

OP68



# Supplemental charter, bye-laws and regulations

October 2008

OCCASIONAL PAPER

# Supplemental Charter, Bye-Laws and Regulations

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Royal College of Psychiatrists  
London



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# College Supplemental Charter

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

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS His Majesty King George the Fifth in the year of our Lord One thousand nine hundred and twenty-six by Royal Charter dated the thirteenth day of March in the sixteenth year of His Reign (hereinafter referred to as 'the original Charter') constituted a Body Corporate and Politic by the name of 'The Royal Medico-Psychological Association' (hereinafter referred to as 'the Association') with perpetual succession and a Common Seal:

AND WHEREAS the Association has presented a humble Petition unto Us praying that We would be graciously pleased to grant it a Supplemental Charter:

NOW THEREFORE Know Ye that We having taken the said Petition into Our Royal Consideration by virtue of Our Prerogative Royal and of Our especial grace, certain knowledge and mere motion have granted and declared and by these Presents do for Us, our Heirs and Successors grant and declare as follows:

1. The provisions of the original Charter save in so far as they incorporate the Association and authorise it to have a Common Seal and to sue and be sued are hereby revoked; Provided that anything which may have been done prior to such revocation under and by virtue of the original Charter shall continue to have full force and effect as if the said provisions had not been revoked.
2. The Association shall henceforth be known by the name of 'The Royal College of Psychiatrists' (hereinafter referred to as 'the College').
3. (1) the objects and purposes for which the College is constituted are to:
  - (a) advance the science and practice of psychiatry and related subjects;
  - (b) further public education therein;
  - (c) promote study and research work in psychiatry and all sciences and disciplines connected with the understanding and treatment of mental disorder in all its forms and aspects and related subjects and publish the results of all such study and research.
- (2) For the purpose of attaining the aforesaid objects but not further or otherwise the College may exercise the following powers:
  - (a) to encourage and promote amongst its members and others the exchange of knowledge, information, experience and ideas relating thereto and to related subjects, sciences and disciplines;

- (b) to encourage and promote amongst its members and others working in allied and related sciences and disciplines the achievement and maintenance of the highest possible standards of professional competence and practice;
- (c) to act as a consultative body in relation to matters of public and professional interest concerning psychiatry and the treatment of mental disorder in all its forms and aspects and to give consideration to improved methods of hospital and other medical administration, medical education and training, nursing administration, education and training;
- (d) to promote and to encourage the promotion of new measures leading to improved methods of prevention and treatment;
- (e) to hold examinations and to institute and maintain lectures, classes and other means of instruction, education and training;
- (f) to institute, maintain and grant scholarships, prizes, certificates and other awards and distinctions;
- (g) to elect to Fellowship Members of high qualification and standing with particular regard to their contributions to the greater knowledge and understanding of psychiatry and of the various matters comprised in the objects and purposes of the College;
- (h) to hold periodical and other meetings of Members of the College and others and conferences with other bodies whether in Our United Kingdom or elsewhere;
- (i) to print, publish, translate, sell, lend and distribute information, whether in the form of a periodical journal or journals or of books, monographs, treatises, pamphlets or otherwise and to cause translations into any language to be made of journals, books, monographs, treatises, pamphlets or other publications and to print, publish, sell, lend and distribute the same in Our United Kingdom and elsewhere;
- (j) to defray the cost of sending to and maintaining in any part of Our United Kingdom or elsewhere any person or persons chosen by the College for the purpose of study, investigation or research, of convening meetings, and of inviting thereto any person or persons, whether or not members of the College, and of enabling representatives of the College to attend meetings convened by other bodies in any part of Our United Kingdom or elsewhere and to make studies, researches and observations on subjects connected with or allied to the objects of the College;
- (k) to consider, pronounce and make representations upon all questions affecting the interests of the College and of the medical profession generally in its relation to the College, and the objects of the College, including the promotion of improvements in the principles and administration of the law relating to mental disorder and to the treatment of persons suffering from mental and connected illnesses;
- (l) to establish and promote Divisions, and Specialist Sections of the College;
- (m) to grant sums of money out of funds of the College for the purposes or for the promotion of any of the objects of the College;

- (n) to borrow and raise money for the purposes or for the promotion of any of the objects of the College and to secure the repayment thereof by bonds, debentures, mortgages or other securities or otherwise howsoever, and for such purpose to mortgage or charge all or any of the assets of the College;
  - (o) to do all such other things as shall further the attainment of the above objects or any of them.
- 4. Save so far as may be necessary for giving effect to the objects of the College as set forth in this Our Supplemental Charter, the College shall not carry on any trade or business or engage in any transaction with a view to the pecuniary gain or profit of the members thereof. The income and assets of the College, from whatever source derived, shall be applied solely towards the promotion of its said objects and no portion thereof shall (save as in this Our Supplemental Charter provided) be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any of its members; provided that nothing herein contained shall prevent the reimbursement of out-of-pocket expenses incurred at the request or on behalf of the College or the payment in good faith of reasonable remuneration to any servants of the College, or to any member thereof, in return for services actually rendered to the College; provided further that save as herein elsewhere set out no Officer or member of the Central Executive Committee of the College shall be appointed by or on behalf of the College to any salaried office or to any office remunerated by fees (excluding the office of examiner) if such salary is or fees are paid by or on behalf of the College, and that no remuneration or other benefit in money or money's worth shall be given by or on behalf of the College to any Officer or member of the Central Executive Committee except by way of repayment of out-of-pocket expenses.
- 5. Notwithstanding anything in this Our Supplemental Charter contained the College may pay such remuneration to any Officer or member of the Central Executive Committee as would be paid to any other Member of the College if such Officer or member of the Central Executive Committee is:
  - (i) appointed to the Maudsley lectureship, the Blake Marsh lectureship or any lectureship which may be specially approved for the purpose by an Annual General Meeting or Special Meeting of the College;
  - (ii) appointed editor of, or commissioned to write articles for, the 'Handbook for Mental Nurses', or the 'Handbook for Mental Deficiency Nursing', or any similar handbook which may be specially approved for the purpose by the Central Executive Committee of the College;
  - (iii) elected by open competition to any scholarship or prize of the College which may be specially approved for the purpose by an Annual General Meeting or Special Meeting of the College; or
  - (iv) commissioned to write an article or to conduct study or research of a character which may be specially approved for the purpose by the Central Executive Committee of the College.
- 6. There shall be a Central Executive Committee of the College consisting of the Officers of the College and of such number of Members of

the College with such qualifications and to be elected or constituted members of the Central Executive Committee in such manner and to hold office for such period, and on such terms as to re-election and otherwise, as the Bye-Laws shall prescribe; provided that the Bye-Laws may make provision, subject to such conditions and restrictions as may be prescribed therein, for the co-option to the Central Executive Committee (but without the power to vote) of persons not otherwise hereby qualified to serve thereon.

7. There shall be an Education, Training and Standards Committee consisting of such Officers and other Members of the College, who shall be nominated and elected in such manner, and shall hold office for such period or periods, and on such terms as to re-election and otherwise, as the Bye-Laws may prescribe. Subject to the provisions of the Bye-Laws, the Education, Training and Standards Committee shall appoint examiners, hold examinations, including in particular the examination for admission to Membership, and make any regulations necessary for the conduct thereof, including the specification of standards of training and experience required for candidates, elect to Membership and to Fellowship and exercise such further powers (including disciplinary powers and powers to order the removal from the appropriate register of the name of any person) subject to such conditions and in such manner as the Bye-Laws shall prescribe.
8. The College shall have such Officers, who shall exercise such powers and functions and who shall be nominated and elected in such manner, and shall hold office for such period or periods and on such terms as to re-election and otherwise as the Bye-Laws may prescribe.
9. The Central Executive Committee may from time to time appoint such Patron or Patrons of the College as may accept the invitation of the Central Executive Committee to take such appointment.
10. Subject to the provisions of this Our Supplemental Charter and of the Bye-Laws the Central Executive Committee shall have the management and control of the affairs of the College and the business of the Central Executive Committee shall be conducted in such manner as the Central Executive Committee may prescribe.
11. There shall be such classes of Members of and persons otherwise associated with the College as the Bye-Laws may prescribe. The qualifications, method and terms of admission, privileges and obligations, nature of and grounds for disciplinary action and for removal from the appropriate register of the name of any Member or other person associated with the College as aforesaid shall be such as the Bye-Laws may prescribe.
12. A General or Special Meeting of the Members of the College entitled under the Bye-Laws to be present and vote thereat and summoned, constituted and held as prescribed by the Bye-Laws shall have power by a Resolution approved by a majority of not less than two-thirds of the Members present and voting from time to time to make Bye-Laws for the regulation and government of the College, its Members and its assets, and generally for the furtherance of its objects, and from time to time to revoke or amend any Bye-law theretofore made, so however that any such Bye-law, revocation or amendment be not repugnant

to this Our Supplemental Charter; provided that no such Bye-law, revocation, or amendment shall take effect until the same shall have been approved by the Lords of Our Most Honourable Privy Council, of which approval a Certificate under the hand of the Clerk of Our said Privy Council shall be conclusive evidence. As from the date of this Our Supplemental Charter, and until such time as they may be revoked or amended as herein provided, the Bye-Laws shall be those set out in the Schedule hereto.

13. The College may by Resolution amend, revoke or add to any of the provisions of the original Charter or this Our Supplemental Charter provided that such amendment, revocation or addition shall not enable the funds of the College to be applied for non-charitable purposes, and also provided that notice of the intention to propose such Resolution at a meeting of the Central Executive Committee shall have been given in writing to each member of the Central Executive Committee not less than twenty-one days prior to the holding of such meeting and such proposed Resolution shall have been approved by a simple majority of the members of the Central Executive Committee present and voting at such meeting; and further provided that such Resolution be thereupon considered at a General Meeting of the Members of the College, in respect of which not less than twenty-one days notice in writing shall have been given, and there approved by a majority of not less than two-thirds of the Members present and voting; and such amendment, addition or revocation shall, when allowed by Us, Our Heirs or Successors, become effectual so that the original Charter and this Our Supplemental Charter shall thenceforward continue and operate as though it had been originally granted and made accordingly, so however that anything theretofore done under and by virtue of the original Charter or of this Our Supplemental Charter shall continue to have full force and effect as if the original Charter or this Our Supplemental Charter had not been amended or added to or revoked in manner aforesaid. And the provisions of this Article shall apply to the original Charter and to this Our Supplemental Charter as amended or added to or revoked in manner aforesaid.
14. The property and moneys of the Association shall, as soon as may be after the date of this Our Supplemental Charter, be formally transferred to the College or to such person or persons on its behalf as the Bye-Laws may prescribe.
15. For the purposes of this Our Supplemental Charter the expressions following shall have the meanings hereinafter assigned to them:

'The Bye-Laws' mean and include the Bye-Laws of the College for the time being and from time to time in force made, revoked or amended under and by virtue of Article 12 of this Our Supplemental Charter.

'The Officers', 'The Central Executive Committee' and 'The Education, Training and Standards Committee' respectively mean 'The Officers of the College', 'The Central Executive Committee of the College' and 'The Education, Training and Standards Committee of the College' for the time being and from time to time in office and 'Officer', 'member of the Central Executive Committee' and 'members of the Education, Training and Standards Committee shall be construed accordingly.

'The objects of the College' mean the objects and purposes of the College as set out in Article 3(1) of this Our Supplemental Charter.

'Psychiatry' and 'the science of psychiatry' include the study of anything that compromises mental health, including mental illness, personality disorder, lifestyle including addictions, and learning disability and further includes the prevention and treatment thereof.

'Members of the College' include both Members and Fellows but shall not include persons associated 'with the College other than Members or Fellows.

'General Meeting' and 'Special Meeting' of the Members of the College shall have such meanings as in the Bye-Laws are assigned thereto.

16. And We do hereby for Us, Our Heirs and Successors, grant and declare that these Our Letters or the enrolment of exemplification thereof shall be in all things good, firm, valid and effectual according to the true intent and meaning of the same and shall be taken, construed and adjudged in all Our Courts or elsewhere in the most favourable and beneficial sense and for the best advantage of the College, any mis-recital, non-recital, omission, defect, imperfection, matter or thing whatsoever notwithstanding.

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

WITNESS Ourselves at Westminster the Sixteenth day of June in the Twentieth year of Our Reign.

BY WARRANT UNDER the Queen's sign manual.

# Schedule. Bye-Laws of the Royal College of Psychiatrists

## SECTION 1. PRELIMINARY

Save where otherwise in these Bye-Laws stated or where the context otherwise requires:

'The Charter' means the Supplemental Charter together with such parts of the original Charter (as defined in the Supplemental Charter) as remain unrevoked and 'the Supplemental Charter' means the Supplemental Charter granted by Her Majesty Queen Elizabeth the Second in the year 1971;

'The Regulations' mean any Regulations for the time being in force which, under authority of these Bye-Laws may be made by the Central Executive Committee, the Education, Training and Standards Committee or otherwise;

'The College' means the Royal College of Psychiatrists; 'The Association' means the Royal Medico-Psychological Association;

'The foundation date' means the date of the Supplemental Charter;

'The Members of the College' mean the registered Members and Fellows of the College and include the Foundation Members and Foundation Fellows; and 'Members' and 'Fellows', 'Membership' and 'Fellowship' and 'Membership of the College' shall respectively be construed accordingly;

'Associates of the College' mean the registered Foundation Affiliates, the registered Honorary Fellows, the registered Corresponding Fellows, the registered Corresponding Associates, the registered Pre-Membership Psychiatric Trainees, the Affiliates, the registered Mental Health Associates, the International Associates, the registered Specialist Associates, the registered Student Associates or, as may be appropriate, any of them;

'Foundation Fellows' and 'Foundation Members' mean the persons elected as such;

'The register' means the several registers of the College which contain the names of the several classes of Members of and of Associates of the College and includes all or any of the registers;

'The Declaration' means the Declaration to be signed by persons elected as Members, Foundation Members and Foundation Fellows as prescribed by paragraph 2 of Section II of these Bye-Laws;

'College year' means the period (of whatever length) between the commencement of an Annual General Meeting and the commencement of the next Annual General Meeting; 'financial year' means the accounting period of the College and shall be such period as the Regulations may prescribe; and 'annual' and 'annually' shall be construed according to the context accordingly;

'General Meeting' and 'Special Meeting' respectively mean General and Special Meetings of the College as defined in Section XXIV of these Bye-Laws and 'Meetings of the College' include General and Special Meetings; 'Scientific Meeting' means a Scientific Meeting of the College, whether or not it be held immediately before or after or in association with a General or Special Meeting;

'The Honorary Officers' mean the Honorary Officers of the College as defined in Section X of these Bye-Laws;

'The Journal' means the journal of the College and includes any journal supplement and any document issued periodically by or on behalf of the College of the character of a journal;

'The Library' means the library of the College and includes any library or libraries, wherever situate, which may be collected or maintained by or on behalf of the College or by any Specialist Section or Division;

'Faculty', 'Section', 'Special Interest Group' and 'Division' mean respectively a Faculty of the College, a Section of the College, a Special Interest Group of the College and a Division of the College as respectively defined in Sections XXII, XXIII A, XXIII B and XXIV A of these Bye-Laws;

'The Central Executive Committee' and 'The Education, Training and Standards Committee' mean respectively the Central Executive Committee of the College and the Education, Training and Standards Committee of the College as defined in Sections XIX and XXI of these Bye-Laws;

'Standing Committees' and 'Special Committees' respectively mean Standing and Special Committees of the Central Executive Committee and bear the meanings assigned thereto by Section XX of these Bye-Laws; and the proceedings of all such bodies and of any Sub-Committees or Working Groups thereof shall be valid notwithstanding any vacancy therein or irregularity of membership thereof or defect in the manner of appointment thereto;

'The examination' means the examination or examinations required in accordance with Section III of these Bye-Laws and with the Regulations to be taken by candidates for Membership and includes any part or parts of the examination;

'Qualified medical practitioner' means a medical practitioner who is registered in the United Kingdom under the Medical Acts, whether on the Register of Medical Practitioners or on the Limited Register of Registered Medical Practitioners, or who, though not registered as described above, holds a Commonwealth or foreign qualification and

such post graduate experience as would render the medical practitioner eligible for such registration or who holds some other qualification which the Central Executive Committee considers to be of adequate standard for the relevant purpose;

The singular includes the plural, and the plural the singular.

## SECTION II. THE COLLEGE

1. The College shall consist of registered Members and Fellows and shall have as its associates persons registered as Foundation Affiliates, Honorary and Corresponding Fellows, Corresponding Associates, Affiliates, Mental Health Associates, International Associates, Pre-Membership Psychiatric Trainees, Specialist Associates, and Student Associates.

2. Members of the College shall upon their election as such, sign a Declaration as follows:

'I solemnly affirm that I shall promote the objects of the Royal College of Psychiatrists to the best of my ability. I admit that I am bound by its Charter and Bye-Laws for the time being in force. I promise to obey these, and Regulations made thereunder, in spirit as well as in the letter, submitting myself to the lawful authority of the Central Executive Committee. I pledge myself, in the practice of Psychiatry, ever to have regard to the highest standards of professional service to patients, as set out in the College's Guidance on Good Psychiatric Practice, and to the honour of the College. I am committed to the elimination of unlawful discrimination, the promotion of equality of opportunity, and the promotion of good race relations.'

## SECTION III. MEMBERS

1. Membership may be granted to a qualified medical practitioner who in other respects complies with the requirements of these Bye-Laws and of the Regulations.
2. Application for Membership shall be made in accordance with the Regulations and shall be subject to the taking of an examination and otherwise subject to such conditions as the Education, Training and Standards Committee may from time to time by Regulation prescribe.
3. Before admission to the examination a candidate shall produce evidence satisfactory to the Education, Training and Standards Committee:
  - (1) of having been medically qualified for not less than three years; and
  - (2) of having undergone training in psychiatry of a standard approved as adequate and suitable by the Education, Training and Standards Committee.
4. The examination shall consist of such part or parts as the Education,

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Training and Standards Committee shall from time to time by Regulation prescribe.

5. The names of candidates for Membership who shall have taken the examination shall be submitted to a meeting of the Education, Training and Standards Committee together with such reports thereon as the Education, Training and Standards Committee may by Regulations prescribe and the Education, Training and Standards Committee shall consider such names and reports and shall vote by ballot upon each such name. Any candidate securing a majority of not less than two-thirds of the votes of those present and voting shall be thereby elected to Membership.
6. Candidates elected to Membership shall be registered as such on paying the appropriate registration fee as in these Bye-Laws authorised to be prescribed.
7. A Member registered as such shall be entitled to the privileges prescribed by these Bye-Laws and by the Regulations and shall continue to be so entitled so long as the Member complies with all the requirements thereof and continues to be so registered.
8. Members registered as such will be granted a licence to use after their names the Registered Trademark 'MRCPsych' and such licence shall be regarded as a privilege of Membership under these Bye-Laws.

## SECTION IV. FELLOWS

1. A Member with not less than five years of seniority as such shall be eligible for election to Fellowship.
2. Any two Members of the College may nominate any Member of requisite seniority for election to the Fellowship. Nominations, with supporting evidence, shall be considered by a Sub-Committee of the Education, Training and Standards Committee. The names of Members recommended by the Sub-Committee for election to the Fellowship shall be submitted to the Education, Training and Standards Committee, which may elect such Members or any of them to the Fellowship by not less than two-thirds majority of those present and voting. In exercising such power the Education, Training and Standards Committee shall pay particular attention to qualifications and professional standing, to appointments held, and to contributions to research and to the literature and the practice of psychiatry.
3. A Member so elected to the Fellowship shall be registered as a Fellow on paying the appropriate registration fee as is in these Bye-Laws authorised to be prescribed.
4. A Fellow registered as such shall be entitled to the privileges prescribed in these Bye-Laws and in the Regulations and shall continue to be so entitled so long as the Fellow complies with all the requirements thereof and continues to be so registered.
5. Fellows registered as such will be granted a licence to use after their names the Registered Trademark 'FRCPsych' and such licence shall be regarded as a privilege of Fellowship under these Bye-Laws.

## SECTION V. HONORARY FELLOWS

1. Subject to the Regulations the College may elect as an Honorary Fellow any person, whether or not that person is a member of the medical profession, who either is eminent in psychiatry or in allied or connected sciences or disciplines or has rendered distinguished service to humanity in relation to the study, prevention or treatment of mental illness or to subjects allied thereto or connected therewith or has rendered notable service to the College or to the Association.
2. Upon acceptance of such election an Honorary Fellow shall be registered as such.
3. Not more than five Honorary Fellows may be elected in any College year and the total number of persons on the register of Honorary Fellows at any one time shall not exceed one hundred and fifty.
4. Save as in these Bye-Laws and the Regulations provided, Honorary Fellows shall not as such be entitled to any of the privileges or liable to any of the obligations of membership of the College, but the election or registration as Honorary Fellows of Members of the College shall not affect their privileges and obligations as such.

## SECTION VI. PRE-MEMBERSHIP

1. There shall be maintained a register of Pre-Membership Psychiatric Trainees of the College. Persons registered thereon shall be known (and are in these Bye-Laws referred to) as 'Pre-Membership Psychiatric Trainees'.
2. A qualified medical practitioner may apply to the Education, Training and Standards Committee for registration as a Pre-Membership Psychiatric Trainee and the Education, Training and Standards Committee may, if it thinks fit, approve his or her registration as such.
3. A Pre-Membership Psychiatric Trainee shall on approval by the Education, Training and Standards Committee pay such registration fee as may be prescribed under the authority of these Bye-Laws and may thereupon be registered as such.
4. Pre-Membership Psychiatric Trainees shall not be Members of the College nor entitled either to vote as such except as may be specified elsewhere in these Bye-Laws and the Regulations or to any other of the privileges of Membership, save that upon such terms as to payment or otherwise as may be prescribed by these Bye-Laws and the Regulations and by the Education, Training and Standards Committee a Pre-Membership Psychiatric Trainee registered as such shall be entitled to receive the Journal and attend Meetings of the College and such lectures and training courses as the Education, Training and Standards Committee may arrange and shall continue to be so entitled so long as the Pre-Membership Psychiatric Trainee complies with all the requirements of these Bye-Laws and Regulations and of the Education, Training and Standards Committee and continues to be so registered.

5. Pre-Membership Psychiatric Trainees registered as such may describe themselves as such, but such description shall not be so used as to imply the holding of any qualification of the College.

## SECTION VII. CORRESPONDING FELLOWS, CORRESPONDING ASSOCIATES AND FOUNDATION AFFILIATES, AFFILIATES, MENTAL HEALTH ASSOCIATES, INTERNATIONAL ASSOCIATES, SPECIALIST ASSOCIATES, AND STUDENT ASSOCIATES

1. Those and no others who at the foundation date were Corresponding Members of the Association are Corresponding Fellows of the College and upon complying with such requirements as may be prescribed by these Bye-Laws and the Regulations and by the Central Executive Committee, shall be registered as such.
2. Those and no others who at the foundation date were Associate Members of the Association are Corresponding Associates of the College and upon complying with such requirements as may be prescribed by these Bye-Laws and the Regulations and by the Central Executive Committee, shall be registered as such.
3. Those and no others who at the foundation date were ordinary members of the Association and who were not then eligible for Membership of the College are Foundation Affiliates and upon compliance with such requirements as may be prescribed by these Bye-Laws and the Regulations and by the Central Executive Committee, shall be registered as such.
4.
  - (i) There shall be maintained Registers of Affiliates, Mental Health Associates, and International Associates, Specialist Associates, and Student Associates of the College. Persons registered thereon shall be known (and are in these Bye-Laws referred to) as 'Affiliates', 'Mental Health Associates', and 'International Associates', 'Specialist Associates' and 'Student Associates' respectively.
  - (ii) Any two Members of the College may apply to the Education, Training and Standards Committee for a qualified medical practitioner to be registered as an Affiliate or a Specialist Associate or for a non-medically qualified member of a profession closely allied to psychiatry to be registered as a Mental Health Associate or for a registered medical practitioner working as a psychiatrist outside the United Kingdom to be registered as an International Associate and the Education, Training and Standards Committee may if it thinks fit approve registrations as such upon such terms respectively as shall from time to time be prescribed by the Regulations.
  - (iii) An Affiliate, Mental Health Associate, International Associate, Specialist Associate or Student Associate shall on approval by the Education, Training and Standards Committee pay such Registration fee as may be prescribed under the authority of these Bye-Laws and may thereupon be registered as such.

- (iv) Not more than ten Mental Health Associates shall be registered in any one College year and there shall not be more than one hundred Mental Health Associates registered at any time.
5. 'Corresponding Fellows of the College', 'Corresponding Associates of the College', 'Foundation Affiliates', 'Affiliates', 'Mental Health Associates', 'Specialist Associates', 'Student Associates' and 'International Associates' of the College shall respectively be known (and in these Bye-Laws referred to) as 'Corresponding Fellows', 'Corresponding Associates', 'Foundation Affiliates', 'Affiliates', 'Mental Health Associates', 'International Associates', 'Specialist Associates' and 'Student Associates'.
  6. Corresponding Fellows, Corresponding Associates, Foundation Affiliates, Affiliates, Mental Health Associates, International Associates, Specialist Associates and Student Associates shall not be Members of the College nor, save as by these Bye-Laws prescribed, entitled either to vote as such or to any other of the privileges of Membership of the College, save that, upon such terms, including terms as to payment of subscriptions or otherwise, as may be prescribed by these Bye-Laws and the Regulations and by the Central Executive Committee, they shall be entitled, on registration as such, to receive the Journal, attend General and Scientific Meetings and use the Library and shall continue to be so entitled so long as they comply with all the requirements of these Bye-Laws and the Regulations and of the Central Executive Committee and continue to be registered as such.
  7. Corresponding Fellows, Corresponding Associates, Foundation Affiliates, Affiliates, Mental Health Associates, International Associates, Specialist Associates and Student Associates registered as such may describe themselves as such but such description shall not be so used as to imply the holding of any qualification of the College.

## SECTION VIII. FEES AND SUBSCRIPTIONS

1. Members of the College on election and Pre-Membership Psychiatric Trainees, Affiliates, Mental Health Associates, International Associates, Specialist Associates and Student Associates on approval shall pay such registration fee as may from time to time be respectively prescribed for each class thereof by an Annual General Meeting.
2. Fellows, Members, Foundation Affiliates, Affiliates, Mental Health Associates, International Associates, Pre-Membership Psychiatric Trainees, Corresponding Associates, Specialist Associates and Student Associates shall pay annually by way of subscription such sum respectively as may for each such class be from time to time prescribed by an Annual General Meeting. Subscriptions in respect of each calendar year shall become payable on the first day of January of that year, provided that if any Members of the College, Affiliates, Mental Health Associates, International Associates, Pre-Membership Psychiatric Trainees, Specialist Associates or Student Associates are first registered as such during the course of a calendar year, their subscription shall in that year become payable on the date of their

- registration as such and the Regulations may permit the payment of a reduced subscription dependent upon the date of registration.
3. An Annual General Meeting may prescribe reduced rates of subscription for Members of the College, Foundation Affiliates, Affiliates, Mental Health Associates, Pre-Membership Psychiatric Trainees, Corresponding Associates, Specialist Associates and Student Associates whose ordinary place of residence is outside the United Kingdom, or in other cases which it may consider to be appropriate.
  4. The Central Executive Committee shall have power to accept reduced rates of subscription or to waive any registration fee or any subscription in respect of particular categories or classes, or, in exceptional circumstances, of individuals.
  5.
    - (i) Fellows and Members of the College whose subscriptions are more than twelve months in arrears shall not be entitled to vote or to enjoy any of the privileges of Fellowship and/or Membership respectively of the College. Their privileges shall be restored when, but not before, all arrears have been paid.
    - (ii) Notwithstanding the provisions of paragraph (i) of this Section, the Education, Training and Standards Committee may direct that any Fellow and/or Member of the College whose subscription is more than twelve months in arrears be allowed to continue to enjoy the licence to use after their names the respective Registered Trademarks prescribed by these Bye-Laws.
  6. Any Foundation Affiliate, Affiliate, Mental Health Associate, International Associate, Pre-Membership Psychiatric Trainee, Corresponding Associate, or Specialist Associate whose subscription being more than twelve months in arrears, shall have failed to make payment thereof after a special application to him or her by the Treasurer, shall be reported by the Treasurer to the Central Executive Committee which may thereupon direct that his or her name be removed from the register.

## SECTION IX. TERMINATION OF MEMBERSHIP OF OR ASSOCIATION WITH THE COLLEGE, DISCIPLINARY ACTION, REINSTATEMENT, AND COMPLAINTS PROCEDURE

1. Members or Associates of the College shall cease so to be:
  - (a) if it shall appear to the Education, Training and Standards Committee upon the best information available to it that Members or Associates of the College have ceased (other than by reason of their retirement from medical practice) to be qualified medical practitioners as defined in Section 1 of these Bye-Laws by reason of the erasure of their names from any one of the following Registers: the Register of Medical Practitioners, the Limited Register of Registered Medical Practitioners of the United Kingdom, the Register maintained by the competent Registration Authority in the Commonwealth or foreign country in which they

- practise, or, in the case of Corresponding Fellows or Corresponding Associates, Mental Health Associates or Student Associates that they have ceased to hold any qualification which was required for election as Corresponding Members or, as the case may be, Associate Members of the Association, Mental Health Associates, International Associates or Student Associates and the Education, Training and Standards Committee by reason thereof directs that their names are removed from the College's Register; or
- (b) if their names are removed from the register under and by virtue of the powers conferred by paragraphs 2 and 3 of this Section; or
  - (c) if by notice in writing addressed to the Registrar they resign from Membership of, or, as the case may be, association with, the College.
2. If at any time it shall appear from any report to the Education, Training and Standards Committee that any Members or Associates of the College have been suspended from registration upon a register described in paragraph 1(a) of this Section other than on the grounds of ill health or have secured election or registration by false statement, fraud or imposition, or have been convicted of any serious criminal offence or have acted in any respect in a dishonourable or unprofessional manner or in a manner calculated to bring discredit on the College or to render them unfit to remain Members or Associates of the College or have by reason of incapacity become so unfit, or in the appropriate case that they are in breach of the Declaration, the Education, Training and Standards Committee may direct that they be given written notice that their conduct will be considered by the Education, Training and Standards Committee which shall state all the material matters reported concerning them, to appear on a date prescribed therein before the Education, Training and Standards Committee. They shall have the right at such appearance to be represented and to call and cross-examine witnesses.
  3. The Education, Training and Standards Committee may censure or admonish the Members or Associates of the College concerned or take no further action or suspend further action for a prescribed period or periods. If in the opinion of the Education, Training and Standards Committee the matters proved are of such degree of gravity as cannot otherwise be adequately dealt with, the Education, Training and Standards Committee may direct that their names be removed or suspended from the register provided that no such direction shall be effective unless it is supported by not less than eight members of the Education, Training and Standards Committee present at the meeting. Members or Associates of the College whose name the Education, Training and Standards Committee shall direct to be removed or suspended from the register may within the time and in the manner prescribed by Regulations appeal against the decision of the Education, Training and Standards Committee.
  4. Members or Associates of the College who cease so to be by reason only of the provisions of paragraph 1(a) of this Section may if they regain or obtain a prescribed qualification for Membership of or Association of the College apply to the Education, Training and Standards Committee in manner prescribed by the Regulations for

reinstatement on the register. A simple majority of members of the Education, Training and Standards Committee present and voting shall be sufficient to approve such reinstatement.

5. Members or Associates of the College who cease so to be by virtue of paragraph 1(b) of this Section may after a period of not less than twelve months apply to the Education, Training and Standards Committee in the manner prescribed by the Regulations for reinstatement. The Education, Training and Standards Committee shall hear such application, and may grant or withhold reinstatement on such terms as it thinks fit. If he or she is not then reinstated, he or she may with leave of the Education, Training and Standards Committee again apply for reinstatement after such interval or intervals and subject to such conditions as the Education, Training and Standards Committee may prescribe.
6. The Education, Training and Standards Committee will ensure that the College has a complaints procedure available to any Member of the College, Associate or member of the general public. This will describe the procedure for complaints concerning incidents which have occurred during the course of College business or whilst a Member, Pre-Membership Psychiatric Trainee or Associate is acting as a representative of the College or in some other College capacity.

## SECTION X. HONORARY OFFICERS

1. There shall be Honorary Officers of the College, severally consisting of the President, the Vice-Presidents, the Dean, the Registrar, the Treasurer, the Editor, the Associate Deans and the Associate Registrars save for the Editor each of whom shall hold office as such for one College year and then, save as otherwise prescribed by these Bye-Laws, shall again be eligible for election. The Editor shall be appointed for a term of office of up to five years.
2. In any case where these Bye-Laws prescribe that the holder of an honorary office shall not hold that office for longer than a prescribed maximum number of consecutive College years:
  - (a) such person shall, after holding that office for the prescribed maximum number of consecutive College years, again be eligible for election to that office, provided that there is an interval of not less than one College year between the termination of the former period of office and the commencement of the next; and any such further period of office shall be subject to the same provisions as was the former period;
  - (b) the Central Executive Committee may extend any prescribed maximum number of consecutive College years if it considers that by reason of grave national emergency such extension is required; but any such extension shall be subject to termination by a General Meeting;
  - (c) any such provision of these Bye-Laws shall not prevent a person who has held an honorary office for the prescribed maximum number of consecutive College years from being elected to a different honorary office for a period immediately following upon the termination of such maximum period.

3. The Regulations may prescribe the procedure for filling vacancies during the course of a College year in the office of any Honorary Officer.
4. The Honorary Officers for each College year shall assume office immediately after the assumption of office by the President for that College year.
5. No Honorary Officer with the exception of the Vice-Presidents may commence a term of office after reaching the age of sixty-five years, provided that if the Honorary Officer is elected before reaching such age the Honorary Officer may stand for re-election up to the maximum term of office prescribed by these Bye-Laws.
6. The Regulations may permit the delegation to any Honorary Officer of any of the duties of the Central Executive Committee or the Education, Training and Standards Committee.

## SECTION XI. THE PRESIDENT AND VICE-PRESIDENTS

1. The President shall be elected annually in accordance with the procedure prescribed by the Regulations.
2. The President may not hold such office for a term of more than three consecutive College years.
3. The President shall assume office at such stage of the Annual General Meeting following upon the election of the President as shall be prescribed by the Regulations.
4. The President shall preside at all meetings of the College and of the Central Executive Committee. The President shall regulate the proceedings of meetings in accordance with the Charter and these Bye-Laws and the Regulations and shall maintain order. The President shall have the right to vote as a Member of the College and in the case of an equality of votes the President shall have a second or casting vote.
5. Up to two Vice-Presidents shall be appointed as necessary to undertake extraordinary roles identified by the Central Executive Committee. Such appointments shall be made in accordance with the procedure prescribed in the Regulations. Vice-Presidents shall hold office for a term of two consecutive years and no longer.
6. The Vice-Presidents shall assist and represent the President as the President may direct.
7. In the event of the death or incapacity of the President, the Registrar shall undertake the duties of the President until the Central Executive Committee shall otherwise provide in accordance with the Regulations.

## SECTION XII. THE OTHER HONORARY OFFICERS

1. The Central Executive Committee shall, in accordance with the Regulations, make its nominations for the offices of Dean, Registrar, and Treasurer, at the first meeting after the name of the President for the next ensuing College year has become known. Written

nominations for the above Honorary Offices, accompanied in each case by the nominee's written consent to stand for election, may also be lodged with the Registrar at such time as may be prescribed by the Regulations, provided that each such nomination is supported in writing by not less than twelve Members of the College who are not members of the Central Executive Committee.

2. The Dean, Registrar and Treasurer shall be elected by the Members of the College, in each case in accordance with the procedure prescribed by the Regulations.

## SECTION XIII. THE DEAN

1. The Dean shall be the principal academic officer of the College and shall chair the Education, Training, and Standards Committee.
2. Subject to the Regulations and the directions of the Central Executive Committee and of the Education, Training and Standards Committee, the Dean shall have the management of all matters relating to examinations held and prizes or other awards given by the College. The Dean shall further have the management of such other matters, whether of an academic or educational nature, or in the field of research, as may be entrusted to the Dean by the Regulations or by the Central Executive Committee or by the Education, Training and Standards Committee.
3. The Dean shall hold office as such for a term of not more than five consecutive College years.

## SECTION XIV. THE REGISTRAR AND ASSOCIATE REGISTRARS

1. The Registrar shall be responsible for College policy, membership support, the Library and Information Service, external relations, and for the College's work with patients and carers.
2. The Registrar shall perform such administrative acts and duties as these Bye-Laws or the Regulations may prescribe or the Central Executive Committee direct.
3. The Registrar shall hold office as such for a term of not more than five consecutive College years.
4. (i) Not less than one and not more than five Associate Registrars shall be appointed to assist the Registrar, in the manner prescribed in the Regulations.  
(ii) No Associate Registrar shall hold office as such for a term of more than five consecutive College years.

## SECTION XV. THE TREASURER AND THE AUDIT

1. The Treasurer shall be the principal financial officer of the College and shall deal with the funds of the College as these Bye-Laws and

- the Regulations may prescribe. The Treasurer shall chair the Finance Management Committee.
2. The Treasurer shall receive and pay into such banking account or accounts as the Central Executive Committee may prescribe in the name of the College and for the use of the College all sums of money due to the College, and shall make all payments which may be due from the College.
  3. The use of the Seal of the College shall be authorised and witnessed by the Treasurer and such other officers as may from time to time be designated by the Central Executive Committee.
  4. The Treasurer shall keep account of all sums received and payments made on behalf of the College and shall present a report at each Annual General Meeting together with a summary of the accounts for the financial year last ended before such Annual General Meeting. The summary of the accounts shall include a balance sheet and revenue account, and separate accounts of any bequest or fund.
  5. The Accounts of the College shall be audited annually by a firm of Accountants who shall be members of a body of Accountants established in the United Kingdom and for the time being recognised by the Secretary of State for Trade and Industry for the purpose of section 389 of the Companies Act, 1985. After presentation to and approval by the Central Executive Committee, copies of the summary of the Accounts and of the Auditors' Report thereon shall be sent to every Member of the College, together with the notice of the Annual General Meeting.
  6. The Auditors shall be appointed each year by the Annual General Meeting for the period up to the next Annual General Meeting. In the event of a vacancy occurring between Annual General Meetings the Central Executive Committee may appoint Auditors to act until the next Annual General Meeting. After presentation to and approval by the Annual General Meeting, a summary of the Accounts shall be published, together with the Auditors' Report thereon in the Journal. Any Member of the College may request a copy of the full set of the Accounts.
  7. The Treasurer shall not hold office as such for a term of more than five consecutive College years.

## SECTION XVI. THE EDITOR

1. The Editor shall (subject to the directions of the Publications Management Board Committee) have the management of the Journal and be responsible for its day-to-day conduct.
2. The Editor shall be appointed in the manner prescribed in the Regulations. The Editor shall hold office as such for a term of five consecutive College years. The Central Executive Committee may consider extending the appointment for a further term of up to five years.
3. Any Member of the College who objects to a decision of the Publications Management Board Committee or to the manner in which the Journal

is conducted or who is aggrieved by any matter appearing in the Journal may complain to the Central Executive Committee; and the Central Executive Committee, after hearing such complaint and any reply thereto of the Editor and of the Publications Management Board Committee and after making such further enquiry as it may think fit, may give, whether to the Editor or otherwise, such direction as it may think proper, arising out of such complaint.

4. The Journal shall be published at such intervals and under such title as may be prescribed by the Central Executive Committee.
5. The Journal shall be sent to all Members of and Associates of the College upon such terms as to payment or otherwise as the Central Executive Committee shall from time to time prescribe.

## SECTION XVII. THE ASSOCIATE DEANS

1. Not less than two and not more than five Associate Deans shall be appointed to assist as the Dean shall direct. Such appointments shall be made in the manner prescribed in the Regulations.
2. No Associate Dean shall hold office as such for a term of more than five consecutive College years.

## SECTION XVIII. THE CENTRAL EXECUTIVE COMMITTEE

1. Subject to the provisions of the Charter and of these Bye-Laws and the Regulations the Central Executive Committee shall have full management and control of the College and of its affairs, including the power to appoint or approve the appointment of such officers (other than Honorary Officers, but including salaried staff) as the Regulations may prescribe or permit.
2. The Central Executive Committee shall consist of the Honorary Officers of the College, together with ordinary members of the Central Executive Committee, being Members of the College consisting of:
  - (a) the Chair of each Division,
  - (b) the Chair of each Faculty,
  - (c) the Chair of each Section,
  - (d) four elected members of the Central Executive Committee of whom not more than two shall be Fellows elected in accordance with the Regulations,
  - (e) the Chair of the Professional Governance and Ethics Committee,
  - (f) the Director of Conferences,
  - (g) the Director of International Affairs,
  - (h) the Director of Public Education,
  - (i) the Chair of the Psychiatric Trainees' Committee. If the said Chair is not a Member of the College he/she will be an ordinary member of the Central Executive Committee but will not be a Trustee of the College. The Vice-Chair and Secretary of the Psychiatric

- Trainees' Committee may act as alternates but will not be ordinary members.
- (j) one Affiliate appointed according to the Regulations,
  - (k) one patient and one carer appointed according to the Regulations.
  - (l) There shall also be co-opted members of the Central Executive Committee as provided for in paragraph 5 of this Section.
3. The Associate and the patient and carer representatives will be ordinary members of the Central Executive Committee but shall not be Trustees of the College.
  4. The Central Executive Committee for each College year shall assume office immediately after the President for that College year has assumed office.
  5. Co-opted members of the Central Executive Committee may, save as in these Bye-Laws otherwise provided, attend Central Executive Committee meetings but without power to vote.
  6. A General or Special Meeting of the College may by Resolution of which not less than twenty-one days' notice has been given to the Members of the College and which at such meeting is approved by a simple majority of the Members of the College present and voting thereat, remove any ordinary member of the Central Executive Committee before the expiry of his or her period of office, and may by Resolution appoint any person qualified to be a member in his or her place; but any person so appointed shall hold office as such until the date upon which the term of office of the member so removed would have expired.
  7. Ordinary members of the Central Executive Committee shall cease so to be:
    - (a) under the provisions of paragraph 6 of this Section; or
    - (b) if they cease to be Members of the College (with the exception of Associates, patient and carer representatives); or
    - (c) if by notice in writing to the Registrar they resign their offices; or
    - (d) if an interim receiver is appointed in respect of their property or they make any arrangement or composition with their creditors; or
    - (e) if they shall fail to attend more than two meetings of the Central Executive Committee without providing an explanation which the Central Executive Committee shall consider satisfactory.
  8. Ordinary meetings of the Central Executive Committee shall be held as prescribed by the Regulations. Special Meetings of the Central Executive Committee may be called on the direction of the President, or on the written request to the Registrar of twelve members of the Central Executive Committee, specifying the business to be dealt with at such Special Meetings. A Special Meeting of the Central Executive Committee may deal only with the business specified in the Notice convening the Meeting and shall be held not later than six weeks after the date on which it was directed or requested, as the case may be.
  9. At any meeting of the Central Executive Committee, fourteen shall form a quorum save that no quorum shall be necessary for the purpose of

adjourning to a prescribed date or time or generally a meeting at which no quorum is present.

10. In the event of a vacancy occurring among the ordinary members of the Central Executive Committee between two Annual General Meetings, the Central Executive Committee may co-opt a member to fill the vacancy until the next Annual General Meeting, and such co-opted member shall have power to vote.
11. No ordinary member of the Central Executive Committee shall serve as such for a term of more than five consecutive College years, provided that the provisions of paragraph 2 of Section X of these Bye-Laws shall apply to ordinary members of the Central Executive Committee as they apply to Honorary Officers and further provided that in any such period of five consecutive College years no account shall be taken of any period of office as an Honorary Officer nor any period as a co-opted member of the Central Executive Committee.
12. If it becomes necessary to take urgent action between meetings of the Central Executive Committee the Honorary Officers may take such action on behalf of the Central Executive Committee. The Honorary Officers shall present a full report thereon to the next meeting of the Central Executive Committee.
13. The Finance Management Committee, a sub-committee of the Central Executive Committee, shall keep under consideration the finances of the College and advise the Central Executive Committee on income and expenditure.
14. The Central Executive Committee shall have full power to make, amend or rescind Regulations for the purpose of giving effect to the Charter and these Bye-Laws, provided that such Regulations be not repugnant to the Charter or to these Bye-Laws.

## SECTION XIX. STANDING AND SPECIAL COMMITTEES

1. At the first meeting of the Central Executive Committee after the Annual General Meeting, the Central Executive Committee shall appoint Standing Committees for the then current College year. The Honorary Officers shall be ex-officio members of all Standing Committees, but save as aforesaid Standing Committees shall be constituted and shall have such duties as the Bye-Laws and the Regulations may prescribe.
2. There shall be the following Standing Committees:
  - (a) Policy Coordination;
  - (b) Programmes and Meetings;
  - (c) Publications Management Board;
  - (d) Public Education;
  - (e) Psychiatric Trainees’;
  - (f) Patients’ and Carers’.
3. The Central Executive Committee may at any time, by a two-thirds majority of those present and voting, dissolve, constitute or reconstitute a Standing Committee.

4. With the exception of the Psychiatric Trainees' Committee at least two members of each Standing Committee shall be members of the Central Executive Committee. There shall be a member of the Psychiatric Trainees' Committee on each Standing Committee. The names of all members of Standing Committees shall be reported to the Central Executive Committee. At least two-thirds of the members of Standing Committees shall be Members of the College.
5. No Resolution of the Standing Committees shall be valid unless such Resolution is confirmed by the Central Executive Committee.
6. A General or Special Meeting or any meeting of the Central Executive Committee may appoint Special Committees for any special purpose which is consistent with the Charter and these Bye-Laws.
7. Standing and Special Committees may appoint such Sub-Committees or Working Groups of their members together with such co-opted members as the Regulations may permit or the Central Executive Committee may approve.
8. Subject in the case of any proposal by a committee for the amendment of the Charter or these Bye-Laws to the provisions of Articles 12 and 13 of the Charter, the Reports of all Committees shall be presented to the Central Executive Committee and the Central Executive Committee may, if it thinks fit, present them in whole or in part or present the substance thereof to a General or Special Meeting.
9. Subject to the directions of the Central Executive Committee, Standing and Special Committees and Sub-Committees and Working Groups may adjourn their proceedings as they may think fit. No quorum shall be required for the purpose of adjourning to a prescribed date or time or generally a meeting at which no quorum is present, but save as aforesaid the quorum for a Standing or Special Committee or Sub-Committee or Working Group shall be such number prescribed by the Central Executive Committee as shall not be less than one-third of the number of members thereof.

## SECTION XX. THE EDUCATION, TRAINING AND STANDARDS COMMITTEE

There shall be an Education, Training and Standards Committee charged with the duty of approving educational policy in relation to psychiatry and general medicine, approving training posts and programmes, administering the examination for admission to Membership, administering the programme for continual professional development for Members, electing to Fellowship and Membership of the College and registering Pre-Membership Psychiatric Trainees, Affiliates, Mental Health Associates and International Associates in accordance with the provisions of these Bye-Laws and the Regulations. The Education, Training and Standards Committee shall have authority to administer termination and disciplinary procedures. The Education, Training and Standards Committee shall be a Sub-Committee of the Central Executive Committee.

## SECTION XXI. FACULTIES

1. Subject to the provisions of the Regulations as to the objects and as to the constitution thereof, there shall be Faculties of the College in the following subjects:
  - (a) Psychiatry of Learning Disability;
  - (b) Psychotherapy;
  - (c) Child and Adolescent Psychiatry;
  - (d) Forensic Psychiatry;
  - (e) Psychiatry of Old Age;
  - (f) Addictions;
  - (g) General and Community Psychiatry;
  - (h) Rehabilitation and Social Psychiatry;
  - (i) Liaison Psychiatry;
  - (j) Academic Psychiatry.
2. The College may, at an Annual General Meeting on the recommendation of the Central Executive Committee, dissolve, constitute, reconstitute or amend the title of a Faculty, provided that any proposal so to do shall have been specified in the Notice convening the Meeting.

### *SECTION XXII A. SECTIONS*

1. There may be Sections within the College in certain sub-specialities of psychiatry with such objects and so constituted as the Central Executive Committee may prescribe in the Regulations.

### *SECTION XXII B. SPECIAL INTEREST GROUPS*

1. There may be Special Interest Groups within the College in certain fields of Psychiatry with such objects and so constituted as the Central Executive Committee may prescribe in the Regulations.
2. The Central Executive Committee shall have the authority to constitute, dissolve, re-constitute or amend the title of a Special Interest Group.

### *SECTION XXIII A. DIVISIONS*

1. There shall be such Divisions so constituted and with such organisation as may from time to time be prescribed by the Regulations for the purpose (a) of ensuring that so far as practicable Members of the College from all parts of the United Kingdom are represented on the Central Executive Committee, and (b) of providing for discussion and exchange of information locally. Divisions shall undertake a range of functions as prescribed in the Regulations.
2. There shall be appointed each College year for each Division a Chair, a Secretary, a Financial Officer, and Executive Committee in the manner prescribed by the Regulations.

### *SECTION XXIII B. INTERNATIONAL DIVISIONS*

1. There may be such International Divisions, in areas outside the United Kingdom, so constituted and with such organisation as may from time to time be prescribed by the Regulations, for the purpose of providing for discussion and exchange of information locally.
2. There shall be appointed each College year for each International Division a Chair in the manner prescribed by the Regulations.

### *SECTION XXIV. MEETINGS, NOTICES AND MISCELLANEOUS PROVISIONS*

1. The Meetings of the College shall be General and Special.
2. General Meetings shall be held twice in each calendar year, of which one shall be the Annual General Meeting. The dates of General Meetings shall be fixed by the Central Executive Committee, provided that in the event of a necessity arising to alter any such date, the Registrar with the consent or on the direction of the President may, not less than six weeks before the date originally fixed for the Meeting, give notice deferring the holding of the Meeting to a fresh date.
3. In each College year there shall be an Annual General Meeting, which shall, unless otherwise exceptionally decided by the Central Executive Committee, be held in July, at a place and on a date fixed by the Central Executive Committee not less than six weeks previously. As soon as practicable after the Central Executive Committee has fixed the place and date the Registrar shall issue to all Members of the College and to Foundation Affiliates, Pre-Membership Psychiatric Trainees and Honorary Fellows a notice of the Meeting.
4. Not less than twenty-one days before the date fixed for the Annual General Meeting the Registrar shall issue to all Members of the College and to Associates of the College an agenda of the Meeting.
5. The business of an Annual General Meeting may be adjourned in whole or in part to any time or times and place or places agreed on by the Meeting and different parts of the business may be adjourned to different times and places.
6. A Special Meeting shall be convened:
  - (a) if the President so directs; or
  - (b) upon the written request to the President of six members of the Central Executive Committee; or
  - (c) upon the written request to the President of twenty-five Members of the College.

Any such request to or direction by the President shall state the nature of the business for which the Special Meeting is to be summoned and the notice convening such Special Meeting shall state the business to be transacted thereat and no other business shall be transacted thereat.
7. The date and place of any Special Meeting shall be fixed by the President and the Meeting shall be held not later than six weeks after the date upon which it is convened. Should the President fail to

convene a Special Meeting within six weeks of the receipt of a request under paragraph 6(b) or 6(c) of this Section, those requesting the Meeting may convene it, and fix the date and place.

8. No person other than a Member of the College may vote at any meeting of the College.
9. Subject to the provisions of the Charter and these Bye-Laws a notice or other document may be served on behalf of the College upon any Member of or Associate of the College, either personally or by sending it by prepaid letter post addressed to such Member or Associate either at his or her usual address, or at the address shown against his or her name in the register, or shown against his or her name in the current volume of the Medical or other appropriate professional Register; and any such service shall be deemed sufficient for all the purposes of the Charter and these Bye-Laws.
10. Any notice or other document sent through the post to a Member of or Associate of the College shall be deemed to have been served at the time when the letter containing the same would have been delivered in the ordinary course of post, and by way of proof of such service and of the date and time thereof it shall be sufficient to prove that the letter containing the same was properly addressed and posted and the date and time of posting.
11. No failure to send or to receive a notice or agenda of any meeting, whether of the College, of the Central Executive Committee, of the Education, Training and Standards Committee or of any Committee, Sub-Committee or Working Group, or of any Specialist Section or Division or of any class of Members of or Associates of the College shall invalidate the business transacted at such meeting.

## SECTION XXV. INVESTMENTS

Moneys of the College awaiting investment may be invested in accordance with the Trustee Act 2000. No investments shall be made in companies whose primary business is gambling or the manufacture of tobacco, alcoholic beverages or armaments.



# Regulations of the Royal College of Psychiatrists

1. The Central Executive Committee of the Royal College of Psychiatrists and the Education, Training and Standards Committee of the said Royal College by virtue of all powers conferred upon them whether by the Supplemental Charter or by the Bye-Laws or otherwise howsoever hereby make Regulations as contained in the Schedule hereto.
2. Save where otherwise stated or where the context otherwise requires expressions used in the Regulations shall bear the same meanings as they bear in the Supplemental Charter and in the Bye-Laws.
3. References in the Regulations to 'a ballot' shall, save where the context otherwise requires, mean a ballot held by post.
4. The Regulations shall be deemed to have taken effect from the date of the grant of the Supplemental Charter. New or amended Regulations shall be deemed to take effect from a date to be decided by the Central Executive Committee or the Education, Training and Standards Committee.
5. References in the Regulations to Sections, Articles and paragraphs are references to those Sections, Articles and paragraphs in the Bye-Laws.

## III. MEMBERS

1. The current Regulations made by the Education, Training and Standards Committee for the conduct of the examination for Membership and for ensuring that candidates have undergone training of an approved standard shall be available free of charge from the Examinations Department of the College together with notices of any pending changes.
2. The fees for the Membership Examination shall be reviewed from time to time by the Central Executive Committee and shall be as prescribed by a General Meeting of the College it being the intention that such fees shall cover the costs of examinations for Membership of the College and of the Examinations Department, including the training of examiners.
3. While in the normal course of events success in the examination will lead to membership of the College, the College reserves the right to

make the final decision in each case as to whether an individual is to be accepted as a member having regard to the individual's overall character and skills and his or her suitability for membership of the College.

## V. HONORARY FELLOWS

1. Honorary Fellows may be elected at, and only at, General Meetings, provided that they have been recommended by not less than six Members of the College (personal acquaintance not being requisite) and have been approved by not less than two-thirds majority of those present and voting at a meeting of the Education, Training and Standards Committee. Honorary Fellows of the Royal College of Psychiatrists will be granted a licence to use after their names the Registered Trademark 'FRCPsych(Hon)'.

## VI. PRE-MEMBERSHIP PSYCHIATRIC TRAINEES

1. An applicant for registration as a Pre-Membership Psychiatric Trainee shall send to the Dean a formal application, together with evidence that the applicant is qualified according to the requirements of paragraph 2 of Section VI. If the Dean is not satisfied that an applicant is duly qualified, the Dean shall refer the matter to the Education, Training and Standards Committee which shall in its absolute discretion decide whether the candidate is so qualified.

## VII. AFFILIATES, MENTAL HEALTH ASSOCIATES, SPECIALIST ASSOCIATES AND INTERNATIONAL ASSOCIATES

### A. AFFILIATES

Any two Members of the College may nominate a qualified Medical Practitioner who has spent three years full-time in psychiatry in specified grades, or its part-time equivalent, for registration as an Affiliate. The Education, Training and Standards Committee shall consider all such applications annually.

### B. MENTAL HEALTH ASSOCIATES

Any two Members of the College may nominate a non-medically qualified member of a profession closely allied to psychiatry for registration as a Mental Health Associate. The Education, Training and Standards Committee shall consider all such applications annually.

### C. SPECIALIST ASSOCIATES

Specialist Associates will be qualified practitioners, with at least five years' experience in psychiatry and should have specialist training which has been

assessed by the College as being at least equivalent to training in the United Kingdom, which would lead to the award of a Certificate in Completion of Training.

Specialist Associates should be supported by two sponsors who may be either subscribing members or fellows, and who will be not be members of the Education, Training and Standards Committee. The Specialist Associate must be supported by the Chair of a College Division in which the applicant is working, which must be in the United Kingdom.

#### *D. INTERNATIONAL ASSOCIATES*

Any two Members of the College may nominate for registration as an International Associate a qualified medical practitioner who is working outside the United Kingdom and who has spent five years working full time in psychiatry (or its part-time equivalent). The Education, Training and Standards Committee shall consider all such applications.

### VIII. FEES AND SUBSCRIPTIONS

1. Members of the College, Foundation Affiliates, Affiliates, Pre-Membership Psychiatric Trainees, Corresponding Associates, Mental Health Associates and International Associates elected after 1st July in any calendar year shall for that calendar year pay half the subscription appropriate to their status during that year. The financial year of the College shall be the calendar year.

### IX. TERMINATION OF MEMBERSHIP, REINSTATEMENT AND APPEALS PROCEDURE

1. Persons who have ceased to be a Member or Associate of the College by reason only of the provisions of Article 1(a) of Section IX of the Bye-Laws may at any time apply for reinstatement in writing to the Registrar. They must furnish written evidence that they have regained or obtained the prescribed qualifications for membership of or association with the College. If their application for reinstatement is not granted they may only re-apply after they have submitted further written evidence that they have regained or obtained the necessary qualification.
2. Persons who have ceased to be Members or Associates of the College by reason of the provisions of Article 1(b) of Section IX of the Bye-Laws may after a period of not less than twelve months from the date of the cessation of their membership of or association with the College submit an application for reinstatement in writing to the Education, Training and Standards Committee. Their application shall be accompanied by a statement of the reasons for which they are seeking reinstatement. If their application is not then granted they may lodge an appeal.
3. (i) Any Member or Associate of the College whose name the Education, Training and Standards Committee shall direct to be

removed from the Register pursuant to paragraph 3 of Section IX of the Bye-Laws shall be advised of such direction by written notice in accordance with paragraphs 10 and 11 of Section XXV of the Bye-Laws to be served within fourteen days of such direction and the notice shall advise the Member or the Associate of the College of the right of appeal under paragraph 3 of Section IX of the Bye-Laws. The appeals procedure for Termination of Membership, drafted by a legally qualified assessor appointed by the Education, Training and Standards Committee, will be attached to the notice.

- (ii) Within three months of the Member or Associate of the College being served with the notification of such direction he or she shall be entitled to invoke the appeal procedure.

## X. HONORARY OFFICERS

1. Except as otherwise provided in the Bye-Laws and save that no Member of the College may at the same time hold more than one of the offices of President, Treasurer, Registrar and Dean, two or more offices of the College may at any time be held by the same Member of the College.

## XI. ELECTION OF THE PRESIDENT

1. The procedure for electing the President shall be as follows:
  - (1) As soon as may be practicable after the first day of June in any year the Central Executive Committee shall hold a nomination meeting and shall at such meeting nominate not less than one candidate and not more than three candidates. Candidates shall at such meeting be proposed and seconded and such proposal shall not be valid unless the candidate's written consent to stand for election is available. If more than three candidates are proposed and seconded, an eliminating vote shall be taken whereby the number of nominees of the Central Executive Committee shall be reduced to not more than three. If not more than three candidates are proposed and seconded, they shall be the nominees of the Central Executive Committee unless a motion be made and carried to eliminate any one or more of them.
  - (2) Between the first day of June in any year and the date which is four clear weeks after the nomination meeting of the Central Executive Committee, written nominations accompanied in each case by the nominee's written consent to stand for election, may be lodged with the Registrar, provided that each such nomination is supported in writing by not less than twelve Members of the College who are not members of the Central Executive Committee.
  - (3) An election by ballot shall be held in accordance with the provisions of the Regulations.
2. At each Annual General Meeting, after the business thereof has been completed or adjourned, and after the presentations and prizes have been awarded the President shall assume office.

## XII. ELECTION OF THE OTHER HONORARY OFFICERS

1. The method of electing the Dean, Registrar, and Treasurer shall be the same as that for electing the President, save that nominations from Members of the College who are not members of the Central Executive Committee shall be lodged with the Registrar between the first day of June in any calendar year and the date which is four clear weeks after that meeting of the Central Executive Committee which is the first held after the name of the President for the next ensuing College year has become known. The Editor, the Associate Registrars, the Associate Deans and the Vice-Presidents shall be appointed following advertisement and interview.

## XIII. THE DEAN

1. The Dean shall be the principal academic officer of the College, and shall chair the Education, Training, and Standards Committee.

## XIV. THE REGISTRAR

1. In addition to duties specified in the Bye-Laws the Registrar shall be responsible for:
  - (a) the maintenance of separate registers for each class of Member of and Associate of the College;
  - (b) the maintenance of such other registers as these Bye-Laws or the Regulations may prescribe or the Central Executive Committee direct;
  - (c) giving notice of General and Special meetings;
  - (d) The Registrar shall be responsible for College policy and shall chair the Policy Coordination Committee;
  - (e) The Registrar shall be responsible for the Library and Information Service;
  - (f) The Registrar shall be responsible for membership support, external relations, and and for the College's work with patients and carers;
  - (g) The Registrar shall perform such other administrative acts and duties as the Bye-Laws or the Regulations may prescribe or the Central Executive Committee direct.
2. Associate Registrars shall be appointed following advertisement and interview.

## XV. THE TREASURER

1. The Treasurer shall in the name of the College invest in securities of such nature as Trustees are for the time being by law authorised to

- invest in, such sums of money as the Central Executive Committee may from time to time direct.
2. The Treasurer shall be responsible at the proper time for informing all Members or Associates of the College who may be liable for subscriptions that payment is due from them, except in the case of payments due to be made by Banker's order or direct debit. The Treasurer shall send a reminder to those who have failed to pay them; the Treasurer shall also make a special application as prescribed by Article 6 of Section VIII to those who have not made prescribed payments for at least twelve months, and shall, if they still neglect to pay, report to the Central Executive Committee as required by the said Article.
  3.
    - (a) All cheques drawn on behalf of the College for five thousand pounds and under shall be signed by any two from the following: Honorary Officers, members of the Central Executive Committee or College staff designated for the purpose by the Central Executive Committee.
    - (b) All cheques drawn on behalf of the College in excess of five thousand pounds shall be signed by the Treasurer and one other of the designated signatories listed above:
    - (c) In an emergency, and in the Treasurer's absence, cheques in excess of five thousand pounds may be signed by any three of the designated signatories listed above.
    - (d) No cheques shall be signed by the same person more than once.
  4. The Treasurer shall chair the Finance Management Committee.

## XVI. THE EDITOR

1. The Editor shall be appointed following advertisement and interview.
2. Twenty-five Associate Editors shall be appointed annually by the Central Executive Committee, and shall perform such editorial duties as may be delegated to them by the Editor.

## XVII. THE ASSOCIATE DEANS

1. Associate Deans shall be appointed following advertisement and interview.

## XVIII. THE CENTRAL EXECUTIVE COMMITTEE

1. The Central Executive Committee shall normally meet eight times a year, at such times as shall be fixed by the Central Executive Committee and at such places as the President or the Central Executive Committee shall appoint.
2. Elections shall be held to ensure that there are not less than two elected Members of the Central Executive Committee and no more

than two elected Fellows of the Central Executive Committee subject to the overall condition that no elected Member or Fellow shall serve on the Central Executive Committee for more than five years in that capacity without a break of at least one year. Any nominee who is proposed and seconded and gives his or her consent in writing to serve, shall be validly nominated. Any twelve Members of the College may make nominations in writing at any time between the first day of January and the date which is four clear weeks after the meeting of the Central Executive Committee at which nominations were made. Nominations other than those made by the Central Executive Committee shall be lodged with the Registrar and accompanied by the written consent of the candidate to serve if elected. Should there be more nominations than vacancies, an election shall be held by ballot of the Members of the College. The ballot paper shall not indicate the method of nomination or the names of those nominating. If the number of nominees does not exceed the number of vacancies, these nominees shall be declared elected at the first meeting, of the Central Executive Committee, after the expiry of the period of four clear weeks in this paragraph referred to.

3. One Affiliate shall be nominated by the Affiliates and Staff and Associate Specialist Members' Committee to serve on the Central Executive Committee for a term of office of five years. No Affiliate may serve for more than five years in that capacity without a break of at least one year.
4. One patient and one carer shall be nominated by the Patients' and Carers' Committee to serve on the Central Executive Committee for a term of office of five years. No patient or carer may serve for more than five years in that capacity without a break of at least one year.
5. The Central Executive Committee shall have power to take such action as it deems fit to ensure that any office or position, including that of the President, is filled in the case of the death or incapacity or inability to serve for any reason of any person who holds any office or occupies any position within the College. This power shall be exercisable both before and after any such person has assumed his or her office or first occupied his position.
6. At a meeting of the Central Executive Committee of each College year the Central Executive Committee shall consider whether it wishes to make proposals to the Education, Training and Standards Committee of suitable names for consideration by the Education, Training and Standards Committee for the Honorary Fellowship.
7. The Finance Management Committee and the Education, Training and Standards Committee shall be sub-committees of the Central Executive Committee.

## XIX. STANDING AND SPECIAL COMMITTEES

### A. STANDING COMMITTEES

1. The Policy Coordination Committee shall coordinate policies in all jurisdictions in the United Kingdom and address overarching issues.

The Committee shall comprise the Chairs of the policy committees in England and Wales, Northern Ireland and Scotland, or the Chairs of Divisions or the policy leads identified by the Division. The Policy Coordination Committee will seek advice from Faculties and Sections as necessary. The Policy Coordination Committee shall take note of and consider legislation, existing and prospective, and departmental, regional and local administrative practice with a view to commenting on matters touching upon the affairs of the College. It shall concern itself with the education and enlightenment of the public in matters relating to the prevention and treatment of mental disorder, and the work of the College and its members. The Policy Coordination Committee shall be chaired by the Registrar.

2. The Programmes and Meetings Committee shall coordinate all College meetings, including those of Faculties, Sections and Special Interest Groups. It shall be responsible for arranging the scientific programmes at all General and other meetings, including papers, discussions, seminars, scientific visits and similar matters, except at meetings of Faculties, Sections, Special Interest Groups and Divisions. It shall also be responsible for making recommendations about College Lectureships and the places at which General Meetings shall be held, and for taking the necessary action to ensure that the social and other aspects of General Meetings are properly arranged. A Director of Conferences, appointed following advertisement and interview, shall chair the Programmes and Meetings Committee. The term of office shall not exceed five years.
3. The Public Education Committee shall advise the Central Executive Committee upon all public education activities of the College. The Public Education Committee shall be chaired by the Director of Public Education who shall be appointed following advertisement and interview to serve a five-year term of office.
4. The Publications Management Board Committee shall decide on all matters of financial policy relating to the Journal and other publications of the College. It shall report to the Central Executive Committee any measures which it recommends. The Publications Management Board Committee shall be chaired by the Editor.
5. The Patients' and Carers' Committee shall act as a channel of communication between the College and psychiatric patients and carers ensuring that the College is informed of the views of patients and carers and that patients' and carers' organisations are kept informed of College policy. The Patients' and Carers' Committee shall be chaired by the Registrar and co-chaired by a lay representative elected by the Patients' and Carers' Committee.
6. The Psychiatric Trainees' Committee shall advise the Central Executive Committee on all matters affecting training and trainees in psychiatry and shall elect representatives to serve on the other Standing Committees and on other College Committees as the Central Executive Committee may prescribe.
  - (a) The Psychiatric Trainees' Committee shall comprise representatives of the Pre-Membership Psychiatric Trainees and Post-Membership Psychiatric Trainees in each Division.

- (b) For the purpose of elections to membership of the Psychiatric Trainees' Committee, there shall be eight Divisions for England and one each for Wales and Northern Ireland. Scotland will be divided into three geographical areas: Glasgow, Edinburgh, Dundee/Aberdeen and trainees outside these areas will choose to be associated with one area. Psychiatric Trainees in each Division in England will elect three trainees, at least one Post-Membership Psychiatric Trainee and one Pre-Membership Psychiatric Trainee. Psychiatric Trainees in Wales and Northern Ireland will each elect three Psychiatric Trainees, at least one Post-Membership Psychiatric Trainee and one Pre-Membership Psychiatric Trainee. The Pre-Membership Psychiatric Trainee and Post-Membership Psychiatric Trainee with the highest number of votes in each category and the Psychiatric Trainee (either Pre-Membership or Post-Membership) with the next highest number of votes shall also be elected. Psychiatric Trainees in each of the three Scottish areas will elect one Post-Membership Psychiatric Trainee and one Pre-Membership Psychiatric Trainee (i.e. three Post-Membership Psychiatric Trainees and three Pre-Membership Psychiatric Trainees), a total of six Psychiatric Trainee representatives for Scotland. Members of the Psychiatric Trainees' Committee who move to a different geographical area may continue in office for the remainder of their term.
  - (c) Each year elections will be held for half of the Divisions. Elections shall be held for the North West, Scottish, South East, Trent, Welsh and West Midlands Divisions in one year followed by elections for Eastern, Northern and Yorkshire, London, South West, and Northern Ireland in the following year.
  - (d) Trainees elected to the Psychiatric Trainees' Committee may serve their term of office although their grade may change during that time. The Psychiatric Trainees' Committee shall elect from amongst its elected members a Chair, a Vice-Chair and a Secretary, each of whom may only hold office for not more than two periods of two years (to be reviewed annually) and one at least of whom shall be a Post-Membership Psychiatric Trainee. The Chair shall be a member of the Central Executive Committee. The Vice-Chair and Secretary may act as alternates. No Psychiatric Trainee may serve on the Psychiatric Trainees' Committee for more than two periods of two years.
  - (e) The Dean and Associate Deans shall be ex-officio members of the Psychiatric Trainees' Committee.
- 7.
- (a) Every Standing Committee shall elect a Secretary whose election shall be subject to the approval of the Central Executive Committee, and who may, but need not, be a member of the Central Executive Committee. The term of office shall not exceed five years.
  - (b) Co-opted members of Standing Committees may not serve for more than five successive years, but will be eligible for further co-option after an interval of not less than one year.
  - (c) All members of Standing Committees, whether members of the Central Executive Committee or not, and including ex-officio members as designated in Article 1 of Section XX, shall have a vote. Observers or guests shall not be entitled to vote.

8. Every Standing Committee and Special Committee may incur such reasonable expenses as may be necessary for the summoning of its meetings and the recording of its proceedings.
9. The Standing Committee, upon appointing Sub-Committees or Working Groups, must determine the composition thereof. If Sub-Committees or Working Groups involve College staff in attending meetings to take minutes then the permission of the Registrar should be sought.
10. No member of any Standing Committee or Sub-Committee or Working Group thereof, including representatives of Faculties and Sections, shall serve a term of office of more than five years without a break of at least one year. With the exception of the Psychiatric Trainees' Committee, membership of Standing Committees shall include two members appointed following advertisement and interview. Honorary Officers may join any Standing Committee.
11. Ordinary members of any Standing Committee shall cease so to be if they shall fail to attend more than two consecutive meetings of the Committee without providing an explanation which the Committee shall consider satisfactory.

## *B. SPECIAL COMMITTEES*

1. A General or Special Meeting or any meeting of the Central Executive Committee may appoint Special Committees for any special purpose which is consistent with the Charter and these Bye-Laws. The status of individual Special Committees shall be reviewed by the Central Executive Committee every five years.
2. Among the Special Committees there shall be the following Committees:
  - (a) Affiliates and Staff and Associate Specialist Members
  - (b) ECT and Related Treatments
  - (c) Ethnic Issues
  - (d) Informatics
  - (e) International Affairs
  - (f) Professional Governance and Ethics.
3. Every Special Committee shall elect a Chair and Secretary, whose election shall be subject to the approval of the Central Executive Committee. The term of office of the Chair, Secretary and Committee members shall not exceed five years, but they will be eligible for re-election after an interval of not less than one year.
4. The Special Committee, upon appointing Sub-Committees or Working Groups, must determine the composition thereof and in particular the term of office of the Chair and Secretary. If Sub-Committees or Working Groups involve College staff in attending meetings to take minutes then the permission of the Registrar should be sought.
5. Ordinary members of any Special Committee shall cease so to be if they shall fail to attend more than two consecutive meetings of the Committee without providing an explanation which the Committee shall consider satisfactory.

## XX. THE EDUCATION, TRAINING AND STANDARDS COMMITTEE

1. The Education, Training and Standards Committee shall be charged with the duty of approving educational policy in relation to psychiatry, approving training posts and programmes, administering the examination for admission to Membership, administering the programme for continuing professional development for Members and Associates of the College, electing to Fellowship and Membership of the College and registering Pre-Membership Psychiatric Trainees, Affiliates, Mental Health Associates and International Associates in accordance with the provisions of the Bye-Laws and the Regulations. The Education, Training and Standards Committee shall be a Sub-Committee of the Central Executive Committee. The Education, Training and Standards Committee shall make Regulations for the conduct of the examination for Membership, and for ensuring that candidates have undergone training of an approved standard. Other than for the purposes of termination and disciplinary procedures, the Education, Training and Standards Committee may appoint such Sub-Committees thereof as these Regulations may prescribe and such officers (including salaried officers but not including Honorary Officers) for the carrying out of its duties as the Regulations may prescribe.
2. The Education, Training and Standards Committee shall be composed of:
  - (a) The President, Dean, Registrar, Associate Deans, Chief Examiner, Director of Continuing Professional Development, Director of International Affairs, and Director of Conferences, all of whom shall be ex-officio members of the Education, Training and Standards Committee;
  - (b) one Member of the College elected by each Division to serve a five-year term of office;
  - (c) the Chair of the Education Committees of the Faculties and Sections;
  - (d) two Post-Membership Psychiatric Trainees elected by the Psychiatric Trainees' Committee.
3. The period of office of a Member of the College elected by the Division to serve on the Education, Training and Standards Committee shall, save as hereinafter provided, be for a term of five consecutive College years.
4. The President or the Dean may direct that a meeting of the Education, Training and Standards Committee be convened. The Dean shall chair the Education, Training and Standards Committee.
5. The Education, Training and Standards Committee shall appoint Examiners from their own number or otherwise at their discretion. Subject to the provisions of the Charter, the Bye-Laws and of the Regulations, Examiners may be remunerated. No Examiners shall hold office for more than eight consecutive College years, but former Examiners shall again be eligible for appointment as such after an interval of not less than two College years between the termination of

- the former period of office and the commencement of the new period of office.
6. The Education, Training and Standards Committee shall approve the appointment of the Chief Examiner who shall serve a five-year term of office.
  7. The Education, Training and Standards Committee shall approve the appointment of Regional Advisers nominated by the Divisions. Regional Advisers shall have responsibility for the organisation of educational activities of the College on a regional basis. No Regional Adviser shall hold office for more than five years without a break of at least one year.
  8. The Education, Training and Standards Committee shall be responsible for:
    - (a) approving hospitals and hospital posts as being of a standard suitable for the training of candidates for Membership;
    - (b) ensuring that candidates for admission to the examination for Membership have the prescribed qualifications;
    - (c) ensuring that the examinations of the College are of a standard which requires successful candidates
      - (i) to have a thorough and specialised knowledge and understanding of the subject of psychiatry and
      - (ii) to be so equipped academically that adequate additional practical experience should enable them successfully to fill senior posts in the specialty;
    - (d) approving the registration of Pre-Membership Psychiatric Trainees, Affiliates, Mental Health Associates and International Associates.
  9. A General or Special Meeting of the College may by Resolution of which not less than twenty-one days' notice has been given to the Members of the College and which at such meeting is approved by a simple majority of the Members of the College present and voting thereat, remove any Member elected to the Education, Training and Standards Committee before the expiry of the period of office and may by Resolution appoint any person to serve in his or her place; but any person so appointed shall hold office as such until the date upon which the term of office of the Member so removed would have expired.
  10. Any Member of the College elected to serve on the Education, Training and Standards Committee shall cease so to be:
    - (a) under the provisions of paragraph 9 of this Section; or
    - (b) if he or she ceases to be a Member of the College; or
    - (c) if by notice in writing to the Dean the Member resigns office; or
    - (d) if an interim receiver is appointed in respect of the Member's property or the Member makes any arrangement or composition with the creditors of the Member; or
    - (e) if the Member shall fail to attend a meeting of the Education, Training and Standards Committee for at least six months without providing an explanation which the Education, Training and Standards Committee shall consider satisfactory.
  11. At any meeting of the Education, Training and Standards Committee members of the Education, Training and Standards Committee may

recommend names of persons to be considered for the Honorary Fellowship and during the course of the first half of each calendar year the Education, Training and Standards Committee shall consider such names and at General Meetings shall propose the names (not being more than five in any College year) which it has approved.

12. The Education, Training and Standards Committee may delegate to the Dean or to the Associate Deans the duty of ensuring that candidates for Membership shall have complied with the requirements of the Bye-Laws and the Regulations. Should any doubt arise, the matter shall be considered by the Education, Training and Standards Committee, whose decision by simple majority shall be final.
13. (1) The Regulations to be made from time to time by the Education, Training and Standards Committee for the conduct of the examination for Membership and for ensuring that candidates have undergone training of an approved standard (the 'Examination Regulations') shall be reviewed from time to time by the Education, Training and Standards Committee and changes therein approved by the Central Executive Committee shall be reported to the Members.
  - (2) The Examination Regulations shall include regulations regarding the duration and content of approved training and the Education, Training and Standards Committee shall be responsible for the regular inspection of psychiatric training schemes in the United Kingdom and elsewhere as the Education, Training and Standards Committee shall decide.
14. The Education, Training and Standards Committee may appoint such sub-committees to carry out such functions of the Education, Training and Standards Committee as the Education, Training and Standards Committee may direct.
15. The Education, Training and Standards Committee may appoint Visitors to enable them to implement their duty to ensure that hospitals and hospital posts are suitable to provide adequate training and experience for the purpose of qualifying persons for entry to the Examination for Membership. Such Visitors shall be required to report to the Education, Training and Standards Committee.

## XXI. FACULTIES

1. A Faculty will normally only be established where a specific branch of psychiatry can be identified with a cadre of practising specialists who will have acquired higher training in that recognised specialty and where, in the Central Executive Committee's opinion, there exists a substantial body of experience which the College needs to consult.
2. Faculties shall, at a meeting to be held before 1st July in alternate years, elect a Chair, a Secretary, a Financial Officer, and an Executive Committee to manage the affairs of the Faculty. The Executive Committee shall comprise no more than twelve elected Members of the College and eight co-opted members. Those elected shall assume office at the next Annual General Meeting. The Chair shall represent

- the Faculty at the Central Executive Committee. The Secretary will act as alternate representative.
3. The Faculty of the Psychiatry of Learning Disability shall concern itself with the study of clinical, psychiatric and allied problems seen in learning disability.
  4. The Faculty of Psychotherapy shall have as its object the special study of psychopathology and psychotherapy in all their aspects and applications.
  5. The Faculty of Child and Adolescent Psychiatry shall concern itself with the study of the psychiatric and allied problems of childhood and adolescence.
  6. The Faculty of Forensic Psychiatry shall concern itself with all matters related to forensic psychiatry.
  7. The Faculty of the Psychiatry of Old Age shall concern itself with all matters relating to old age psychiatry.
  8. The Faculty of Addictions shall concern itself with all matters relating to substance misuse and addictions.
  9. The Faculty of General and Community Psychiatry shall concern itself with all matters relating to general and community psychiatry.
  10. The Faculty of Rehabilitation and Social Psychiatry shall concern itself with matters relating to social psychiatry and with rehabilitation and enduring psychiatric disability.
  11. The Faculty of Liaison Psychiatry shall concern itself with the interface between physical and psychological health.
  12. The Faculty of Academic Psychiatry shall concern itself with issues specific to academic psychiatry.
  13. Members of a Faculty's Executive Committee who have served two years shall be eligible for a further term of office for the next two successive years after which they shall not be eligible for re-election except after an interval of one year. Co-opted members of a Faculty's Executive Committee who have served two years shall be eligible for co-option for the next two successive years after which they shall not be eligible for co-option except after an interval of one year. The Executive Committee of each Faculty shall co-opt a Pre-Registration or Post-Registration Psychiatric Trainee representative elected by and from the membership of the Psychiatric Trainees' Committee. Only Members of the College shall be eligible to become the Chair, Secretary or Financial Officer of a Faculty. The Chair, Secretary, and Financial Officer who have served two years shall be eligible for re-election for the next two successive years, after which they shall not again be eligible for re-election except after an interval of one year.
  14. The Secretary of each Faculty shall give to all the Members of the College who are members of the Faculty at least 28 days' notice of the meeting at which elections are to be held for office in the Faculty. Nominations by two Members of the College may be received either prior to the meeting or at the meeting. If they are made prior to the meeting they shall be sent to the Faculty Secretary, together with the written consent to serve of the nominee. If they are made

at the meeting consent to serve must be given by the nominee either in person or in writing. If no nominations are received prior to the meeting, the elections shall take place at the meeting. If prior nominations are received a ballot may be held. The names of prior nominees and of those nominated at the meeting shall appear on any ballot papers, which shall be sent to all Members of the College who are members of the Faculty.

15. All Members of or Associates of the College shall be entitled to join any Faculty. Only Members of the College may stand for election to the Faculty Executive Committee and vote in Faculty elections.
16. The Financial Officer will be responsible for keeping account of Faculty expenditure and will submit to the Treasurer a business plan in advance of each financial year outlining anticipated income and expenditure. No expenses shall be incurred without the approval of the Treasurer.
17. Faculty Education Committees will report to the Faculty Executive Committee. The Faculty Executive Committee will provide specialist input to the Dean on all aspects of postgraduate medical education, including the development of curricula, relevant assessment schedules, and contribution to quality assurance. The Faculty Education Committees will usually include five members including the Faculty Executive Chair. The Faculty Education Committee may be chaired by the Faculty Executive Chair or another member of the Committee. The Chair will be a member of the Education, Training and Standards Committee. Membership will usually include a trainee representative.
18. Faculties may establish Working Groups and may appoint a Chair and a Secretary of the Working Group to serve a term of office not exceeding four years. If a Working Group involves College staff attending meetings to take minutes then the permission of the Registrar should be sought.
19. The Secretary of each Faculty shall report to the Registrar prior to each Annual General Meeting:
  - (a) the number of Members belonging to the Faculty;
  - (b) the number of meetings held by the Faculty since the last Report;
  - (c) the names of the Chair, Secretary and Financial Officer elected by the Faculty.

## XXII. SECTIONS AND SPECIAL INTEREST GROUPS

### A. SECTIONS

1. A Section will normally only be established where a specific branch of psychiatry can be identified with a cadre of practising specialists who will have acquired higher training in that sub-specialty or branch and where, in the Central Executive Committee's opinion there exists a substantial body of experience which the College needs to consult.
2. The Registrar shall keep the procedural arrangements for establishing a Section which shall be available on request.

3. All Members of or Associates of the College may join any Section. Only Members of the College may stand for election to the Section Executive Committee and vote in Section elections.
4. Sections shall, at a meeting to be held before 1st July in alternate years, elect a Chair, a Secretary, a Financial Officer, and an Executive Committee to manage the affairs of the Section. The Executive Committee shall comprise no more than twelve elected Members of the College and eight co-opted members. Those elected shall assume office at the next Annual General Meeting. The Chair shall represent the Section at the Central Executive Committee. The Secretary will act as alternate representative.
5. Members of a Section's Executive Committee who have served two years shall be eligible for a further term of office for the next two successive years after which they shall not be eligible for re-election except after an interval of one year. Co-opted members of a Section's Executive Committee who have served two years shall be eligible for co-option for the next two successive years after which they shall not be eligible for co-option except after an interval of one year. The Executive Committee of each Section shall co-opt a Pre-Membership or Post-Membership Psychiatric Trainee representative elected by and from the membership of the Psychiatric Trainees' Committee. Only Members of the College shall be eligible to become the Chair, Secretary or Financial Officer of a Section. The Chair, Secretary and Financial Officer who have served two years shall be eligible for re-election for the next two successive years, after which they shall not again be eligible for re-election except after an interval of one year.
6. The Secretary of each Section shall give to all the Members of the College who are members of the Section at least 28 days' notice of the meeting at which elections are to be held for office in the Section. Nominations by two Members of the College may be received either prior to the meeting or at the meeting. If they are made prior to the meeting they shall be sent to the Section Secretary, together with the written consent to serve of the nominee. If they are made at the meeting consent to serve must be given by the nominee either in person or in writing. If no nominations are received prior to the meeting, the elections shall take place at the meeting. If prior nominations are received a ballot may be held. The names of prior nominees and of those nominated at the meeting shall appear on any ballot papers, which shall be sent to all Members of the College who are members of the Section.
7. The Chair shall make a report annually to the Central Executive Committee.
8. The Financial Officer will be responsible for keeping account of Section expenditure and will submit to the Treasurer a business plan in advance of each financial year outlining anticipated income and expenditure. No expenses shall be incurred without the approval of the Treasurer.
9. The Central Executive Committee shall regularly review the activities of Sections.
10. The Secretary of each Section shall report to the Registrar prior to each Annual General Meeting:

- (a) the number of Members belonging to the Section;
- (b) the number of meetings held by the Section since the last Report;
- (c) the names of the Chair, Secretary and Financial Officer elected by the Section.

## *B. SPECIAL INTEREST GROUPS*

1. The main objects of a Special Interest Group are to facilitate the exchange of information, to promote discussion and to generate interest in a particular field of psychiatry.
2. The Registrar shall keep the procedural arrangements for establishing a Special Interest Group which shall be available on request.
3. All Members of or Associates of the College may participate in meetings of a Special Interest Group.
4. A Chair shall be elected by Members of the College present at the initial Special Interest Group meeting to chair the Special Interest Group and to arrange subsequent meetings. A Financial Officer shall also be elected to keep account of Special Interest Group expenditure. The Chair and Financial Officer may serve in this capacity for a maximum period of four years, and shall not again be eligible for re-election except after an interval of one year.
5. The procedure for the election of subsequent Chairs and Financial Officers shall be as follows. All the Members of the College who are members of the Special Interest Group shall receive at least 28 days' notice of the meeting at which elections are to be held. Nominations by two Members of the College may be received either prior to the meeting or at the meeting. If they are made prior to the meeting they shall be sent to the current Chair, together with the written consent to serve of the nominee. If they are made at the meeting consent to serve must be given by the nominee either in person or in writing. If no nominations are received prior to the meeting, the elections shall take place at the meeting. If prior nominations are received a ballot may be held. The names of prior nominees and of those nominated at the meeting shall appear on any ballot papers, which shall be sent to all Members of the College who are members of the Special Interest Group.
6. The Chair shall make a report annually to the Central Executive Committee.
7. The Financial Officer shall submit to the Treasurer a business plan in advance of each financial year outlining anticipated income and expenditure. No expenses shall be incurred without the approval of the Treasurer.
8. The Central Executive Committee shall regularly review the activities of Special Interest Groups.
9. The number of Special Interest Groups is limited to twelve at any one time.

## XXIII. DIVISIONS AND INTERNATIONAL DIVISIONS

### A. DIVISIONS

1. There shall be the following Divisions in respect of the areas specified hereunder:
  - (1) Northern Ireland;
  - (2) Scottish;
  - (3) Welsh;
  - (4) Eastern;
  - (5) London;
  - (6) North West;
  - (7) Northern and Yorkshire;
  - (8) South East;
  - (9) South West;
  - (10) Trent;
  - (11) West Midlands.
2. The Executive Committee will normally consist of the Chair, Secretary and Financial Officer, four elected Members or Fellows, representatives of the Faculties and Sections, Regional Adviser/s who shall be ex-officio members of the Executive Committee for the duration of their specific term of office, the Public Education Officer, the CPD Coordinator, a trainee representative, a member of the Education, Training and Standards Committee, an Affiliate or Staff and Associate Specialist, and patient and carer representatives. Elected members should serve a term of office of four years and shall not be eligible for re-election except after a minimum interval of one year. Co-opted members should serve for the duration of their specific term of office. A list of the Executive Committee showing ex-officio, elected and co-opted members shall be submitted to the Central Executive Committee annually.
3. Each Division shall in each alternate year, elect at a meeting to be held before 1st July, a Chair who will act as Representative Member of the Central Executive Committee, a Secretary who will act as alternate Representative Member, and a Financial Officer who will be responsible for keeping account of Division expenditure. They shall assume office at the next Annual General Meeting. Only Members of the College may participate in the election of Chair, Secretary and Financial Officer. The Chair, Secretary and Financial Officer who have served two years shall be eligible for re-election for the next two successive years after which they shall not be eligible for re-election except after a minimum interval of one year. Only Members of the College shall be eligible to become Chair, Secretary or Financial Officer of a Division. One Post-Membership Psychiatric Trainee and one Pre-Membership Psychiatric Trainee, being the Junior representatives elected in each Division to sit on the Psychiatric Trainees' Committee shall also sit on that Division's Executive Committee.
4. At the same meeting the Divisions shall elect 4 Members of the College to serve on the Executive Committee to manage its affairs and to represent the College within the Division.

5. The Secretary of each Division shall give to all Members of the College who are members of the Division at least 28 days' notice of the meeting at which elections are to be held both for office in the Division and for elected membership of the Executive Committee. Nominations by two Members of the College may be received either prior to the meeting or at the meeting. If they are made prior to the meeting they shall be sent to the Division Secretary, together with the written consent to serve of the nominee. If they are made at the meeting, consent to serve must be given by the nominee either in person or in writing. If no nominations are received prior to the meeting, the elections shall take place at the meeting. If prior nominations are received a ballot may be held. The names of prior nominees and of those nominated at the meeting shall appear on any ballot papers, which shall be sent to all Members of the College and Foundation Affiliates who are members of the Division.
6. Divisions shall, through their Executive Committees, keep the Central Executive Committee informed of training and service issues arising in the Division. They shall inform members of the Division of the activities and requirements of the College. Divisions shall represent the College locally and provide professional advice where required.
7. Each Division shall be responsible for:
  - (i) the election of a Member of the College to serve on the Education, Training and Standards Committee;
  - (ii) the nomination of Regional Advisers whose appointments shall be approved by the Education, Training and Standards Committee;
  - (iii) submitting recommendations for the Fellowship to the Education, Training and Standards Committee;
  - (iv) the nomination of assessors to serve on advisory appointments committees;
  - (v) the nomination of examiners for consideration by the Examinations Sub-Committee;
  - (vi) submitting nominations to the Clinical Excellence Awards Committee.
8. Each Division shall:
  - (i) identify a policy lead to join the Policy Coordination Committee (the policy lead may be the Division Chair);
  - (ii) establish links with the Professional Governance and Ethics Committee;
  - (iii) establish links with local patient and carer groups.
9. Members of the College, and Associates of the College may be members of the Division in which they reside, or of that in which the greater part of their working time is spent, or in the case of retired members, was formerly spent. No person may belong to more than one Division.
10. The Financial Officer will be responsible for keeping account of Division expenditure and will submit to the Treasurer a business plan in advance of each financial year outlining anticipated income and expenditure. No expenses shall be incurred without the approval of the Treasurer.
11. The Secretary of each Division shall report to the Registrar prior to each Annual General Meeting:

- (a) the number of members belonging to the Division;
- (b) the number of meetings held by the Division since the last report;
- (c) the names of the Chair, Secretary and Financial Officer elected by the Division.

### *XXIII B. INTERNATIONAL DIVISIONS*

1. The main objects of International Divisions shall be to facilitate the exchange of information and to promote discussion about psychiatry within a specified geographical area outside the United Kingdom.
2. There shall be the following International Divisions in respect of the areas specified hereunder:
  - (a) African
  - (b) European
  - (c) South Asian
  - (d) Pan-American
  - (e) Middle-Eastern
  - (f) West Pacific
3. The International Divisions are based largely on the World Health Organization (WHO) regions. Countries are banded as follows:
  - (a) African International Division:  
Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome & Principe, Senegal, Seychelles, Sierra Leone, South Africa, Swaziland, Togo, Uganda, United Republic of Tanzania, Zambia, Zimbabwe.
  - (b) Pan-American International Division:  
Antigua & Barbuda, Argentina, Bahamas, Barbados, Belize, Bermuda, Bolivia, Brazil, Canada, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Puerto Rico, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & Grenadines, Suriname, Trinidad & Tobago, United States of America, Uruguay, Venezuela.
  - (c) Middle-Eastern International Division:  
Afghanistan, Bahrain, Djibouti, Egypt, Islamic Republic of Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libyan Arab Jamahiriya, Morocco, Oman, Qatar, Saudi Arabia, Somalia, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates, Yemen.
  - (d) European International Division:  
Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan,

Kyrgyzstan, Latvia, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Turkmenistan, Ukraine, Uzbekistan, Yugoslavia.

(e) South Asian International Division:

Bangladesh, Bhutan, Democratic Republic of Korea, India, Indonesia, Maldives, Myanmar, Nepal, Pakistan, Sri Lanka, Thailand.

(f) West Pacific International Division:

Australia, Brunei Darussalam, Cambodia, China, Cook Islands, Fiji, Hong Kong, Japan, Kiribati, Lao People's Democratic Republic, Malaysia, Marshall Islands, Micronesia, Mongolia, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Vietnam.

4. Membership of International Divisions shall be open to Members and Associates who reside or for the greater part of their time work in or, in the case of retired persons, formerly worked in the geographical area covered by the International Division. No person may belong to more than one International Division.
5. Each International Division shall elect a Chair, a Secretary, and a Financial Officer. Only Members of the College shall be eligible to stand for election as Chair, Secretary or Financial Officer. The term of office shall be four years. The Chair, Secretary or Financial Officer who have completed a four-year term of office shall not be eligible for re-election except after a minimum interval of one year.
6. The procedure for the election of the Executive Committee shall be as follows:
  - (a) Elections shall be organised by the International Affairs Unit at the College.
  - (b) All Members and International Associates in each International Division shall receive the notice of election inviting them to submit nominations for the Chair, Secretary and Financial Officer. All nominations shall be received by the International Affairs Officer. If the number of nominations exceeds the number of vacancies a postal ballot will be held. Members of the College and International Associates who are members of the International Division shall be eligible to vote.
  - (c) The Chair, the Secretary and the Financial Officer of an International Division must each reside in a different country. The Chair of an International Division shall be elected in the first round of elections. The Secretary and the Financial Officer shall be elected in the second round of elections. Nominations for the office of Secretary and Financial Officer shall be accepted only from countries other than the country of residence of the elected Chair. Nominations shall be accepted on the basis of the date of receipt. If nominations for the Secretary and the Financial Officer are received from the same country on the same day, the nomination for the Secretary shall be accepted.

- (d) The names of nominees shall appear on the ballot paper, together with supporting statements of the nominees, which shall be circulated by post to all the Members of the College and International Associates in each International Division who shall be asked to return the ballot paper appropriately marked in the pre-paid envelope by the specified deadline.
  - (e) The ballot papers shall be counted by the Electoral Reform Society and the results shall be announced to all the Members, International Associates and Pre-Membership Psychiatric Trainees in each International Division by post.
7. The Executive Committee shall be responsible for organising and running scientific, educational and social activities of the International Division as they find appropriate to the academic, training and service needs in their region. The International Affairs Officer may, if required, assist in advertising an event (e.g. on the College website), circulating advertising literature and in any other relevant activities.
  8. The Officers of each International Division (i.e. Chair, Secretary and Financial Officer) may co-opt, as appropriate, other members of the Executive Committee to ensure the appropriate national, training and public educational advice. A list of the Executive Committee showing elected and co-opted members shall be submitted to the Central Executive Committee after each election or as and when co-opted members are replaced.
  9. The Chair of each International Division shall submit an annual report to the Board of International Affairs each November to be presented to the Central Executive Committee at the first meeting in the following year by the Director of International Affairs. The Director of International Affairs shall represent all International Divisions at the Central Executive Committee.
  10. The Chair or Secretary of each International Division may be asked to organise and chair a session at the College Annual Meeting in liaison with the Board of International Affairs and the College Conference Unit.
  11. Financial issues:
    - (a) The Financial Officer shall prepare a budget for all activities planned by the International Division for the forthcoming year and keep the accounts of the International Division. In addition, the budget shall include proposed fundraising/sponsoring and other methods of funding the activities of the International Division. The budget shall be submitted to the College by the end of September each year for approval by the Central Executive Committee. The Central Executive Committee shall decide whether any activities specified in the budget shall be funded by the College. The accounts shall be submitted to the College by the end of January each year for the Central Executive Committee's consideration.
    - (b) The travel and accommodation for the Chairs of International Divisions attending the College Annual Meeting shall be reimbursed by the College in accordance with the usual College policy.
    - (c) The Chair of the International Division shall submit to the College an estimated cost of travel and accommodation for speakers in

- sessions organised by International Divisions at the College Annual Meeting for approval by the Central Executive Committee.
- (d) The full registration fee at the College Annual Meeting for Chairs of International Divisions and speakers at international sessions shall be waived.
  - (e) In the event of the dissolution of an International Division, any surplus assets after discharge of liabilities shall be divided equally between the surviving membership of the International Division. If there is no surviving membership, any such funds shall pass to the College.
12. International Divisions are not authorised to bind the College contractually and may not represent themselves as being so authorised.
  13. International Divisions and their members shall be jointly and severally liable to indemnify the College for any loss or damage incurred by the College as a result of any act or omission of the International Division.
  14. International Divisions and their members shall use their utmost endeavours to prevent any act or omission which may prejudice the good name of the College.

## XXIV. MEETINGS, NOTICES AND MISCELLANEOUS PROVISIONS

1. The following Standing Orders shall govern the proceedings at Meetings of the College:
  - (a) (i) In the absence of the President from a General or Special Meeting the Chair shall be taken by the Registrar; failing the Registrar the meeting shall elect a Chair. Such Chair, whilst acting in this capacity, shall have the same powers as the President.
  - (ii) In the absence of the Chair from a meeting of a Division, Faculty, Section or Special Interest Group the immediate past Chair shall act in this capacity, or failing the immediate past Chair, by a Chair to be elected by the meeting. Such Chair, whilst acting in this capacity, shall have the same powers as the Chair.
  - (b) No Motion shall be discussed until it has been proposed and seconded.
  - (c) When a Motion has been proposed and seconded it shall be put from the Chair, and discussion thereon invited by the Chair.
  - (d) No Member shall speak to the same question more than once, except as provided in paragraph (i) of this Regulation.
  - (e) At any time after discussion has been invited, and before the Motion has been put to the vote, any Member who has not previously spoken in the debate may propose an Amendment.

- (f) No Amendment shall be entertained until it has been proposed and seconded.
  - (g) When an Amendment has been proposed and seconded it shall be put from the Chair, and then the debate may proceed on the Amendment and the original Motion together.
  - (h) No second Amendment may be moved whilst an Amendment is before the Meeting.
  - (i) A Member who has spoken to the original Motion may speak again to the Amendment.
  - (j) When the debate on an Amendment is concluded the Chair shall put the Amendment to the vote. If the Amendment is negatived the original Motion shall again be put and another Amendment may be moved.
  - (k) If the Amendment is carried, the Motion as amended shall be put from the Chair and further Amendments may be moved.
  - (l) Votes shall be taken by a show of hands, the hands being counted by the Chair and Registrar or Chief Executive, unless a majority of those present request a secret vote.
  - (m) In case the voting is equal the Chair shall have a second or casting vote.
  - (n) Upon the demand, made before the count, of any two Members present, unless the meeting has requested a secret vote, the names of the Members voting and their votes shall be taken down, entered in the Minutes and published in the Journal.
  - (o) Any of these Standing Orders in any case of urgency, or upon any Motion proposed upon notice duly given, may be suspended at any Meeting so far as regards any business at such Meeting, provided that not less than three-fourths of the Members present shall so decide.
2. Members of the College, Foundation Affiliates or Pre-Membership Psychiatric Trainees may give notice of a matter which they wish to present for discussion at an Annual General Meeting by sending the substance thereof in writing to the Registrar not less than five weeks beforehand.
  3. Every Member of the College, Foundation Affiliate or Pre-Membership Psychiatric Trainee who desires to bring forward any matter for discussion at a General Meeting shall give notice thereof in writing to the Registrar not less than four weeks before the day fixed for the Meeting.
  4. Not less than 21 days before each such Meeting the Registrar shall send to each Member and Associate of the College who is entitled to attend a notice of the time and place of the Meeting together with an agenda of the business to be transacted.
  5. No business shall be transacted at any General Meeting notice of which has not appeared in the notice convening the Meeting unless the transaction thereof has been approved by the Central Executive Committee.
  6. No Resolution shall be put to the vote at a General Meeting unless it has first been submitted to the President or to the Central Executive

Committee, who may in his or their respective discretion declare that a vote thereon shall be taken only at an Annual General Meeting or at a Special Meeting called for that purpose; provided that full discussion on the Resolution shall nonetheless be allowed at such General Meeting.

7. On resolving to call a Special Meeting, or on receiving a request as provided for in Article 7(b) or 7(c) of Section XXIV, the President shall give notice to the Registrar of the object and date of the Meeting to be called. The Registrar shall thereupon send to every Member and Associate of the College who is entitled to attend a notice convening the Meeting and specifying the time, place and object thereof.
8. The Central Executive Committee may refer any Motion proposed at an Annual or General Meeting or at any Special Meeting to a vote by ballot of Members of the College. Any action taken by the Central Executive Committee after such referral and ballot shall be valid if the Motion received a simple majority of the votes cast in such ballot.
9. The President and the Central Executive Committee may, in the name of the College, invite strangers to be present at any meeting and such strangers may speak at the invitation of the President but may not vote.
10. Any Member of the College, Foundation Affiliate or Pre-Membership Psychiatric Trainee may introduce a stranger to any Scientific Meeting of the College and the stranger so introduced may join in the discussion of papers read at the Meeting, at the invitation of the Chair, but may not vote or otherwise take part in business relating to the affairs of the College.
11. When notices are sent relating to the first General Meeting in each alternate College year, a notice shall be sent to all Foundation Affiliates and to all Affiliates asking for nominations for their co-opted representatives on the Central Executive Committee. If more nominations are received than there are vacancies, there shall be a vote by ballot of the Foundation Affiliates or Affiliates. Co-opted representatives shall be eligible to serve on the Central Executive Committee for the same periods as Elected members of the Central Executive Committee.

## ELECTIONS BY BALLOT

12. In any election by ballot the ballot paper shall contain the names of all nominees and may, if any nominee so requests, be accompanied by a short supporting statement by that nominee. In the case of elections for Honorary Officers of the College, Chairs and Secretaries of Faculties, Sections and Divisions, the supporting statement shall not exceed 400 words and in the case of other elections, 200 words.
13. When a vote by ballot is held for an office or position to be held by a single individual, the election will be conducted by the use of the single transferable vote. Votes will be transferred until one candidate has achieved the necessary quota of votes to be elected.
14. When a vote by ballot is held to elect to a number of positions, such as for the election of the Education, Training and Standards Committee

or ordinary members of the Central Executive Committee, the election will be conducted by use of the single transferable vote. Votes will be transferred until the necessary number of candidates have achieved the necessary quota of votes to be elected.

15. An election by ballot shall be valid notwithstanding any failure of a Member to receive a ballot paper or any failure of the Registrar to receive a completed ballot paper, save that any twelve Members may within two weeks of the result of the election becoming known make a written request to the Central Executive Committee to investigate the election and in such case the Central Executive Committee shall investigate and report to a Special Meeting of the College called for the purpose as soon as may be practicable; and such Meeting may take whatever action in the light of such report may appear to be appropriate including ordering a new election or elections; provided that, unless the Special Meeting otherwise decides, the persons elected by the original election shall assume and hold their positions until the result of any new election is known, whereupon they shall (if the result thereof so requires) give place to the persons elected by the new election.
16. References in the Regulations to 'the single transferable vote' shall mean a vote (a) capable of being given so as to indicate the voter's order of preference for the nominees; and (b) capable of being transferred to the next choice when the vote is not required to give a prior choice the necessary quota of votes, or which, owing to the deficiency in the number of the votes given for a prior choice, that choice is eliminated from the list of nominees.

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