proposals for	11

## **HONORARY MEMBERS**

Faith to be given by	12
misconduct of	15
privileges of	14.1
right of appeal	15
subsumed under references to Members	137(3)
use of designation, Hon MFPH	13.3

## **HONORARY MEMBERSHIP**

bestowal of	8
certificate of	13.2
disqualification by enticement etc	16

forfeit of	15
proposals for	11

## **INAUGURAL MEETING OF THE FACULTY**

*Preamble p.4*

## **INVESTMENTS**

3.7, 63.4, Annex pp 60-61

**LOCAL MEMBER OF BOARD** - *see Board: Ordinary Members of*

## **MEETINGS**

regulation of:	
Board	52
Committees	79
responsibility for:	
Chief Executive	100
Registrar	87

## **MEMBERS**

of Board: *see Board*

of Committees: *see Committees of Board*

of Faculty:

Faith to be declared by	12
Honorary Members	8
misconduct of	15
referring to all classes of members	137(3)
privileges of	14.1
right of appeal	15
use of designation, MFPH	13.3
voting members	121, 122, 124, 125, 128, 137(5)

## **MEMBERSHIP**

admission to	13.1, 115
certificate of	13.2
classes of	4, 137(3)
<i>through</i> distinction:	7(c)
disqualification by enticement etc	16
election to	7
<i>by</i> examination	7(a)
<i>by</i> exemption from examination	7(b)
fees and subscriptions to be paid before admission to	115
Fellowship <i>via</i>	9(a)
forfeit of	15
proposals for	11
privileges of	14.1

referring to all classes of membership	137(3)
reinstatement of	17, 119
resignation of	17
<b>MFPH - see Members: use of designation</b>	
<b>MINUTES</b>	
of the Board	57
of Committees	82
responsibility for ensuring the preparation of for all meetings	87
<b>MISCONDUCT</b>	15
<b>NOMINEES</b>	
investments to be held in the name of	63.4
<b>OBJECTS OF THE FACULTY</b>	2
<b>OFFICE</b>	
creation of new	18
no person to hold more than one	27
power to establish and maintain	3.4
term of	21.1
vacancy in:	
of President	29
of other Offices	30, 31.1
<b>OFFICERS</b>	
actions to be reported to the Board	77
delegation of powers to	77
disqualification of	28
election of	20
<i>ex officio</i> members of standing committees	32
ineligible to serve:	
as Faculty Adviser	110.4
as Ordinary Board Member	46.4
nomination of candidates for	26
of the Faculty	18
resignation of	28
temporary incapacity of	31.2
to serve on Board	33.1
to chair committees of the Board in the absence of chair or deputy	74

**ORDINARY BOARD MEMBER - see Board: Ordinary Members of**

**POWERS**

of the Board	51
of Committees	77
of the Faculty	3
of President	63.1

**PREAMBLE**

*Pages 3-4*

**PRESIDENT**

annual report	85
to chair:	
Board	55, 84
Executive Committee	61, 84
General Meetings	84, 126
other standing committees as deemed appropriate	84
co-options to committees of the Board to be approved by	72
disqualification of	28
election of	19, 22.1-25
functions of	83-85
resignation of	28
term of office	21.1
to be a Fellow	19
vacancy in Office	29

**PRIVILEGES OF MEMBERSHIP**

14.1

forfeit of	118
------------	-----

**PROPERTY**

deficiencies of	96
Executive Committee to authorise sales and purchases	63.3
inventory of	96
sales and purchases to be reported to the Board	63.3
Treasurer, responsibilities for	96
trustees to hold	63.3

**PUBLIC HEALTH**

advancement of knowledge in	2.1
definition, public health medicine	<i>Preamble p.4</i>
maintenance of standards in	2.2, 113.2
recruitment to	112.2

references to Community Medicine and Public Health Medicine to refer also to Public Health	137(2)
---	--------

## **QUORUM**

for Board	53
for Committees	80
for General Meetings	124, 125

## **REGISTER OF MEMBERS**

	12.1
fee payable on entry	115, 117
Registrar's responsibility for	86

## **REGISTRAR**

ballot papers to be returned to	24, 42
Chief Executive to report to in matters concerning staff	101
disqualification of	28
election of	20
Faculty Adviser's resignation to be notified to	110.2
not to be an Examiner	89
responsible for:	
advising Executive Committee on establishment and salaries of staff	63.6
annual report to Royal Colleges of Physicians	88
conduct of:	
elections	22-26, 86
lot to decide which member to retire from:	
Board	44
Committees of the Board	70.2
convening meetings	97, 121
custody of ballot papers for election of officers	25
ensuring Faculty acts within charity and other law	86
ensuring minutes of meetings are prepared and kept	87
Faculty Adviser's duties: maintenance of in the event of casual vacancy	109
Faculty List publication	86
Faculty staff and headquarters	86
Register of members of the Faculty	86
report to AGM	88
Standing Orders	86
undertaking functions of company secretary	86
resignation of	28

## **REGISTRATION FEE - see Fees**

## **RESIGNATION of**

membership	17
Officer	28.2
Ordinary Board Member	46.2

## **REINSTATEMENT**

fee	119
of membership	17

## **ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM**

annual report to	88
assets of Faculty on winding up to be transferred to	136
Chief Executive's appointment to be notified to	99
genesis of the Faculty: participation in	<i>Preamble p.3</i>
Laws, Bye-Laws and Regulations of	12, 48, 103
Officers' election, results to be notified to	25, 26
privileges of granted to Faculty members	14.1
representation:	
of Faculty on Councils of	133-135
on Faculty Board	33.1
Standing Orders, alterations to be approved by	130

## **SECRETARIAT**

to be provided by the Board	50.7
establishment to be reviewed	63.6
Registrar responsible for	86

## **SOLICITOR**

Board to approve	63.5
nomination of	63.5
notice of General Meetings to be sent to	122

## **SPECIAL COMMITTEES - see *Committees of the Board***

## **SPECIALTY REGISTRAR MEMBERS**

Faith to be given by	12
privileges of	14.1
misconduct of	15

## **SPECIALTY REGISTRAR MEMBERSHIP**

admission to	13.1
disqualification from	5.2
election to	5.1
forfeit of	15
qualifications for	5.1
reinstatement of	17, 119
resignation of	17

## **STAFF**

direction of by Chief Executive	101
matters concerning	101
salaries of	63.6, 98

## **STANDING COMMITTEES** - *see Committees of the Board*

## **STANDING ORDERS**

alterations:	
approval of	130
notice of	129
not to affect status of Faculty as charity	131
proposals for	128
interpretation of	132, 137

## **SUB-COMMITTEES** 78

## **SUBSCRIPTIONS** - *see Annual Subscription*

## **TRAINING** 3.1, 90.2, 112.1

## **TRAINEE MEMBERSHIP** - *see Specialty Registrar Membership*

## **TRANSITIONAL PROVISIONS**

period of service of:	
Faculty Advisers	108
members of Committees of the Board	70.2
Officers	21.2
Ordinary Board Members	44

## **TREASURER**

authority of to remit or reduce fees and subscriptions	117
banking procedures to be supervised by	93.2
disqualification of	28

election of	26
limitation of power to expend	96
payment of honoraria by	97
payment of salaries by	98
resignation of	28
responsible for:	
accounting and banking procedures	93.1-93.3
annual budget preparation	95
management of property	96
submitting accounts to audit and audited	
accounts to Board and AGM	94
report to AGM and Board	94

## **TRUSTEES**

lease, appointment and removal of	63.3
Officers to take on responsibilities associated with being	23, 26
Ordinary Board Members to take on responsibilities associated	
with being	39
responsibilities of	137(7)
voting members of Board to be	33.1, 33.2, 137(7)

## **VICE PRESIDENT**

to assume Office of President on that Office becoming vacant	29
to chair in absence of President:	
Board	55, 84
Executive Committee	61, 84
General Meetings	84, 126
disqualification of	28
election of	19, 22-25
resignation of	28
term of Office	21.1, 29

## **VOTE**

casting	52, 79
entitlement to	14.1

## **VOTES**

casting method	24, 52, 79, 128
counting method	25
equality of	52, 79
questions to be decided by majority of	52, 79
tied	25
validity of in ballot	

## **VOTING**

at meetings of:	
Board	52
Committees	79
method of to be at discretion of chair	52, 79

## **VOTING MEMBERS**

ballot papers to be sent to	24, 40-42
definition of	137(5)
definition of, of the Board	137(6)
nominees to be proposed and seconded by:	
for Ordinary Board Members	39
for President and Vice President	23
proposals by for amendments to Standing Orders	128
quorum for General Meetings	124, 125
right to requisition Extraordinary General Meetings	121
to be nominated to serve on Board	37.1, 37.2
to receive notice of General Meetings	122
to take part in election of:	
Ordinary Board Members	34-35
President and Vice President	19

## **WINDING-UP**

of Faculty	136
------------	-----

## **WORKING PARTIES OR GROUPS**

	78
--	----