



# Royal College of Physicians

*(Approved by the AGM, 24 September 2020)*

## **The Bye-Laws of the Royal College of Physicians**

**Revised by Comitia on 24 September 2020**

**These supersede any previous edition**

### **Introduction and context**

The Royal College of Physicians (The College, or RCP) was incorporated in 1518 by a Royal Charter and this is the basis of the College's authority to conduct business. This gave the College a perpetual status and was confirmed by an Act of Parliament in 1523. There have been other charters since then at particular times, but only the original was confirmed by Parliament.

The Charter was unlike those granted nowadays. It stated that the 'President, College or Commonalty and their successors shall be able to make lawful and honest assemblies of themselves, and statutes, and ordinances for the wholesome government, over-sight, and correction of the College.....according to the requirements of necessity as often as and whensoever there shall be need, lawfully and with impunity, without impediment of us, our heirs or successors, or of the Justices, Escheators, Sheriffs, and other bailiffs or ministers of us, our heirs or successors, whomsoever'.

This freedom gave the College independence and enabled it to make its own rules of conduct and governance, subject only to the law of the land. Nowadays these rules are defined in the Bye-Laws.

The Bye-Laws have changed over time, and will continue to do so. At any time they need to be relevant to the modern College, and effective in

enabling and supporting the efficiency of its work and the proper governance of its activities. With that in mind, in 2018 – 2020 the Bye-Laws were reviewed and revised as part of marking the 500<sup>th</sup> anniversary. A lot has changed since the College was founded. In 2020 it is still a chartered corporation but also a membership organisation, a registered charity, an employer, and a business with a turnover of millions of pounds. Much of this was not covered adequately in the Bye-Laws, or was addressed separately in other ways, and so this review set out to refresh the Bye-Laws and set them in proper context and relationship to the RCP's modern constitution. As a result the Bye-Laws were modernised and clarified, so as to retain the important historical continuity but also to make them fit for purpose in a modern College.

## **The Constitution of the RCP**

The College is governed in its constitutional arrangements by its Bye-Laws, which determine the powers of Officers and Council. Originally all decisions were made through a quarterly meeting of fellows, but as the College grew this became delegated to the Council, which then reported to an annual meeting of the fellows.

The College was registered with the Charity Commission for England and Wales as a Charity on 25<sup>th</sup> July 1963. This status imposes particular responsibilities for governance of the College as a charity, but which were not made explicit in the Bye-Laws. Since 1963 the work and complexity of College activities have increased, such that in January 2007 Council agreed that a specific and separate Board of Trustees should be established to fulfil the responsibilities associated with charitable status. The governance and operation of the Board of Trustees are defined by its Standing Orders, and these also clarify its relationship with Council.

The Board of Trustees is responsible for controlling the management and administration of the charity. They have and must accept ultimate legal responsibility for directing the affairs of the charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for which it has been set up. The Council of the College is the focus for dealing with all issues that affect the professional activity of its membership, including matters relating to the College's purpose, policy and guidance relating to clinical standards; examinations, education and training; professional issues such as professionalism and revalidation; election of Fellows; College membership; external relationships; engagement with Fellows and Members; appropriate international work; and any other matters relevant to the practice of medicine and provision of medical care. It is important that the two bodies work closely together to fulfil their responsibilities. To support this the six elected senior officers serve on both bodies, and four seats on the Board of Trustees are allocated for members of Council.

The Bye-Laws which now follow are underpinned by the Charter and can be thought of as a set of instructions for how the College should behave, setting out the process or the rules for various aspects of its activity.

### ***A note on the numbering of the Bye-Laws***

*Since their origin, the Bye-Laws have been numbered sequentially; Bye-Law 1, Bye-Law 2, and so on. They have however been re-numbered at times, so when comparing copies from different periods it does not follow that a particular Bye-Law consistently relates to the same issue. Also, as the Bye-Law have been reviewed over time many were repealed, leaving gaps in the sequence.*

*To address these problems the 2018/19 review introduced a new system of numbering, based on the chapters. The previous number of each Bye-Law was included to assist cross-referencing. The chapter numbers have been retained though for continuity, even though some chapters have been repealed. This means that in any future review it will be possible to change the numbers of affected Bye-Laws within the relevant chapter(s) only, rather renumbering again from the start.*

*It is anticipated that if a new chapter is ever added this can be introduced at the end: and repealing a whole chapter can be addressed with a note at the appropriate section, with less editorial consequence than the previous system.*

## **CHAPTER 1**

### ***Of the Governance of the College through its Bye-Laws***

The Royal College of Physicians of London shall, as far as may be, be governed by Bye-Laws and Regulations to be enacted, altered and repealed as hereinafter mentioned, that is to say:

#### **BYE-LAW 1.1**

*(previously Bye-Law 1)*

(1) The Bye-Laws of the College and any alteration or repeal of the same shall be approved by a majority vote of those Fellows who have voted. Such vote shall be conducted at a general meeting unless the Council at any time before the vote is taken determine that the vote be conducted by a ballot after that meeting, using such method of voting that has been agreed by the Council. Due notice must be given in writing of any proposal to so enact, alter, or repeal a Bye-Law.

(2) The Council shall be able to make and may from time to time vary, amend, revoke and replace Regulations as necessary to clarify or

supplement any Bye-Law.

(3) Every Regulation of the College and any alteration or repeal of the same shall be approved by a majority vote of those members of the Council who have voted, using such method of voting that has been agreed by Council. Due notice shall be given in writing of any proposal to enact, alter, or repeal a Regulation.

#### **BYE-LAW 1.2**

*(previously Bye-Law 2)*

(1) Any Fellow or Fellows wishing to propose a motion for consideration by the Fellows for the enactment of a new Bye-Law or Regulation, or the alteration or repeal of an existing Bye-Law or Regulation or any other purpose shall do so by giving written details of any such motion to the Council.

(2) The Council shall decide whether, when and in what manner such motion may be presented to the Fellows for vote or, if appropriate, referred to the appropriate Board or Committee for advice or review. The decisions and any consequent review process shall be completed without undue delay. The Fellows concerned shall be kept regularly informed and shall be notified of the Council's decision.

(3) If at the end of that process the Fellows remain dissatisfied they may refer the motion to an Extra-Ordinary General Meeting under the terms of Bye-Law 4.3.

#### **BYE-LAW 1.3**

*(previously Bye-Law 4)*

Whenever a Bye-Law or Regulation is either enacted, altered, or repealed, such enactment, alteration, or repeal shall be entered by the Registrar, together with the day of the month and calendar year on which the same has been approved, in a copy of the Bye-Laws and Regulations to be kept for that purpose, and certified by the signature of the President for the time being.

#### **CHAPTER 2**

##### ***Of the Visitor***

**BYE-LAW 2.1**

*(previously Bye-Law 5)*

The Sovereign of the United Kingdom of Great Britain and Northern Ireland (or their Regent) shall be invited to be the Visitor to the College.

**CHAPTER 3**

***Of the Common Seal***

**BYE-LAW 3.1**

*(previously Bye-Law 6)*

The Common Seal of the Corporation shall only be affixed to any legal document by authority of the President and either the Treasurer or the Registrar.

**CHAPTER 4**

***Of General and Other Meetings***

**BYE-LAW 4.1**

*(previously Bye-Law 7)*

The Registrar shall prepare and issue with the summons to the next General Meeting a summary of the proceedings of the last meeting. The summary shall be submitted at the commencement of the General Meeting and its acceptance taken as empowering the President (or other Chair of the meeting) to approve it as the full record of the previous meeting.

***Of General Meetings of the College***

**BYE-LAW 4.2**

*(previously Bye-Law 8)*

(1) There will be an Annual General Meeting of the Fellows each calendar year on a date set by the Council.

(2) The Annual General Meeting shall be separate from the Special General Meeting to elect a president annually, as required by section 6 of the Medical Act 1860.

(2) A report of the Council, and a report of the Board of Trustees, shall be submitted to each Annual General Meeting. These will be accompanied by a financial summary and a summary of College activity for the period since the previous meeting.

#### **BYE-LAW 4.3**

*(previously Bye-Law 9)*

(1) An Extra-Ordinary General Meeting shall be summoned by order of the President, or on a requisition from the Council to that effect.

(2) Provided that the process required under Bye-Law 1.2 has been completed in respect of a motion, an Extra-Ordinary General Meeting may be requested by twenty or more Fellows for the purpose of putting the said motion to a vote. The meeting will be organised by the College and held within eight weeks after the receipt by the President of such request.

(3) An Extra-Ordinary General Meeting requested under paragraph (2) above may be cancelled by the Council upon a unanimous request to do so by the Fellows who have called it.

(4) At any Extra-Ordinary General Meeting, the Council will have the right to state its decision alongside the motion, and to decide whether any vote will be taken at the meeting or by a ballot of all Fellows.

#### **BYE-LAW 4.4**

*(previously Bye-Law 10)*

The President (or if absent the Senior Censor and Education and Training Vice President; or if absent the Clinical Vice President; or if absent the Academic Vice President; or if absent the Registrar; or if absent a Fellow present chosen by the meeting) shall preside and

be Chair at all General Meetings of the Fellows duly convened, whether Ordinary or Extra-Ordinary.

**BYE-LAW 4.5**

*(previously Bye-Law 11)*

Every Fellow of the College shall be invited to attend all General Meetings of the Fellows, whether Ordinary or Extra-Ordinary and to vote in any ballot of the Fellows, using such method of voting that has been agreed by the Council for that ballot, except in the case of any Fellow who has expressly requested not to receive relevant invitations.

**BYE-LAW 4.6**

*(previously Bye-Law 12)*

(1) Invitations to any General Meeting shall state the date, time and place of meeting and shall give reasonable notice but in any case be sent not less than two weeks before such Meeting.

(2) The invitations shall contain an agenda of the business to be transacted at such Meeting, and in the case of any election or approval of previous nominations, shall set out the names of those nominated.

**BYE-LAW 4.7**

*(previously Bye-Law 13)*

No business shall be transacted at any General Meeting of the Fellows unless at least twenty Fellows are present.

**BYE-LAW 4.8**

*(previously Bye-Law 14)*

At any General Meeting no motion shall be presented for vote on the day of the meeting, but may if the meeting considers it appropriate the proposed motion may be referred to the Council for further consideration in accordance with Bye-Law 1.2.

**BYE-LAW 4.9**

*(previously Bye-Law 15)*

Any Fellow who wishes to speak to the Meeting shall address the President. Everyone shall speak as briefly as possible, and shall preserve silence if requested by the President.

**BYE-LAW 4.10**

*(previously Bye-Law 16)*

(1) If any irregularity occurs in the convening or holding of any General Meeting, election or other proceedings, and it is not noticed and objected to at that Meeting, all proceedings shall have the same force and validity as if no such irregularity had occurred.

(2) If any alleged irregularity is noticed and objected to during the Meeting, the Meeting shall decide on the validity of such allegation, and such decision shall be final and conclusive.

***Of Meetings of the Censors' Board***

*(Repealed 2020 AGM)*

**BYE-LAW 17**

*(Repealed 1999 AGM)*

**BYE-LAW 18**

*(Repealed 1999 AGM)*

**BYE-LAW 19**

*(Repealed 1999 AGM)*

**BYE-LAW 20**

*(Repealed 1999 AGM)*

***Of Meetings of the Council***

**BYE-LAW 4.11**

*(previously Bye-Law 21)*

(1) The Council shall meet in person at least six times each year.

(2) Subject to paragraph (1) above, the President or six elected members of the Council may summon the Council whenever and in what manner they think fit.

(3) Council Meetings may be held with members being present through electronic access rather than in person.

(4) Questions arising at any meeting requiring decision by vote shall be decided by a majority of votes of those taking part. Questions needing a decision between formal meetings may be decided in the same manner (including the casting of votes by electronic communication) provided that all members of the Council are notified of the question to be decided and the number of them voting on the question would constitute a quorum. In case of an equality of votes the Chairman of the meeting shall have a casting vote.

(5) The Council shall be mindful of the reputation of the College at all times, and that the College is a charity subject to charity law. The Council shall respect the Trustees' obligations under charity law in relation to the matters that have been delegated to them ("**the Board of Trustees responsibilities**"). In any issue of primacy of decision-making between the Board of Trustees and the Council, the responsibilities imposed by charity law concerning the control, management, administration, finances, and reputation of the College will take precedence.

#### **BYE-LAW 22**

*(Repealed 1999 AGM)*

#### **BYE-LAW 4.12**

*(previously Bye-Law 23)*

The Chair shall be taken at the Meetings of the Council by the President, or, if the President is absent, by the Senior Censor and Education and Training Vice President, or if they are absent by the Clinical Vice President, or if they are absent by the Academic Vice President, or if they are absent by the Registrar, or if they are absent by a member of the Council present and chosen by the meeting.

**BYE-LAW 4.13**

*(previously Bye-Law 24)*

At the Meetings of the Council twenty members shall form a quorum.

***Of the Board of Trustees***

**BYE-LAW 4.14**

*(Created in 2020)*

(1) The Board of Trustees shall fulfil the responsibilities of the College as a Charity under the applicable law.

(2) The remit, membership, powers and constitution of the Board of Trustees shall be determined by the Council by means of the Standing Orders of the Board of Trustees.

(3) The Standing Orders of the Board of Trustees may not be amended, revoked or replaced except by a resolution passed at a meeting of the Board of Trustees that is quorate, and which is referred to the Council in advance of its approval by a General Meeting of Fellows. Any such amendment, revocation or replacement shall be agreed by the Council and then at a General Meeting of Fellows before it can come into effect.

(4) The Board of Trustees shall be mindful of the reputation of the College at all times, and that the College is a charity subject to charity law. In any issue of primacy or decision-making between the Board of Trustees and the Council, the responsibilities imposed by charity law concerning the control, management, administration, finances, and reputation of the College will take precedence.

**BYE-LAW 4.15**

*(Created in 2020)*

(1) The Board of Trustees may establish a scheme of delegation for certain decisions in relation to the management, administration and financial responsibilities that they exercise on behalf of the College as a Charity under English law to specific officers and employees of the College, subject to such requirements as the Board of Trustees may determine (**“Delegated Powers”**).

(2) The Board of Trustees may also define the scheme of delegation by reference to decisions regarding the management, administration and financial responsibilities of the College that are reserved to the Board of Trustees (**“Board of Trustees reserved matters”**).

## **CHAPTER 5**

### ***Of Voting***

#### **BYE-LAW 5.1**

*(Previously Bye-Law 26)*

(1) At the General Meeting assembled for the election of the President when more than one candidate has been nominated, Fellows may either vote in person or by proxy, using such method of voting as agreed by the Council. All votes shall be cast in a way that enables votes to be transferred between candidates until a majority sufficient to elect a President has been achieved.

(2) At the General Meeting assembled for an uncontested election of the current President only those Fellows who are present at the Meeting may vote.

#### **BYE-LAW 5.2**

*(Previously Bye-Law 27)*

(1) The appointment of the Treasurer, Registrar, and Censors (excluding the Senior Censor and Vice President for Education) shall be approved at each Annual General Meeting. If any appointment is not approved by the General Meeting the matter shall be referred to the Council for further consideration.

(2) The Senior Censor and Vice President for Education, the Academic Vice President and the Clinical Vice President shall be elected by ballot using such method of voting agreed by the Council for that election.

(3) All other officers of the College shall be appointed in accordance with the processes approved by the Council.

(4) The names of Fellows, Honorary Fellows, Members under Bye-Law 26.3, and Honorary Members elected by the Council shall be circulated to the Fellows using such method as the Council may decide. The date of admission shall be decided by the Council., but if

objections to a particular candidate are received in writing by the Registrar from ten or more Fellows within the time specified in the circulation, that nomination shall be reassessed by the Council.

(5) In all election processes approved by the Council, a list containing the name or names of the Fellow or Fellows or other person or persons, nominated to the office or offices to be filled up, shall be sent to each Fellow of the College at least one week before the day of election.

**BYE-LAW 28**

*(Repealed 2020 AGM)*

**BYE-LAW 5.3**

*(Previously Bye-Law 29)*

(1) The Senior Censor and Vice President for Education and Training, the Clinical Vice President, and the Academic Vice President shall be elected in the following manner:

- (a) When a vacancy arises, or is planned to arise through completion of the term of office, the Council shall invite nominations from Fellows within a stated deadline and this invitation will be accompanied by a current description of the role.
- (b) The Council shall consider the nominations received together with the candidates' Curriculum Vitae to ensure that the candidates have the necessary experience or knowledge as required by the role description. The Council will then nominate Fellows from whom the Senior Censor and Education and Training Vice President, the Clinical Vice President, and the Academic Vice President shall be elected. The Council may choose not to include candidates who it decides are not suitably qualified.
- (c) A list containing the names of the suitable Fellows shall be sent to each Fellow of the College as part of the procedure for voting agreed by the Council. This list shall be used as a ballot to be completed by Fellows and shall be constructed in such a way as to be used in a transferable voting procedure designated by Council.

(2) The Senior Censor and Education and Training Vice President, the Clinical Vice President, and the Academic Vice President shall be elected from among Fellows who are of at least five years' standing. If practicable, the new officer shall in each case be elected so as to be able to work in support of the incumbent officer for a period of not more than 12 months prior to taking Office, but will then hold Office for a minimum of two and a maximum of three years subject to satisfactory annual appraisal by the President, and shall not

thereafter be eligible for re-election to the same Office.

**BYE-LAW 5.4**

*(Created in 2020)*

(1) The Vice President for Wales shall be elected from among Fellows who are physicians who work in Wales, using the procedure approved by Council for this purpose.

(2) Subject to paragraph (3) below, the Council may establish new positions of Vice President. The responsibilities of such roles and the method of election or appointment shall be determined by the Council from time to time.

(3) The Council may only establish a new position of Vice President where it is satisfied that such role would address a specific need for which the title of Vice President is considered essential.

**BYE-LAW 5.5**

*(Previously Bye-Law 30)*

(1) Members of the Council shall be elected in the following way:

The Council shall prepare a list of Fellows, including all those proposed by the Fellows, from whom the necessary number of new Councillors is to be elected.

- (a) The list containing the names of such Fellows shall be sent to each Fellow of the College as part of the voting procedure agreed by the Council. This list shall be used as a ballot to be completed by Fellows and shall be constructed in such a way as to be used in a transferable voting procedure designated by the Council.
- (b) Four Regional Advisers shall serve on the Council, one of whom shall be a Regional Adviser who represents the College in Wales; one a Regional Adviser who represents the College in Northern Ireland, and two Regional Advisers who represent the College in England, elected to the Council by the Regional Advisers for English regions.
- (c) The five persons appointed from among the members of the New Consultants' Committee, the Trainees' Committee, and the

representative of Specialty and associate specialist (SAS) doctors shall be elected or nominated in such manner as Council may decide from time to time.

**BYE-LAW 5.6**

*(Previously Bye-Law 31)*

Unless the President and a majority of the Council present decide otherwise, any member of the Council who attends a meeting held for the nomination of Fellows, but who was not present at the commencement of the meeting, shall be entitled to vote.

**BYE-LAW 5.7**

*(Previously Bye-Law 32)*

No candidate shall canvass for votes directly or indirectly for Membership, Fellowship or any office, distinction, advancement or promotion in the College or in any Faculty or Joint Faculty of the College except as may be expressly permitted by the Council.

**BYE-LAW 5.8**

*(Previously Bye-Law 33)*

1) Except when otherwise provided by the Bye-Laws or Regulations, the votes of the Fellows present at a General Meeting shall be taken as the President or Chairperson may think fit, unless twenty of the Fellows present shall demand that the votes be taken by poll.

2) The Council shall be able to make and may from time to time vary, amend, revoke and replace Regulations as necessary to enable the use of proxy votes if a Fellow or Fellows cannot attend a General Meeting in person.

**BYE-LAW 5.9**

*(Previously Bye-Law 34)*

In case of an equality of votes in favour of and as between any two Fellows (except in cases otherwise specially provided for) the Fellow who is senior by date of fellowship shall be deemed to have a majority.

**BYE-LAW 5.10**

*(Previously Bye-Law 35)*

Except when otherwise provided by the Bye-Laws, or Regulations, all questions of process arising in a General Meeting shall be decided by the majority of the Fellows present, and in case of an equality of votes, the President or Chair shall have a second or casting vote.

## **CHAPTER 6**

### ***Of Minutes of Proceedings***

#### **BYE-LAW 6.1**

*(Previously Bye-Law 36)*

Minutes shall be kept of the proceedings of every General Meeting, Council and Board of Trustees' Meeting and for any other meeting as required by Council or the President. The Registrar shall ensure that such minutes are recorded in writing, and retained in the College archives in hard copy and/or electronic form. The Council may allow wider access to all or parts of the minutes as the Council considers appropriate.

## **Chapter 7**

### ***Of the Position of Women in the College***

This chapter was repealed in 2020.

#### **BYE-LAW 37**

*(Repealed 2020 AGM)*

## **CHAPTER 8**

### ***Of the Fellows and Honorary Fellows***

#### **BYE-LAW 8.1**

*(Previously Bye-Law 38)*

The power of making and altering Bye-Laws, of being present at General Meetings, and of voting at all Elections and on all other business to be transacted at General Meetings of the College, shall be vested in the President and Fellows only, subject to any delegation in accordance with these Bye-Laws and any legal obligations under the law of England and Wales.

**BYE-LAW 8.2**

*(Previously Bye-Law 39)*

(1) The Council may nominate as Fellows of the College the following persons:

- (a) Members of the College of good standing who are making relevant contributions to health and / or healthcare.
- (b) Persons holding a medical qualification, but are not Members of the College, who have distinguished themselves in the practice of Medicine, or in the pursuit of Medical or General Science or Literature and who have been previously nominated by the Council as specially eligible. No more than twenty such persons shall be elected Fellows in any one year.
- (c) Persons holding a medical qualification who are not otherwise eligible for nomination but have rendered exceptional services to the science or practice of medicine; or who occupy positions of distinction and have close connections with British medicine.
- (d) Persons not holding a medical qualification who are not otherwise eligible for nomination but have rendered exceptional services to the science or practice of medicine.

**BYE-LAW 8.3**

*(Previously Bye-Law 40)*

Members or other persons elected by the Council as a Fellow, shall be informed by the Registrar of the Council’s intention to propose them to the College for election to the Fellowship, and invite them to accept the offer of election.

**BYE-LAW 8.4**

*(Previously Bye-Law 41)*

Notwithstanding any Bye-Law to the contrary, a Fellow may be admitted in absentia if, in the opinion of the Registrar, the circumstances are such as to render their attendance impracticable, but they shall not be admitted until their signature or electronic equivalent, subscribed to the appropriate Faith, shall have been received by the Registrar, and the other conditions of admission shall have been complied with.

**BYE-LAW 8.5**

*(Previously Bye-Law 42)*

Each Fellow, at the time of admission, shall be given the following form of Diploma, under the Common Seal of the Corporation.

SCIAAT OMNES, NOS

“A.B., Praesidentem Collegii Regalis Medicorum Londinensis, una cum consensu Sociorum ejusdem Collegii, auctoritate nobis a Domino Rege et Parlamento concessa, approbasse et in Societatem nostram cooptasse doctum et probum virum C.D. [in florentissima Academia ..... Medicinae Doctorem:] largitosque praeterea usum et fructum omnium commoditatum, libertatum, ac privilegiorum, quae Collegio nostro auctoritate praedicta et jam concessa sunt et in futurum concedenda: In cujus rei fidem et testimonium Sigillum nostrum commune praesentibus apponi fecimus. Datum Londini in Collegio nostro ..... die Mensis ..... Annoque Domini .....”.

(Which in translation reads as follows;)

*Be it known to all that we  
(President's name)*

*Doctor of Medicine and President of the Royal College of Physicians of London, and with the approval of the Fellows of the same College, by the authority granted to us by the Lord our King and Parliament, have approved and admitted to our Fellowship the learned and worthy man/woman*

*(Name)*

*(Bachelor/Doctor) ..... of Medicine of the illustrious University of (University) ..... and moreover have bestowed on him/her the use and enjoyment of all benefits, liberties and privileges which have been and shall be granted in the future to our College by the said authority.*

*In witness and proof whereof, we have caused our Common Seal to be affixed in our presence. Given at London in our College on the ..... day of ..... in the year of our Lord two thousand*

**BYE-LAW 8.6**

*(Previously Bye-Law 43)*

- (1) Honorary Fellowships of the College may be bestowed on persons of eminence, who do not necessarily hold a medical qualification, but have rendered exceptional services to the Science or Practice of Medicine.
- (2) Such Honorary Fellows shall have no part in the government of the College, and shall enjoy none of the privileges of Fellows nor any rights of medical practice as Honorary Fellows, and shall be liable to none of the penalties attaching to Fellows by reason of any Bye-Law or Regulation of the College.
- (3) The names of Honorary Fellows elected by the Council shall be circulated to the Fellows using such method as the Council may decide. The date of admission shall be decided by the Council, but if objections to a particular candidate are received in writing by the Registrar from ten or more Fellows within the time specified in the circulation, that nomination shall be reassessed by the Council.
- (4) Every Honorary Fellow shall, after admission, be presented with a Diploma in such form as may be approved by the Council from time to time.

## **CHAPTER 9**

### ***Of the Officers of the College***

#### **BYE-LAW 9.1**

*(Previously Bye-Law 44)*

(1) The senior officers of the College shall be the President, the Registrar, the Senior Censor and Education and Training Vice President, the Clinical Vice President, and the Academic Vice President.

(2) The other officers of the College shall be the other Censors, and such others as shall be annually confirmed by the Council and reported to the General Meeting of Fellows.

## **CHAPTER 10**

### ***Of the President and Vice Presidents***

#### **BYE-LAW 10.1**

*(Previously Bye-Law 45)*

The President of the Royal College of Physicians of London shall be elected annually, on the day after Palm Sunday, as required by section 6 of the Medical Act 1860.

#### **BYE-LAW 10.2**

*(Previously Bye-Law 46)*

To secure as far as possible that the President of the College shall at all times be, as required by the Charter of Henry VIII, a prudent person and one skilled in the science and practice of Physic, the President shall be elected from amongst those Fellows who have been Fellows of the College for at least ten years.

#### **BYE-LAW 10.3**

*(Previously Bye-Law 47)*

The President shall have power to summon Extra-Ordinary General Meetings of the Council, of the Boards, and of all Committees, and shall refer to the Council such business as is appropriate.

**BYE-LAW 10.4**

*(Previously Bye-Law 48)*

The President shall be a member of all Committees and Boards.

**BYE-LAW 49**

*(Repealed 2020 AGM)*

**BYE-LAW 50**

*(Repealed 1999 AGM)*

**BYE-LAW 51**

*(Repealed 1999 AGM)*

**CHAPTER 11**

***Of the Censors***

**BYE-LAW 11.1**

*(Previously Bye-Law 52)*

(1) At least four Censors shall always be in office, as well as the Senior Censor and Education and Training Vice President.

(2) All Censors other than the Senior Censor and Education and Training Vice President shall be nominated in accordance with a process approved by the Council.

(3) The Censors nominated in accordance with paragraph (2) above shall be elected annually by the President and a majority of the Fellows present at the Annual General Meeting.

(4) The Censors shall meet regularly and at least three times each year under the leadership of the Senior Censor and Education and Training Vice President.

(5) The President and the Registrar will be entitled to attend all meetings of the Censors.

(6) A meeting of the Censors may be convened at any time on reasonable notice by any two Censors or by the Registrar. Except as provided in these Bye-laws or as determined from time to time by the Council, the Censors may determine their own procedure.

(7) The Censors shall carry out such other duties or functions as the Council may from time to time require.

#### **BYE-LAW 53**

*(Repealed 1999 AGM)*

#### **BYE-LAW 54**

*(Repealed 1999 AGM)*

### **CHAPTER 12**

#### ***Of the Treasurer and Financial Responsibilities***

##### **BYE-LAW 12.1**

*(Previously Bye-Law 55)*

(1) The Treasurer shall be appointed in accordance with a process approved by the Council.

(2) The Treasurer shall not remain in office longer than five years.

(3) Subject to Board of Trustees reserved matters, the Treasurer shall be responsible for the receipt of all income due to the College and for expenditure made on behalf of the College in accordance with the Delegated Powers.

(4) The Treasurer shall ensure that proper arrangements are made for the banking and investment of monies held on behalf of the College, and for the management of its assets and property.

(5) The Treasurer shall ensure that accounts are prepared as required by law for presentation to the auditors, to the Trustees,

appropriate Boards, the Council, and to the Fellows of the College.

(6) The Trustees may if they consider it desirable, and after taking expert advice, authorise the Treasurer to delegate the management of all or any investments belonging to the College to a financial institution. Such investments may, if the Trustees so direct, be held in the name of such institution or a nominee on behalf of such institution on behalf of the College but otherwise shall be held in the name of the Royal College of Physicians of London.

**BYE-LAW 56**

*(Repealed 2020 AGM)*

**BYE-LAW 57**

*(Repealed 2020 AGM)*

**BYE-LAW 58**

*(Repealed 2020 AGM)*

**BYE-LAW 59**

*(Repealed 2020 AGM)*

**BYE-LAW 60**

*(Repealed 2020 AGM)*

**BYE-LAW 12.2**

*(Previously Bye-Law 61)*

After the Accounts have been audited, the Treasurer shall lay before the College at the next Annual General Meeting an abstract of them, which shall also be made available to Fellows on request.

**BYE-LAW 12.3**

*(Previously Bye-Law 62)*

The Treasurer shall be entitled to attend all Committees and Boards at which the expenditure or outlay of money is to be considered.

## **CHAPTER 13**

### ***Of the Registrar and Academic Vice President***

#### **BYE-LAW 13.1**

*(Previously Bye-Law 63)*

(1) The Registrar shall be appointed in accordance with a process approved by the Council.

(2) The Registrar shall not remain in office longer than five years.

#### **BYE-LAW 13.2**

*(Previously Bye-Law 64)*

The Registrar, or if absent a deputy appointed by the President, shall be entitled to be present at every Meeting of the Fellows, whether Ordinary or Extra-Ordinary; at all Meetings of the Boards; and at all Meetings of the Council including all Council Committees and Boards.

#### **BYE-LAW 13.3**

*(Previously Bye-Law 65)*

The Registrar shall act as Honorary Secretary to the Council, and shall, except when it is otherwise provided, arrange the general business of the College.

#### **BYE-LAW 13.4**

*(Previously Bye-Law 66)*

The Registrar shall be entitled to be a member of all Committees and Boards.

#### **BYE-LAW 67**

*(Repealed 2008 AGM)*

### **BYE-LAW 13.5**

*(Previously Bye-Law 68)*

Subject to the Board of Trustees reserved matters and in line with the Delegated Powers, the Academic Vice President shall be responsible to the President and the Council for the activities of the College relating to conferences, seminars, lectures and clinical research fellowships and awards.

### **CHAPTER 14**

This chapter was repealed in 2020.

### **BYE-LAW 69**

*(Repealed 2020 AGM)*

### **BYE-LAW 70**

*(Repealed 1999 AGM)*

### **CHAPTER 15**

#### ***Of the Global Vice President***

### **BYE-LAW 15.1**

*(Previously Bye-Law 71)*

Subject to the Board of Trustees reserved matters and in line with the Delegated Powers, the Global Vice President shall be appointed in accordance with a process approved by the Council and shall be responsible to the responsible to the President and the Council for all matters relating to the international interests of the College. They shall also be known as the Hans Sloane Fellow.

### **BYE-LAW 72**

*(Repealed 1999 AGM)*

### **CHAPTER 16**

This Chapter was repealed in 2020.

**BYE-LAW 73**

*(Repealed 2020 AGM)*

**BYE-LAW 74**

*(Repealed 1999 AGM)*

**CHAPTER 17**

This chapter was repealed in 2020.

**BYE-LAW 75**

*(Repealed 2020 AGM)*

**BYE-LAW 76**

*(Repealed 2020 AGM)*

**CHAPTER 18**

This Chapter was repealed in 2020.

**BYE-LAW 77**

*(Repealed 2020 AGM)*

**CHAPTER 19**

***Of the Council***

**BYE-LAW 19.1**

*(Previously Bye-Law 78)*

(1) The Council shall consist of:

- (a) the President;
- (b) the Senior Censor and Education and Training Vice President;
- (c) the Clinical Vice President;
- (d) the Academic Vice President;
- (e) the Treasurer;
- (f) the Registrar;
- (g) the Vice President for Wales;
- (h) the Global Vice President;
- (i) a representative nominated by each Faculty or Joint Faculty established under Chapter 35;
- (j) a representative of the Royal College of Emergency Medicine;
- (k) four Regional Advisers elected by the Regional Advisers from their number in accordance with Bye-Law 5.5);
- (l) twelve other Fellows of the College elected in accordance with Bye-law [5.2/19.2];
- (m) two Censors, elected by the Censors as a group from within their number;
- (n) the Chairperson of the Patient and Carer Network;
- (o) five persons appointed by and from the Committees established to represent career groups; namely two trainees, two new consultants, and one SAS doctor;
- (p) one representative from each of twelve of the larger medical specialties as decided by the Council.

(2) The representatives referred to in paragraph (1)(p) above shall be nominated by their respective societies and their appointment to the Council shall be subject to the Council's approval. Upon ceasing to be a nominated representative of the society the representative shall automatically cease to be a member of the Council.

## **BYE-LAW 19.2**

*(Previously Bye-Law 79)*

(1) The election of Fellows to be new members of the Council shall take place annually by ballot using such method of voting that has been agreed by the Council for that election.

(2) Four of the elected Fellows of the Council who have been longest in office shall retire annually on the last day of July and shall be replaced by the four newly elected Fellows, who shall take up office on the first day of August following their election.

(3) Fellows who have retired from the Council in accordance with paragraph (2) above shall not be re-eligible to such position.

(4) For the avoidance of doubt paragraph (3) above does not prevent a Fellow who has retired as an elected Fellow member of the Council to be elected, appointed or nominated as Council member in another capacity (e.g. as President, Registrar, Treasurer, etc.).

(5) Any Fellow who is elected to the Council under this Bye-Law may then be elected by the Council to serve on the Board of Trustees in accordance with the Standing Orders of the Board of Trustees. If that Fellow retires in accordance with paragraph (2) above whilst they are a member of the Board of Trustees, they shall retain the right to attend the meetings of Council until they retire from the Board of Trustees (but shall not remain a member of Council during that period and shall not retain any voting rights in the Council).

**BYE-LAW 19.3**

*(Previously Bye-Law 80)*

In each year a notice to the following effect shall be sent to each Fellow, using a method approved by Council for this purpose:

“Any Fellow of the College may propose one or more Fellows for election to the Council. Such proposal must be received by the Registrar on or before ..... (date) ..... .”

The date by which proposals are to be received shall be as set out in the notice.

**BYE-LAW 19.4**

*(Previously Bye-Law 81)*

In appropriate years a notice to the following effect shall be sent to each Fellow using a method approved by Council for this purpose:

“Any Fellow may propose a Fellow who is a Fellow of at least five years’ standing for election as Senior Censor and Education and Training Vice President, or Clinical Vice-President, or Academic Vice President. Such proposals must be received by the Registrar on or before.....(date).....”

**BYE-LAW 19.5**

*(Previously Bye-Law 82)*

Subject to Bye-law 8.2, the Council shall annually nominate new persons to be proposed for election as Fellows of the College, and no person shall be so nominated unless a majority of the whole Council vote in favour of their nomination.

**BYE-LAW 19.6**

*(Previously Bye-Law 83)*

In each year a notice to the following effect shall be sent to each Fellow:

“It is the duty of every Fellow to assist in the nomination of fit and proper persons to the Fellowship, so that the fellowship and the work of the College can be sustained and developed: and so that eligible candidates can have confidence that the College will consider them fairly.

You are therefore advised that any Fellow of the College may propose candidates who are eligible under criteria approved by Council. The grounds of the recommendation must be fully stated for the information of the Council, using the process for nomination and election agreed by Council.”

**BYE-LAW 84**

*(Repealed 2020 AGM)*

**BYE-LAW 85**

*(Repealed 2020 AGM)*

**BYE-LAW 86**

*(Repealed 2020 AGM)*

**BYE-LAW 87**

*(Repealed 2020 AGM)*

**BYE-LAW 88**

*(Repealed 2020 AGM)*

**BYE-LAW 19.7**

*(Previously Bye-Law 89)*

(1) The Council shall transact all business referred to them by the College or by the President, or raised by members of the Council, in addition to that specifically defined in the Bye-Laws and Regulations of the College.

(2) The Council shall report to the College at its Annual General Meeting. The Council shall have power to take action when so authorised by the College or by the President in matters of urgency.

**CHAPTER 20**

***Of Committees and Boards***

**BYE-LAW 20.1**

*(Previously Bye-Law 90)*

(1) The Council may delegate any of its powers to Boards and Committees consisting of such members as the Council thinks fit and any such Board or Committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Council and shall report to the Council on a regular basis.

(2) Any such Board or Committee shall have power to co-opt to its number with the approval of the President. All such co-options shall be reported to Council.

**CHAPTER 21**

***Of the Examiners***

**BYE-LAW 21.1**

*(Previously Bye-Law 91)*

(1) Examiners for the MRCP (UK) shall be appointed on behalf of the Council by the Federation of the Royal Colleges of Physicians of the UK, using processes approved by the Council for that purpose.

(2) The appointment of other examiners shall be delegated to the appropriate Board which will make the appointments on behalf of Council.

**BYE-LAW 21.2**

*(Previously Bye-Law 92)*

The Examiners shall carry out their duties in accordance with the regulations and requirements of the Board to which Council has delegated this function, as well as the Bye-Laws and Regulations of the College.

**BYE-LAW 93**

*(Repealed 2020 AGM)*

**BYE-LAW 94**

*(Repealed 2020 AGM)*

**CHAPTER 22**

***Of the Library and Harveian Librarian***

**BYE-LAW 22.1**

*(Previously Bye-Law 95)*

(1) The Harveian Librarian shall be a Fellow of the College and shall be appointed by a process approved by the Council.

(2) The appointment of the Harveian Librarian shall be subject to annual approval by the Council.

**BYE-LAW 22.2**

*(Previously Bye-Law 96)*

(1) Subject to Board of Trustees reserved matters, the Harveian Librarian shall have responsibility for the care and management of the Library and museum collections in accordance with the Delegated Powers.

(2) The Harveian Librarian shall comply with any directions from the Board of Trustees and shall, under their direction, give the order

for the purchase of relevant books and historical assets and shall regularly enter, or cause to be entered, in the catalogue, all books and historical assets purchased by or presented to the College.

**BYE-LAW 22.3**

*(Previously Bye-Law 97)*

A Reading Room at the College, for the convenience of Fellows, Members, and such other persons as shall be approved by the Harveian Librarian, shall be open as directed by the Harveian Librarian.

**BYE-LAW 22.4**

*(Previously Bye-Law 98)*

(1) The Harveian Librarian may be assisted by specialist advisors who shall be selected by the Harveian Librarian in consultation with the Board of Trustees

(2) The selection of specialist advisors shall be subject to the Council's approval.

**BYE-LAW 22.5**

*(Previously Bye-Law 99)*

(1) The Board of Trustees shall, through the Harveian Librarian, oversee and regulate the work of the Library and matters relevant to it including its total expenditure.

(2) An annual report on the work of the Library shall be submitted to the Finance and Resources Board by the Harveian Librarian.

**BYE-LAW 22.6**

*(Previously Bye-Law 100)*

Subject to Board of Trustees reserved matters or any directions from the Board of Trustees, the Harveian Librarian shall determine in accordance with the Delegated Powers what books are not to be taken out of the Library, whether on account of their rarity, value, or any other reason.

**BYE-LAW 22.7**

*(Previously Bye-Law 101)*

Fellows, Members of the College, and members of the Faculties or Joint Faculties of the College and others approved by the Harveian Librarian may use the Library and take books out of the College, with the exception of those restricted by the Harveian Librarian. All books belonging to the College and loaned shall be returned to the College on request.

**BYE-LAW 22.8**

*(Previously Bye-Law 102)*

Anyone borrowing books from the Library shall sign a loans form with their name for each book borrowed. No book shall be taken out of the College Library for more than twelve months without special permission from the Harveian Librarian.

**CHAPTER 23**

***Of the Chief Executive***

**BYE-LAW 23.1**

*(Previously Bye-Law 103)*

The Chief Executive shall be employed by the College and appointed and be subject to removal by the Board of Trustees.

**BYE-LAW 23.2**

*(Previously Bye-Law 104)*

Subject to Board of Trustees reserved matters and in accordance with the Delegated Powers, the Chief Executive shall undertake such duties as are set out in their contract of employment and specific annual objectives under the general direction of the President.

**BYE-LAW 23.3**

*(Previously Bye-Law 105)*

Subject to Board of Trustees reserved matters and in accordance with the Delegated Powers, the Chief Executive shall, subject to the superior authority of the President, have authority over the College staff, and shall direct, manage and be responsible for their proper performance.

**CHAPTER 24**

***Of the Legal Advisers of the College***

**BYE-LAW 24.1**

*(Previously Bye-Law 106)*

The Solicitor to the College shall be approved by the Trustees.

**CHAPTER 25**

***Of Vacancies of Office, and Appointment of Deputies***

**BYE-LAW 25.1**

*(Previously Bye-Law 107)*

In all cases of the unavoidable absence of the President or inability to act, but which can be predicted, the President will make arrangements for their duties to be deputised. In cases of unforeseen emergency the Registrar will act as deputy for the purpose of transacting operational business. Depending on the circumstances, the Registrar may consult with the Council if a longer-term solution appears necessary. On all matters of ceremony, the Senior Censor and Education and Training Vice President, or if absent the Clinical Vice President, or if absent the Academic Vice President, shall act as deputy.

**BYE-LAW 25.2**

*(Previously Bye-Law 108)*

Every vacancy occasioned by going out of office by rotation, or by death, resignation, disqualification, removal or otherwise, in the office of Censor, Vice President, Treasurer, Registrar, Harveian Librarian, Global Vice President, member of the Council, and such others as shall be annually confirmed by the Council and reported to the General Meeting of Fellows, shall be filled in the manner provided by the Bye-Laws.

**BYE-LAW 25.3**

*(Previously Bye-Law 109)*

A Fellow or other person elected by the Fellows or appointed by the Council to fill a vacancy occasioned by death, resignation, disqualification, or removal, or by any other cause than that of going out of office on the day of the annual election, shall continue in office so long as the person in whose place they were appointed would have been entitled to continue in office if such death,

resignation, disqualification, or removal had not happened, unless the Council shall determine otherwise.

**BYE-LAW 25.4**

*(Previously Bye-Law 110)*

Any College Officer who wishes to leave Office shall resign by writing to the President, either in hard copy form or by electronic communication.

**BYE-LAW 25.5**

*(Previously Bye-Law 111)*

If for any cause of importance, and deemed satisfactory by the President, any member of the Council is prevented from being present at the Meeting of Council held for the nomination of Fellows or at any adjourned meeting for the same purpose, the Council may proceed with the Meeting as long as it remains quorate.

**BYE-LAW 112**

*(Repealed 1999 AGM)*

**CHAPTER 26**

***Of the Members of the College and Honorary Members***

**BYE-LAW 26.1**

*(Previously Bye-Law 113)*

The Members of the College shall be entitled to the benefits associated with the particular category they belong to. The categories of membership and associated benefits shall be defined by Council from time to time, and published by the College.

**BYE-LAW 114**

*(Repealed 1999 AGM)*

**BYE-LAW 115**

*(Repealed 2020 AGM)*

**BYE-LAW 26.2**

*(Previously Bye-Law 116)*

(1) Honorary Membership, which is different from Honorary Fellowship, may be conferred on persons who, not holding a medical qualification, have made significant contributions to the practice of Medicine or Medical or General Science or Literature or who have rendered particular service to the College.

(2) Such Honorary Members shall have no share in the Government of the College and shall enjoy none of the privileges of Members nor any rights of medical practice as Honorary Members and shall be liable to none of the penalties attaching to Members by reason of any Bye-Law or Regulation of the College.

(3) Honorary Members shall be approved by Fellows on the nomination of the Council or such Board or Committee of the Council to which the Council may delegate this function.

(4) Every Honorary Member shall, after admission, be presented with a Diploma in such form as may be approved by the College from time to time.

**BYE-LAW 26.3**

*(Previously Bye-Law 117)*

(1) The College reserves to itself the power to admit as Members of the Royal College of Physicians of London without examination candidates of distinction recommended to it by the Council or such Board or Committee of Council to which Council may delegate this function. Applications from candidates for exemption for themselves will not be considered.

Every Member admitted under Bye-Law 26.3 shall be awarded at the time of their admission a Diploma under the Seal of the Corporation, in this form:

SCIANT OMNES NOS

A.B. Praesidentem Collegii Regalis Medicorum Londinensis, una cum Censoribus, examinasse et approbasse ornatissimum, virum,

C.D. [in florentissima Academia.....Medicinae Doctorem] et cum consensu Sociorum ejusdem Collegii, auctoritate nobis a Domino Rege et Parlamento commissa ei concessisse has Literas Testimoniales. In cujus rei fidem et testimonium, adjectis Censorum et Registrarii Chirographis, Sigillum nostrum commune praesentibus apponi fecimus. Datis ex aedibus Collegii die.....mensis.....anno Domini millesimo noningentisimo .....

(.....  
Censoribus (.....  
(.....  
(.....  
Registario (.....

(Which in translation reads as follows:)

Be it known to all that we

(President’s name)

Doctor of Medicine and President of the Royal College of Physicians of London, together with the Censors, have examined to our satisfaction this distinguished man/woman

(Member’s name)

Bachelor of Medicine of the illustrious University of (place) and, with the approval of the Fellows of this College, by the authority entrusted to us by the Lord our King and Parliament, have granted to him/her these Letters Testimonial.

In witness and proof whereof, the signatures of the Censors and the Registrar being herewith subjoined, we have caused our Common Seal to be affixed. Given from the College on the first day of October in the year of Our Lord two thousand and four.

(Signed by and with the names of the Censors)

N.B. This document shall be signed by the Member with their usual signature, and by the Registrar with the following words:

“I certify that (name), to whom these Letters Testimonial have been granted by the College, and whose signature is subjoined, has been duly admitted a Member of the College.

.....Registrar

.....Member.”

**BYE-LAW 26.4**

*(Previously Bye-Law 118)*

(1) When application is made for the restoration of membership that has been removed, resigned or forfeited, notice of such application shall be considered by the body which will be nominated by the Council for this purpose.

(2) The relevant body nominated by the Council under paragraph (1) above shall consider the application in line with the Regulations made under Bye-law 34.2.

**CHAPTER 27**

***Of the Diploma of the Royal Colleges of Physicians of the United Kingdom***

**BYE-LAW 27.1**

*(Previously Bye-Law 119)*

(1) The Royal Colleges of Physicians of the United Kingdom comprise the Royal College of Physicians of London, the Royal College of Physicians of Edinburgh, and the Royal College of Physicians and Surgeons of Glasgow.

(2) A diplomate of the Royal Colleges of Physicians of the United Kingdom is a person who has been admitted to and passed an Examination that satisfies the requirements of each of the said Royal Colleges. They shall be entitled to use the post-nominal MRCP(UK), and to join the Royal College of Physicians of London as Members of the College.

**BYE-LAW 120**

*(Repealed 2020 AGM)*

**BYE-LAW 121**

*(Repealed 2020 AGM)*

**BYE-LAW 122**

*(Repealed 2020 AGM)*

**BYE-LAW 123**

*(Repealed 2020 AGM)*

**BYE-LAW 124**

*(Repealed 2020 AGM)*

**BYE-LAW 125**

*(Repealed 2020 AGM)*

**BYE-LAW 126**

*(Repealed 2020 AGM)*

**BYE-LAW 127**

*(Repealed 2020 AGM)*

**CHAPTER 28**

***Of the Licentiates***

This chapter was repealed in 2020.

**BYE-LAW 128**

*(Repealed 2020 AGM)*

**BYE-LAW 129**

*(Repealed 2020 AGM)*

**BYE-LAW 130**

*(Repealed 2020 AGM)*

**BYE-LAW 131**

*(Repealed 2020 AGM)*

**BYE-LAW 132**

*(Repealed 2020 AGM)*

**CHAPTER 29**

***Of Post Graduate Diplomas***

**BYE-LAW 29.1**

*(Previously Bye-Law 133)*

The nature, extent of and admission to any Examination which the College sets for its Post Graduate Diplomas shall in the case of each candidate be determined as the Council or such Board or Committee of Council to which Council may delegate this function shall require.

**BYE-LAW 29.2**

*(Previously Bye-Law 134)*

Candidates shall not be admitted to any examination for the Post Graduate Diplomas of the Royal College of Physicians without having first fulfilled the requirements of the Regulations in respect of such examinations as determined by the College from time to time.

**BYE-LAW 29.3**

*(Previously Bye-Law 135)*

Every Post Graduate Diplomat shall be awarded Letters Testimonial under the Seal of the Corporation in such form as may be agreed by the College from time to time.

## **CHAPTER 30**

### ***Of Forms of Admission, and Declaration of Fidelity***

#### **BYE-LAW 30.1**

*(Previously Bye-Law 136)*

(1) No one shall be admitted as a Fellow of the College, unless on admission they give their agreement in writing to the following words (which may also be accompanied by saying “I do” if they attend an admission ceremony):

“You faithfully promise, to the best of your ability, to maintain the welfare of the College; to observe and obey its Statutes, Bye-Laws, Regulations and Code of Conduct, and to submit to such penalties as may be legitimately imposed for any neglect or infringement of them; to regard as secret its proceedings, when the College so desires it; to admit to the Fellowship only those who are distinguished by character and learning; and finally to do everything, in the practice of your profession, for the welfare of your patients and the community and to the honour of the College.”

#### **BYE-LAW 30.2**

*(Previously Bye-Law 137)*

The President addressing the Fellow or Fellows to be admitted shall say:

“I, A.B., President of the Royal College of Physicians of London, admit you, C.D., to our Fellowship; and as it is certain that our College can be supported and perpetuated on no firmer foundation than that of good laws, the strict justice of its officers, and the high standard of morality and learning of its Fellows, we exhort and beseech you by the promise you have now made to the College, that you do not admit any, from respect of persons, into the Fellowship, but that you determine all things to the credit, honour, and perpetuity of the College;”

and if appropriate taking by the hand each Fellow so admitted, the President shall add,

“I wish you all happiness.”

**BYE-LAW 30.3**

*(Previously Bye-Law 138)*

The President, addressing the Honorary Fellow or Fellows to be admitted, shall say:

“I, A.B., President of the Royal College of Physicians of London, admit you, C.D., to our Fellowship;”

and if appropriate taking by the hand each Honorary Fellow so admitted, the President shall add,

“I wish you all happiness.”

**BYE-LAW 30.4**

*(Previously Bye-Law 139)*

At the first Meeting of the Fellows duly convened at which the new President presides, the Senior Censor and Education and Training Vice President, or, if absent, another Censor present, shall in the name of the Fellows deliver to the President the insignia of Office and shall address the President with the following words:

“The Fellows of the Royal College of Physicians of London having, on the ..... day of ....., elected you their President for the ensuing year, I hereby, by their authority and in their name, deliver to you the insignia of your Office.”

**BYE-LAW 30.5**

*(Previously Bye-Law 140)*

The President shall then give faith to the Fellows, using the following words:

“I solemnly give my faith that I shall, as far as in me lies, maintain the honour and defend the rights of the Royal College of Physicians of London, that I shall discharge faithfully the duties of my Office, and that I will observe the Statutes, Bye-Laws, Regulations and Code of Conduct of the College.”

**BYE-LAW 30.6**

*(Previously Bye-Law 141)*

The Censors on taking Office shall severally give their assent to the following words, addressed to them by the President:

“You swear that you will faithfully discharge the Office intrusted to you under the Charter and Acts of Parliament.”

**BYE-LAW 30.7**

*(Previously Bye-Law 142)*

(1) The Officers of the College shall severally give their assent to the following words, addressed to them by the President:

“You give your faith that you will perform all the duties of your respective Offices, as set forth in the Bye-Laws, Regulations and Code of Conduct of the College.”

(2) The Registrar and Academic Vice President shall severally give their assent to the following words addressed to them by the President, in the presence of the Fellows assembled in a General Meeting:

“You give your faith that you will not divulge any of the proceedings of Meetings of the Censors, or of Meetings of the Council or of any other Meeting, the proceedings of which you shall be required to keep secret.”

(3) Examiners will sign and deliver to the College the following declaration of Faith:

“I faithfully promise that I will perform all duties of an Examiner as set forth in the Bye-Laws, Regulations and Code of Conduct of the College and that I will not divulge any of the proceedings of Meetings at which examination papers or other tests are set, or at which the results of the examinations are considered, or of any other Meetings the proceedings of which I am required to keep secret.”

**BYE-LAW 30.8**

*(Previously Bye-Law 143)*

Every member of the Council shall give assent to the following words, addressed to them by the President in the presence of members

of Council:

“You give your faith that you will not divulge any of the proceedings of the meetings of Council held for the nomination of Fellows, Censors, or other College Officers, or any proceedings of any Meeting which you shall be required to keep secret; and that you will faithfully discharge the duties intrusted to you, in strict accordance with the Bye-Laws and Code of Conduct of the College.”

**BYE-LAW 30.9**

*(Previously Bye-Law 144)*

No one shall be admitted a Member of the College under Bye-Law 26.3 unless they assent to the following words:

“You give your faith that you will observe and obey the Statutes, Bye-Laws, and Code of Conduct of this College relating to members, and will submit to such penalties as may be lawfully imposed for any neglect or infringement of them; and that you will, to the best of your ability, do all things in the practice of your profession for the honour of the College, and the good of the public.”

This promise shall be confirmed by affixing their name to the same words, previously committed to writing.

**BYE-LAW 145**

*(Repealed 2020 AGM)*

**BYE-LAW 146**

*(Repealed 2020 AGM)*

**BYE-LAW 30.10**

*(Previously Bye-Law 147)*

The President, addressing the Honorary Members or Members to be admitted, shall say:

“I, A.B., President of the Royal College of Physicians of London, admit you, C.D., to our Membership;”

and if appropriate taking by the hand each Honorary Member so admitted, the President shall add,

“I wish you all happiness.”

## **CHAPTER 31**

### ***Of the Membership Records***

#### **BYE-LAW 31.1**

*(Previously Bye-Law 148)*

The College shall maintain the personal details of its Fellows and Members of all categories as necessary for the conduct of its business. Such personal details and any associated data shall be processed and protected in accordance with applicable legislation.

#### **BYE-LAW 149**

*(Repealed 2020 AGM)*

#### **BYE-LAW 31.2**

*(Previously Bye-Law 150)*

Subject to applicable legislation, the data held by the College shall be considered as containing a correct record of all the Fellows and members of all categories, and it shall be the responsibility of each individual to ascertain and confirm that their names and given addresses are correctly recorded.

#### **BYE-LAW 31.3**

*(Previously Bye-Law 151)*

- (1) Every official communication which shall be sent by the College to any Fellow or member of the College, addressed to them at the given address as entered on the College database, shall be considered to have been received and that person shall be deemed to have sufficient notice of the contents of such letter or notice, and shall be bound thereby.
- (2) The Council may make and may from time to time vary, amend, revoke and replace Regulations prescribing that a notice, nomination, ballot paper or other document required by these Bye-Laws may be in electronic form and sent to a Fellow or Member's, registered email address. Such regulations may provide different requirements for different types of notice, nomination, ballot paper or other document.

## **CHAPTER 32**

### ***Of Fees and Subscriptions***

#### **BYE-LAW 32.1**

*(Previously Bye-Law 152)*

1) The Fee to be paid before admission as a Fellow of the College shall be determined by the Treasurer and approved by the Board of Trustees from time to time in setting the annual budget, except in the case of any nominee under Bye-Law 8.2(b) in which case the Council may have decided, of its own initiative, to retain the power to waive all or part of the Admission Fee.

2) Fellows so admitted, other than Honorary Fellows, shall be required to pay an annual subscription for every calendar year up to (and including) the calendar year on which they retire from remunerative work. The amount of the annual subscription shall be determined by the Treasurer and approved by the Board of Trustees from time to time in setting the annual budget.

#### **BYE-LAW 32.2**

*(Previously Bye-Law 153)*

1) The Fee to be paid before admission as a Member of the College shall be determined by the Treasurer and approved by the Board of Trustees from time to time in setting the annual budget.

2) Members so admitted, other than Honorary Members, shall be required to pay an annual subscription for every calendar year up to (and including) the calendar year on which they retire from remunerative work. The amount of the annual subscription shall be determined by the Treasurer and approved by the Board of Trustees from time to time in setting the annual budget.

#### **BYE-LAW 154**

*(Repealed 2020 AGM)*

#### **BYE-LAW 155**

*(Repealed 2020 AGM)*

**BYE-LAW 156**

*(Repealed 2020 AGM)*

**BYE-LAW 157**

*(Repealed 2020 AGM)*

**BYE-LAW 158**

*(Repealed 2020 AGM)*

**CHAPTER 33**

***Of the Duties and Conduct of Fellows and Members***

**BYE-LAW 33.1**

*(Previously Bye-Law 159)*

Subject to Bye-law 6.1, no Fellow of the College shall divulge any proceedings of any Meeting which relates to the election of Censors, or other College Officers, or of Fellows or Members of the College; or any proceedings of any Meeting which he or she shall be required by the President to keep secret or which is agreed at that meeting to be of a confidential nature.

**BYE-LAW 160**

*(Repealed 2020 AGM)*

**BYE-LAW 161**

*(Repealed 2020 AGM)*

**BYE-LAW 162**

*(Repealed 1999 AGM)*

**BYE-LAW 163**

*(Repealed 2020 AGM)*

**BYE-LAW 164**

*(Repealed EGM 30<sup>th</sup> October 1997)*

**BYE-LAW 33.2**

*(Previously Bye-Law 165)*

No person shall represent themselves as being a Fellow or Member of the College unless that status has been conferred on them by the College.

**CHAPTER 34**

***Of Conduct, Good Standing, and Penalties***

**BYE-LAW 166**

*(Repealed 2020 AGM)*

**BYE-LAW 34.1**

*(Previously Bye-Law 167)*

Any member of Council, having been duly invited, who is unable to attend at the appointed hour the Ordinary General Meeting of Council held for the nomination of Fellows, or at any adjourned Meeting for the same purpose, shall ensure that the Registrar is informed with as much notice as possible.

**BYE-LAW 34.2**

*(Previously Bye-Law 168)*

(1) The Council shall make and may from time to time vary, amend, revoke or replace Regulations establishing a disciplinary scheme or schemes which shall apply to Fellows and Members, including former Fellows and Members.

(2) Such Regulations shall include the standards of conduct expected to be in 'Good Standing', including a Code of Conduct; the requirement to have duly paid all fees and subscriptions due from them to the College, and to have agreed to any declaration as

required by these Bye-Laws; the procedures to be followed in the investigation and determination of alleged breaches of the Code of Conduct; the penalties to be applied; an appeal process; and any process for the restoration of any Membership or Fellowship that has been removed, resigned or forfeited.

(3) Such Regulations shall include provision so that if it shall at any time become known to the Council that any Fellow or member of any category has gained admission to the College by fraud, false statement or imposition, or has acted in any respect in a dishonourable or unprofessional manner, or has violated any Bye-Law or Regulation of the College, the Council may determine that the person's name shall be removed from the list of Fellows or members for such limited time or altogether as it shall determine.

(4) The Council shall delegate the management and application of the disciplinary scheme and the revision of the Regulations, to such Board or Committee as the Council may determine.

(5) The Council may request the relevant Board or Committee to review the Regulations and report to the Council as to any amendments that the Board or Committee considers appropriate.

#### **BYE-LAW 34.3**

*(Previously Bye-Law 169)*

Subject to the Board of Trustees reserved matters and in line with the Delegated Powers, in the case of non-payment of subscription or of subscriptions the Registrar may decide that the Fellow, or Member of any category in arrears shall forfeit all the rights and privileges which they may enjoy within the College as a Fellow or Member. The Fellow, or Member shall be informed in writing by the Registrar. Provided that they first pay the relevant arrears such a Fellow or Member may apply for reinstatement.

#### **BYE-LAW 34.4**

*(Previously Bye-Law 170)*

Any Fellow, or Member of the College of any category, having in their possession property belonging to the College, and who shall not return the same at such time as an officer of the College shall direct, shall be deprived of the benefits of membership until it has been returned, or in default be required to pay a sum equivalent to its value.

#### **BYE-LAW 34.5**

*(Previously Bye-Law 171)*

Any property belonging to the College, entrusted to any person, which shall not be returned, or which when returned shall be found damaged, shall where practicable be replaced or paid for by that person, to the satisfaction of the Treasurer.

## **CHAPTER 35**

### ***Of the Faculties and Joint Faculties***

#### **BYE-LAW 35.1**

*(Previously Bye-law 172)*

Subject to the Board of Trustees reserved matters, the Council may establish, delegate such powers to, and confer such rights upon the members of, any Faculty as the Council thinks fit.

#### **BYE-LAW 35.2**

*(Previously Bye-laws 176-177)*

In establishing any Faculty and delegating powers to it, the Council shall have the power to authorise the Board of the Faculty concerned to perform any of the functions listed in Bye-law 35.5.

#### **BYE-LAW 35.3**

*(Previously Bye-law 173)*

Subject to the Board of Trustees reserved matters, the Council may combine with any other body in instituting and establishing a Joint Faculty in the College and such other body, and may further combine with any such other body in delegating powers to, and conferring rights upon the members of, any such Joint Faculty to such extent as the Council may think fit.

#### **BYE-LAW 35.4**

*(Previously Bye-laws 178-179)*

In relation to any Joint Faculty instituted and established pursuant to the Bye-laws, and on recommendation of the Board of the Joint Faculty concerned, the Council shall have the power to combine with the relevant other body to authorise the Board of the Joint Faculty to perform any of the functions listed in Bye-law 35.5.

**BYE-LAW 35.5**

*(Previously Bye-laws 176-180)*

The functions referred to in Bye-laws 35.2 and 35.4 are to:

- (a) grant a Diploma of Membership of that Faculty or Joint Faculty;
- (b) confer a Diploma of Membership of that Faculty or Joint Faculty without examination on a limited number of qualified persons;
- (c) grant a Diploma of Fellowship in that Faculty or Joint Faculty with or without examination;
- (d) appoint duly qualified examiners;
- (e) make and from time to time vary, amend, revoke or replace regulations for the education and examination of candidates for Membership and Fellowship;
- (f) remove any Diplomas;
- (g) charge reasonable fees in connection with the grant of any Diploma;
- (h) elect such persons to be Honorary Fellows of the Faculty or Joint Faculty concerned as the relevant Board of the Faculty or Joint Faculty shall deem sufficiently distinguished for the purpose;
- (i) deal with any other related matters that the Council considers appropriate.

**BYE-LAW 35.6**

*(Previously Bye-law 174)*

Subject to the Board of Trustees reserved matters, the Council may take, or combine with any other relevant body or bodies in taking steps to inaugurate any Faculty or Joint Faculty. This includes the naming of the first Members and Fellows, the appointing of the first Officers, and the convening of the first meeting of the relevant Faculty.

**BYE-LAW 35.7**

*(Previously Bye-law 181)*

The Fellows and Members for the time being of any Faculty or Joint Faculty shall be the persons named as such under Bye-Law 35.6 and the persons awarded relevant Diplomas pursuant to the functions listed in Bye-law 35.5, save for those who subsequently resign or have their Diplomas removed.

**BYE-LAW 35.8**

*(Previously Bye-law 175)*

Subject to the Board of Trustees reserved matters, each Faculty and Joint Faculty shall be governed by a Board of Faculty composed as provided for in the Standing Orders of the relevant Faculty or Joint Faculty.

**BYE-LAW 35.9**

*(Previously Bye-Law 182)*

Subject to the Board of Trustees reserved matters, the affairs of any Faculty or Joint Faculty and the rights and obligations of its Fellows and Members shall be regulated by Standing Orders approved by the Council.

It shall be expressly provided in any such Standing Orders that:

- (a) they shall not be varied, amended, revoked or replaced without the approval of the Council; and
- (b) the Council shall be entitled to appoint at least one Fellow of the College to serve on the Board or other governing body of the relevant Faculty or Joint Faculty.

**BYE-LAW 35.10**

*(Previously Bye-Law 183)*

Subject to Board of Trustees reserved matters, the Council shall from time to time appoint a Fellow or Fellows of the College as its representative(s) on the Board of each Faculty or Joint Faculty established under Bye-Laws 35.1 or 35.3.

As far as practicable the College shall at all times be represented on the Board of the relevant Faculty or Joint Faculty by such number of Fellows of the College as it is entitled to appoint to such Board.

**BYE-LAW 35.11**

*(Previously Bye-law 184)*

The Board of any Faculty or Joint Faculty may, and if requested by the College shall, make recommendations to the College in furtherance of the objects of the Faculty, with special reference to research, lectures, awards, examinations, the appointments of

Examiners and other matters related to its specialty.

**BYE-LAW 35.12**

*(Previously Bye-Law 185)*

Every Fellow or Member of a Faculty or Joint Faculty shall after admission be presented with Letters testimonial in such form as shall from time to time be agreed by the College (together in the case of Joint Faculties with the other Royal Colleges) and the Board of the relevant Faculty.

**BYE-LAW 35.13**

*(Previously Bye-Law 187)*

Subject to Board of Trustees reserved matters, the Council shall be entitled at any time in writing to revoke the delegation of any powers which it has delegated to any Faculty and shall also be entitled at any time by giving not less than one year's notice in writing to the Board of any Faculty to sever any or all connection between the College and the Faculty and terminate the right of the Faculty to describe itself as a Faculty of the College. It shall also have power to combine with the other body or bodies concerned in taking such action in relation to any joint Faculty.

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