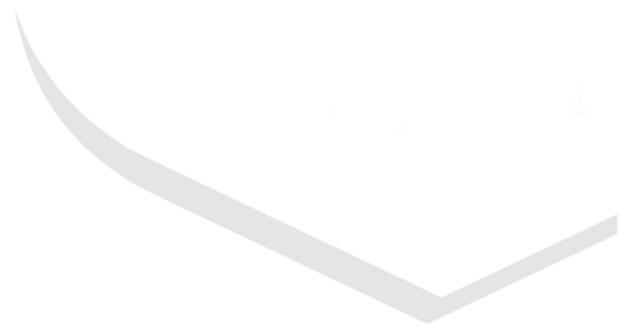




Royal College  
of Physicians



# **Bye-Laws, Regulations, and Resolutions**

**Revised April 2016**

*(Taking account of changes agreed at the Annual General Meeting of Fellows held on 21 March 2016.)*

## CHAPTER 1

### *Of the Enactment and Repeal of Bye-Laws and Regulations*

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of Physicians of London shall, as far as may be, be governed by Bye-Laws and Regulations to be enacted, altered and repealed as hereinafter mentioned, that is to say: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

Every Bye-Law or Regulation 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 distribution and return of papers that has been agreed by Council for that ballot. Due notice must be given in writing of any proposal to so enact, alter, or repeal a Bye-Law or Regulation.

*(Revised 2008 AGM)*

#### **BYE-LAW 2**

Any Fellow 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 may do so at a meeting requisitioned for that purpose by 20 Fellows under Bye-Law 9. In all other cases written details of any such motion seconded by another Fellow must be given to Council who will 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 Fellow concerned will be informed of Council's decision.

#### **BYE-LAW 3**

*(Repealed 1999AGM)*

#### **BYE-LAW 4**

As often as any Bye-Law or Regulation shall be either enacted, altered, or repealed, such enactment, alteration, or repeal shall be entered by the Registrar, together with the day of the month and the year of our Lord on which the same shall have been effected, 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 5**

Her Majesty Queen Elizabeth II shall be Visitor to the College and her Successors as Sovereigns of the Realm shall be invited to be Visitor to the College.

### **CHAPTER 3**

#### ***Of the Common Seal***

#### **BYE-LAW 6**

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

### **CHAPTER 4**

#### ***Of General and Other Meetings***

#### **BYE-LAW 7**

The Registrar shall prepare and issue with the summons to the next General Meeting an Abstract of the proceedings of the last meeting. The Abstract shall be submitted to such meeting at the commencement and its acceptance taken as empowering the President (or other Chairman of the meeting) to sign as correct the full Minutes of the previous meeting.

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

#### **BYE-LAW 8**

There shall in each year be a General Meeting as the Annual General Meeting. This shall be held on the day after Palm Sunday, and shall include a Special General Meeting as required by the Special Statute.

23 & 24 Vic c 66 S6.

A report of Council shall be submitted to each Annual General Meeting.

#### **BYE-LAW 9**

An Extra-Ordinary General Meeting shall be summoned by order of the President, or on a requisition from the Council to that effect or by twenty Fellows of the College stating the object of such meeting and shall be held within one calendar month after the receipt by the President of such requisition.

#### **BYE-LAW 10**

The President (or if absent the Senior Censor and Education and Training Vice President or if he is absent the Clinical Vice President or if he is absent the Academic Vice President or if he is absent the Registrar or if he is absent a Fellow present chosen by the meeting) shall preside and be Chairman at all General Meetings of the Fellows duly convened, whether Ordinary or Extra-Ordinary.

*(Revised 2008 AGM)*

#### **BYE-LAW 11**

Every Fellow of the College shall be summoned to all General Meetings of the Fellows, whether Ordinary or Extra-Ordinary and invited to vote in any ballot of the Fellows, using such method of distribution and return of papers that has been agreed by Council for that ballot, except in the case of any Fellow who shall have requested, by letter, addressed to the Registrar, that summonses shall not be sent.

*(Revised 2008 AGM)*

#### **BYE-LAW 12**

Summonses to a General Meeting shall state the date, time and place of meeting and shall be sent not less than seven days before such Meeting; but if urgent business render an immediate Meeting necessary, one day's notice shall suffice.

The summonses shall contain an agenda of the business to be transacted at such Meeting, and in the case of any election requiring previous nominations, shall set out the names of those nominated.

#### **BYE-LAW 13**

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

#### **BYE-LAW 14**

At a meeting of the Fellows a motion presented for vote may if the meeting considers it appropriate be referred to the Council for further consideration.

**BYE-LAW 15**

Any Fellow who may speak shall do so standing, and shall address the President. Everyone shall speak as briefly as possible, and to the subject before the College, and once only, except by permission of the President, and if requested shall preserve silence.

**BYE-LAW 16**

In case any irregularity shall occur in the convening or holding of any General Meeting, or in any election or other proceedings at any such Meeting, and the same shall not be publicly noticed and objected to at such Meeting, all proceedings of such Meetings shall be of the same force and validity as if no such irregularity had occurred; but if any alleged irregularity shall be publicly noticed and objected to, the Meeting shall decide on the validity of such allegation, and such decision shall be final and conclusive.

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

**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 21**

The Council shall meet at least quarterly, but the President or six elected members of Council may summon them at other times whenever and in what manner may be thought fit.

**BYE-LAW 22**

*(Repealed 1999 AGM)*

**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 he is absent by the Clinical Vice President, or if he is absent by the Academic Vice President, or if he is absent by the Registrar, or if he is absent by a member of Council present and chosen by the meeting.

*(Revised 2008 AGM)*

**BYE-LAW 24**

At the Meetings of the Council fifteen members shall form a Quorum.

**BYE-LAW 25**

A report of the proceedings of each Council shall be circulated to Fellows and Collegiate Members.

**CHAPTER 5**

***Of Voting***

**BYE-LAW 26**

At the meetings assembled for the election of the President, Fellows may either vote in person or may choose to authorise a proxy vote, using such method of distribution and return of papers that has been agreed by Council for that ballot. All votes will be cast in a way which enables votes to be transferred between candidates until a majority sufficient to elect a President has been achieved.

*(Revised 2008 AGM)*

**BYE-LAW 27**

The Treasurer, Registrar, Censors (but excluding the Senior Censor and Vice President for Education) shall be elected by ballot at each Annual General Meeting. Elected members of Council, the Senior Censor and Vice President for Education, the Academic Vice President and the Clinical Vice President shall be chosen by ballot using such method of distribution and return of papers that has been agreed by Council for that election.

The Harveian Librarian, Linacre Fellow, Hans Sloane Fellow, Journal Editor, Director of the Clinical Effectiveness and Evaluation Unit, and Examiners shall be appointed, and the appointments reported to Council and the Annual General Meeting.

Nominations for Fellows, Honorary Fellows, Members under Bye-Law 117 and Honorary Members shall be published to the Fellowship for approval, using such method of distribution that has been agreed by Council. If objections to a particular candidate are received in writing by the Registrar from ten or more Fellows that nomination shall be reassessed by Council.

Responsibility for organising the voting for the election of Members of the College or approval of Candidates for Membership of the Royal Colleges of Physicians of the United Kingdom shall be delegated to the Council.

*(Revised 2016 AGM)*

#### **BYE-LAW 28**

At the Meetings held for the election of Censors (except the Senior Censor and Education and Training Vice President), Treasurer and Registrar, the ballot shall be conducted as follows.

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, and each Fellow present shall, at a meeting of the Fellows to be held by them for that purpose, place in the urn such list, striking out the name or names of any Fellow or Fellows or other person or persons, of whom they disapprove for the office or offices respectively.

If any Fellow or Fellows so nominated be not elected by a majority of the Fellows present, another Fellow or Fellows who shall have been nominated in like manner by the Council shall be proposed to the Fellows for election, and so on until Fellows shall have been elected to hold office. The existing Officers/Censors shall be capable of being re-elected.

*(Revised 2008 AGM)*

#### **BYE-LAW 29**

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

The Council shall 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. A list containing the names of such Fellows shall be sent to each Fellow of the College. This list shall be used as a ballot paper 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.

*(Revised 2008 AGM)*

#### **BYE-LAW 30**

Members of Council shall be elected in the manner following:

- (a) 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. The list containing the names of such Fellows shall be sent to each Fellow of the College. This list shall be used as a ballot paper 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.
- (b) Four Regional Advisers shall serve on the Council, one of whom shall be a Continuing Professional Development Adviser. Of the other three, one shall be the Chairman of the Welsh General Medicine Subcommittee, or if they are not a Regional Adviser then the Regional Adviser who is identified by Council as the College's link with the devolved government of Wales; one a Regional Adviser who represents the College in Northern Ireland, and one a representative elected by and from the other Regional Advisers and Deputy Regional Advisers. On ceasing to be a Regional Adviser or Continuing Professional Development adviser or the Chairman of the Welsh General Medicine Subcommittee or the College's link with the devolved government of Wales as appropriate, the representative shall cease to be one of the members of the Council."
- (c) The five persons appointed from among the members of the Committees of Council shall be elected or nominated in such manner as Council may from time to time decide.

**BYE-LAW 31**

Any member of Council who shall attend the Meeting of Council, held for the nomination of Fellows, or any adjourned Meeting for the same purpose, but shall not have been present at the commencement of such Meeting, shall be entitled to vote, unless the President and a majority of the Council present determine otherwise.

**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 Council.

**BYE-LAW 33**

Except when otherwise provided by the Bye-Laws or Regulations, the votes of the Fellows present at a Meeting shall be taken as the President or Chairman may think fit, unless five of the Fellows present shall demand that the votes be taken by ballot.

**BYE-LAW 34**

In all cases of an equality of votes in favour of and as between any two Fellows (except in cases otherwise specially provided for) the senior Fellow on the College List shall be deemed to have a majority.

**BYE-LAW 35**

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

## **CHAPTER 6**

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

#### **BYE-LAW 36**

Minutes shall be kept of the proceedings of every General Meeting, Council and Board Meeting and for any other meeting as required by Council or the President. The Registrar shall ensure that such minutes are recorded and retained in the College archives. The Council may allow persons not privy to the same access to all or such part of the minutes as Council from time to time considers appropriate.

## **CHAPTER 7**

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

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

Words in the Bye-Laws, Regulations and Resolutions importing the masculine gender shall be deemed to import the feminine gender also.

## **CHAPTER 8**

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

#### **BYE-LAW 38**

The government of the College or Commonalty, and the power of making and altering Bye-Laws, and of being present at General Meetings of the same, and of voting at all Elections, and on all other business to be transacted at such General Meetings of the College or Commonalty, shall, as heretofore, be vested in the President and Fellows only subject to any delegation provided for in these Bye-Laws.

#### **BYE-LAW 39**

The Fellows of the College shall be elected from the following persons:

- (a) Members of the College of at least four years' standing who are making significant contributions 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.
- (b) Persons holding a medical qualification, but 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, but so that not more than twenty such persons shall be elected Fellows in any one year.
- (c) Members of the College of less than four years' standing whose distinction in any department of Medicine is such as to warrant early and exceptional admission to the Fellowship, and who have been previously nominated by the Council as specially eligible.
- (d) Persons holding a medical qualification who are affiliates of the College working in England, Wales or Northern Ireland or who are Fellows or Members of other Colleges of Physicians, or who have successfully completed a programme of training under the auspices of the UK Royal Colleges of Physicians, leading to their name being included in the Specialist Register, whose distinction in any department of Medicine is such as to warrant admission to the Fellowship, and who have been previously nominated by the Council.
- (e) Persons holding a medical qualification, who are Fellows or Members of the College's Faculties or Joint Faculties, whose distinction in any department of Medicine is such as to warrant admission to the Fellowship, and who have been previously nominated by the Council.
- (f) Fellows or Members of other Colleges of Physicians who are not eligible under Bye-Law 39(d) but who have rendered or who are likely to render particular service to the College.
- (g) 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.

*(Subsection (d) Revised 2007 AGM)*

*(Subsection (g) Revised 2006 and then 2013 AGM)*

*(Proposals under sections (b) and (c) of this Bye-Law may only be made by those who are members of Council. See also Bye-Law 84)*

#### **BYE-LAW 40**

Members or other persons elected by the Council for nomination as a Fellow, shall be informed by the Registrar of the intention of the Council to propose them to the College for election to the Fellowship; and the name of any Member or other person so selected by the Council shall not be made known to the Fellows until the Registrar has been informed in writing by such Member or other person that they are willing to be proposed to the College for ballot.

**BYE-LAW 41**

Notwithstanding any Bye-Law to the contrary, a Fellow may be admitted in absentia if, in the opinion of the College, the circumstances are such as to render their attendance impracticable, but they shall not be admitted until their signature, 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 42**

Each Fellow, at the time of admission, shall be given the following form of Diploma, under the seal of the Corporation, such alterations as are requisite being made in the case of women.

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 ..... Medicinæ 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 .....”.

**BYE-LAW 43**

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. 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. They shall be approved by Fellows on the nomination of the Council.

Every Honorary Fellow shall, after admission, be presented with Letters Testimonial in such form as may be approved by the College from time to time.

**CHAPTER 9**  
*Of the Officers of the College*

**BYE-LAW 44**

The Officers of the College shall be the President, the Registrar, the Senior Censor and Education and Training Vice President, the Clinical Vice President, the Academic Vice President, the Vice

President for Wales, the other Censors, the Treasurer, the Harveian Librarian, the Linacre Fellow, the Hans Sloane Fellow, the Journal Editor, and such others as shall be annually confirmed by Council and reported to the General Meeting of Fellows.

*(Revised 2008 and 2013 AGM)*

## CHAPTER 10

### *Of the President and Vice Presidents*

#### **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 the Statute 23 & 24 Vic., C. 66, s.6.

#### **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 said College for ten years at the least.

#### **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 48**

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

*(For Method of Election see Bye-Law 26; Form of Admission Bye-Law 139; Promise 140; Deputy Bye-Law 107)*

#### **BYE-LAW 49**

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. In each case the new officer shall 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.

The Vice President for Wales shall be elected from among Fellows who are physicians who work in Wales. If the Vice President for Wales is not the same individual as the Chair of the Society of

Physicians in Wales, the Vice President will be required to work closely with the Society in order to integrate into the advisory structure and ensure appropriate multi-specialty support.

*(Revised 2005, 2008, and 2013 AGM)*

**BYE-LAW 50**

*(Repealed 1999 AGM)*

**BYE-LAW 51**

*(Repealed 1999 AGM)*

<p style="text-align: center;"><b>CHAPTER 11</b> <b><i>Of the Censors</i></b></p>
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**BYE-LAW 52**

- (a) Four Censors, as required by the Charter of Henry VIII, shall be elected annually by the President and Fellows of the College and Commonalty.
- (b) Three further Censors shall also be elected annually by the President and Fellows of the College and Commonalty.
- (c) The Censors shall meet from time to time to fulfil their functions under these Bye-Laws. The President and the Registrar will be entitled to attend all meetings of the Censors. A meeting of the Censors may be convened at any time on reasonable notice by any two Censors or by the Registrar. Written notice of any such meeting shall be given to the Censors, President and Registrar. No business shall be conducted thereat unless at least three Censors and the President and the Registrar are present. Save as provided in these Bye-laws or as determined from time to time by the Council, the Censors may determine their own procedure.
- (d) The Censors shall

from time to time review the arrangements and rules made by the Council under Bye-Law 168 and, if they think fit, shall make a report to the Council making recommendations for changes to such arrangements or rules;

perform any duties and functions conferred on them by or pursuant to Bye-Law 168; and 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, Auditors and Accounts***

### **BYE-LAW 55**

The Office of Treasurer of the Royal College of Physicians of London shall be an annual Office. At the Annual General Meeting, one of the Fellows, who shall have been nominated by the Council, shall, at the Meeting of the Fellows, be submitted to ballot for election as Treasurer, but if any Fellow so nominated be not elected by a majority of the Fellows present, another Fellow who shall have been nominated in like manner by the Council, shall be proposed to the Fellows for election as Treasurer, and so on until a Treasurer shall have been elected. The Treasurer shall be capable of being re-elected, but shall not remain in office longer than eight years.

*(For Nomination see Bye-Law 86; Ballot Bye-Law 28; Promise Bye-Law 142)*

### **BYE-LAW 56**

The Treasurer shall be responsible for the receipt of all income due to the College and for expenditure made on behalf of the College. The Treasurer shall ensure that proper arrangements are made for the banking and investment of monies held on behalf of the College.

Council may if it considers it desirable, and after taking expert advice, employ any banking or merchant banking company to manage all or any investments belonging to the College. Such investments may, if Council so directs, be held in the name of such banking or merchant banking company or a nominee on behalf of such Company on behalf of the College but otherwise shall be held in the name of the Royal College of Physicians of London.

### **BYE-LAW 57**

The Treasurer shall have the custody, and shall keep a correct inventory of all the property of the College, with power to order such repairs, and to rectify such deficiencies as may be necessary, and shall prepare such estimates, financial reports and other statements as are required by the Council and its Boards.

### **BYE-LAW 58**

The Treasurer shall be responsible to Council and its Boards and Committees for the appointment of staff, their duties, remuneration and other conditions of service.

**BYE-LAW 59**

The Treasurer shall pay such Honoraria to the several College Officers, as shall from time to time be awarded by the College and permitted by law.

**BYE-LAW 60**

The Treasurer shall keep an account of all Moneys received and expended, and shall prepare accounts as required for presentation to the auditors, to the appropriate Boards, Council and to the Fellows of the College.

**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 be distributed to the Fellows.

**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 Registrar***

**BYE-LAW 63**

The Office of Registrar shall be an annual Office. At the Annual General Meeting one of the Fellows, who shall have been nominated by the Council, shall be submitted to ballot for election as Registrar. But if any Fellow or Fellows so nominated be not elected by a majority of the Fellows present, another Fellow or Fellows who shall have been nominated in like manner by the Council shall be proposed to the Fellows for election as Registrar, and so on until a Registrar shall have been elected. The Registrar shall be capable of being re-elected but shall not remain in office longer than eight years.

**BYE-LAW 64**

The Registrar, or if absent a deputy appointed by the President, shall be present at every Meeting of the Fellows, whether Ordinary or Extra-Ordinary; at all Meetings of the Boards; at all Meetings of the Council; and in addition to other duties shall be responsible to the College for the organisation of College Examinations.

*(See also Bye-Law 7)*

**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 66**

The Registrar shall be a member of all Committees and Boards, and shall act as Honorary Secretary to those not otherwise provided for.

**BYE-LAW 67**

*(Repealed 2008 AGM)*

**BYE-LAW 68**

The Academic Vice President shall be responsible to the President and Council for the educational activities of the College relating to conferences, seminars, lectures and clinical research fellowships and awards.

*(Revised 2008 AGM)*

**CHAPTER 14**

***Of the Linacre Fellow***

**BYE-LAW 69**

The Linacre Fellow shall be appointed annually by Council and shall be responsible to the President and Council for all matters relating to General Professional Training of doctors.

**BYE-LAW 70**

*(Repealed 1999 AGM)*

**CHAPTER 15**

***Of the Hans Sloane Fellow***

**BYE-LAW 71**

The Hans Sloane Fellow shall be appointed annually by Council and shall be responsible to the President and Council for the international interests of the College and for the secondment and exchange of teachers and trainees between this country and others.

**BYE-LAW 72**

*(Repealed 1999 AGM)*

**CHAPTER 16**

***Of the Journal Editor***

**BYE-LAW 73**

The Journal Editor shall be appointed annually by Council and shall be responsible for the College Journal and for such other publications as are appropriate and may attend meetings of Council and other College committees, as appropriate.

**BYE-LAW 74**

*(Repealed 1999 AGM)*

**CHAPTER 17**

***Of the Director of the CEEU***

**BYE-LAW 75**

The Director of the Clinical Effectiveness and Evaluation Unit shall be appointed for a specific period agreed from time to time by Council. The Director shall be a Fellow of the College and capable of re-appointment as Director on completion of the period of office.

**BYE-LAW 76**

The Director of the Clinical Effectiveness and Evaluation Unit shall be responsible to Council for the activities of the Unit and shall undertake such activities that shall be decided by Council from time to time. Council may delegate to a Board or Committee responsibility for co-ordinating such activities within the College.

**CHAPTER 18**

***Of the Representative of the College on the General Medical Council***

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#### **BYE-LAW 77**

The person to be chosen pursuant to the Act of Parliament 4 and 5 Eliz. 2, Chap. 76, s.3, from time to time by the Fellows of the Royal College of Physicians of London, as the Representative of the College on the General Medical Council, shall be a Fellow of the College.

### **CHAPTER 19**

#### ***Of the Council***

#### **BYE-LAW 78**

The Council shall consist of the President, the Senior Censor and Education and Training Vice President, the Clinical Vice President, the Academic Vice President, the Treasurer, the Registrar, the Vice President for Wales, the Representative of the College on the General Medical Council (when in Office), a representative nominated by each Faculty or Joint Faculty established under Bye-Law 172 or 173, a representative of the College of Emergency Medicine, four Regional Advisers elected by the Regional Advisers from their number in accordance with Bye-Law 30(b), twelve other Fellows of the College who shall have been elected by ballot using such method of distribution and return of papers that has been agreed by Council for that election, two Censors elected from within their number, two lay members appointed by Council, five persons appointed from among the members of the Committees established by Council, one representative from each of eight of the larger predominantly clinical medical specialties as agreed by Council (the individual representatives to be nominated by their respective societies but approved by Council; on ceasing to be a nominated representative of the society the representative shall cease to be one of the members of the Council), and an observer (such a representative shall have no right to vote on Council decisions) nominated by the Department of Health or its successor.

*(Revised 2008 and 2013 AGM)*

#### **BYE-LAW 79**

The election of Fellows to be new members of the Council shall take place annually by ballot using such method of distribution and return of papers that has been agreed by Council for that election. New members of Council shall take up office on the first day of August following their election. Four of the elected Fellows of the College who have been longest in office shall retire annually on the last day of July and four other Fellows of the College shall be elected into the Council. Fellows going out of office shall not be re-eligible until they have been one year out of office. Any Fellow elected to serve for less than a full term shall retire on completion of that term but shall be eligible for immediate election for a full term.

*(Revised 2008 AGM)*

(b) *(Repealed 2006 AGM)*

#### **BYE-LAW 80**

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

“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 81**

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

“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).....”

*(Revised 2008 AGM)*

#### **BYE-LAW 82**

The Council shall annually nominate:

- (a) Such Members of the College of at least four years’ standing as, in the opinion of the Council, have sufficiently distinguished themselves in the practice of Medicine or in the pursuit of Medical or General Science, or Literature;
- (b) Such other persons (if any) holding a medical qualification, but not being Members of the College, and not exceeding twenty in number, as in the opinion of the Council have distinguished themselves in the practice of Medicine or in the pursuit of Medical or General Science or Literature;
- (c) Any Member of the College of less than four years’ standing whose distinction in any department of Medicine is such as to warrant early and exceptional admission to the Fellowship;
- (d) Persons holding a medical qualification who are affiliates of the College working in England, Wales or Northern Ireland or who are Fellows or Members of other Colleges of Physicians, or who have successfully completed a programme of training under the auspices of the UK Royal Colleges of Physicians, leading to their name being included in the Specialist Register, whose distinction in any department of Medicine is such as to warrant admission to the Fellowship, and who have been previously nominated by the Council.

- (e) Persons holding a medical qualification, who are Fellows or Members of the College's Faculties or Joint Faculties, whose distinction in any department of Medicine is such as to warrant admission to the Fellowship, and who have been previously nominated by Council;
- (f) Fellows or Members of other Colleges of Physicians who are not eligible under Bye-Law 39(d) but who have rendered or who are likely to render particular service to the College;
- (g) Persons holding a medical qualification who occupy positions of distinction in medicine and who have close connections with British medicine but are not otherwise eligible for nomination.

*(Subsection (d) Revised 2007 AGM)*

*(Subsection (g) Revised 2006 AGM)*

to be proposed for election as Fellows, and no Member of other person shall be so nominated unless a majority of the whole Council vote in favour of his nomination.

*(Proposals under sections (b) and (c) of this Bye-Law may only be made by those who are members of Council. See also 84)*

### **BYE-LAW 83**

In each year, not less than three months before the Meeting of the Council for the nomination of Members and other persons for election to the Fellowship, a notice to the following effect shall be sent to each Fellow, other than Councillors:

“It is the duty of every Fellow to assist in the nomination of fit and proper persons to the Fellowship.

The duty thus devolving upon every Fellow has respect both to the College and to its Members: to the College, since it is only by the election of fit and proper persons into the Fellowship that the College can be advantageously extended and perpetuated; to the Members, since every Member ought to have full ground for believing that no claim to the Fellowship will be overlooked or neglected.

You are therefore advised that any Fellow of the College other than members of Councillors may propose for the consideration of the Council for nomination to the Fellowship any Member of the College of at least four years' standing who has sufficiently distinguished himself in the Practice of Medicine, or in the pursuit of Medical or General Science or Literature.”

The grounds of the recommendation must be fully stated in writing for the information of the Council, and be received by the Registrar on or before the first day of September.

### **BYE-LAW 84**

In each year, not less than three months before the meeting of the Council for the nomination of Members and others for election to the Fellowship, a notice shall be sent to all members of the Council as a reminder of their duty to assist in the nomination of fit and proper persons to the Fellowship under Bye-Law 39(b) and (c).

The grounds of the recommendation must be fully stated in writing for the information of the Council, and be received by the Registrar on or before the first day of September.

#### **BYE-LAW 85**

The Council, in determining the fitness of Members for nomination to the College for election to the Fellowship, shall take into account:

Standing in the College or in the Royal Colleges of Physicians of the United Kingdom;

Academical honours;

Distinction in Literature or Science;

Professional Eminence;

Public Appointments; and without limit, such other matters as Council considers appropriate.

*(See also 82)*

#### **BYE-LAW 86**

The Council shall annually nominate one of the Fellows of the said Corporation to be proposed to the Fellows for election as Treasurer; but if any Fellow so nominated be not elected by a majority of the Fellows present, another Fellow shall, within seven days, be nominated by the Council to be proposed to the Fellows, and so on until a Treasurer shall have been elected.

#### **BYE-LAW 87**

The Council shall annually nominate one of the Fellows of the said Corporation to be proposed to the Fellows for election as Registrar, but if any Fellow so nominated be not elected by a majority of the Fellows present, another Fellow shall, within seven days, be nominated by the Council to be proposed to the Fellows, and so on until a Registrar shall have been elected.

#### **BYE-LAW 88**

The Council shall annually appoint Fellows of the College or, under special circumstances, other persons to be Examiners.

#### **BYE-LAW 89**

The Council shall transact all business referred to them by the College or by the President, in addition to that specifically defined in the Bye-Laws of the said College, and 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. Council may from time to time issue Rules regarding matters within its responsibility.

*(For Meetings of Council see Bye-Laws 21-24, 65; Deputy Bye-Law 111(b))*

**CHAPTER 20**  
***Of Committees***

**BYE-LAW 90**

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.

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 91**

The Examiners shall be Fellows of the College (or under special circumstances, other persons) who shall have been appointed annually by Council and their names reported to the Annual General Meeting.

**BYE-LAW 92**

The Examiners shall inquire into, and test, the qualifications of all Candidates in accordance with the Bye-Laws and Regulations of the College.

**BYE-LAW 93**

After each meeting for the examination of Candidates for the Licence of the College, the Registrar shall present a report to the next Meeting of the Council or such Board or Committee of Council to which Council may delegate examination matters.

#### **BYE-LAW 94**

If for any cause of importance any Examiner whose duty it is to attend shall be prevented from being present at a Meeting held for the Examination of Candidates for the College Licence, the Registrar shall, if possible, summon a deputy for that occasion one of the other Examiners, or, when necessary, one of the Fellows of the College approved by the President or Senior Censor and Education and Training Vice President, who shall if possible, be one who has already filled the office of Examiner.

*(Revised 2008 AGM)*

### **CHAPTER 22**

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

#### **BYE-LAW 95**

The Harveian Librarian shall be a Fellow of the College and shall be appointed annually by Council.

#### **BYE-LAW 96**

The Harveian Librarian shall have the care of the Library and the management of it, subject to the control of the Council. The Harveian Librarian shall, under their direction, give the order for the purchase of all Books; and shall regularly enter, or cause to be entered, in the Library Catalogue, all Books purchased by or presented to the College; the Harveian Librarian shall see to the performance of the daily duties of the Library staff.

#### **BYE-LAW 97**

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

#### **BYE-LAW 98**

The Harveian Librarian may be assisted by a Historical Resources Panel. Members of the Panel will be chosen by the Harveian Librarian, in consultation with the President, Registrar and Treasurer and approved by Council. Membership will lapse each year upon the anniversary of appointment and the Registrar will issue letters of appointment.

#### **BYE-LAW 99**

The Council shall, through the Harveian Librarian, oversee, and regulate the work of the Library and matters relevant to it; its total expenditure shall be subject to agreement by the Finance and General Purposes Board. An annual report on the work of the Library shall be submitted to the Board.

#### **BYE-LAW 100**

The Harveian Librarian shall determine what Books are not to be taken out of the Library, either on account of their rarity, value, or for any other reason.

#### **BYE-LAW 101**

Fellows, Members and Licentiates of the College and members of the Faculties or Joint Faculties of the College shall be privileged to use the Library and to take Books out of the College, with the exception hereinbefore mentioned. All Books belonging to the College, in the possession of Fellows, Members, Licentiates or members of the Faculties shall be returned to the College on request.

#### **BYE-LAW 102**

Any Fellow, Member, Licentiate or member of Faculties borrowing Books from the Library shall sign a loans form with their name for each book borrowed; all such forms shall be returned to them when the Books are returned to the Library. No Book shall be taken out of the College Library by the same Fellow, Member or Licentiate or member of faculties for more than twelve months without special permission from the Harveian Librarian.

### **CHAPTER 23**

#### ***Of the Chief Executive***

#### **BYE-LAW 103**

The Chief Executive shall be employed by the College and appointed and be subject to removal by the President, Treasurer and Registrar, or a majority of them.

#### **BYE-LAW 104**

The Chief Executive shall undertake such duties as are set out in the letter of appointment under the general direction of the President.

#### **BYE-LAW 105**

The Chief Executive shall have authority over the whole household, subject to the superior authority of the President, and shall direct, superintend and be responsible for the proper performance of the several duties of each member of such household.

### **CHAPTER 24**

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

## **BYE-LAW 106**

The Solicitor to the College shall be approved by Council.

## **CHAPTER 25**

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

## **BYE-LAW 107**

In all cases of the unavoidable absence of the President, or inability to act, the Registrar will act as Deputy, for the purpose of transacting routine business. On all matters of form, 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.

*(Revised 2008 AGM)*

## **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, Academic Registrar, Harveian Librarian, Linacre Fellow, Hans Sloane Fellow, Journal Editor, Director of the Clinical Effectiveness and Evaluation Unit, Representative on the General Medical Council, member of Council, or Examiner, and such others as shall be annually confirmed by Council and reported to the General Meeting of Fellows, shall be filled in the manner provided by the Bye-Laws.

## **BYE-LAW 109**

Any Fellow or other person who may be elected by the Fellows or appointed by 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, and shall continue in office so long as the person in whose place or stead they may be appointed would have been entitled to continue in office if such death, resignation, disqualification, or removal had not happened, unless the College shall determine otherwise.

## **BYE-LAW 110**

Any College Officer who may be desirous of vacating Office shall resign by writing to the President, and upon the acceptance of such resignation by Council that Office shall become vacant, and not before.

## **BYE-LAW 111**

If for any cause of importance, and deemed satisfactory by the President, any member of Council shall be prevented from being present at the Meeting of Council held for the nomination of Fellows

or at any adjourned meeting for the same purpose one of the Fellows of the College approved by the President may be appointed deputy for the time being.

**BYE-LAW 112**

*(Repealed 1999 AGM)*

**CHAPTER 26**  
*Of the Members of the College and Honorary Members*

**BYE-LAW 113**

The Members of the College, present and future, shall be eligible for election to the Fellowship. They shall have the use of the library subject to the Bye-Laws and Regulations relating thereto, and shall be admitted to all College Lectures, and shall enjoy such further privileges as may from time to time be defined by the Bye-Laws and Regulations. Members of the College shall be entitled to apply to the College to be designated as "Collegiate Members" of the College and upon designation shall be entitled to such further privileges and upon such terms and conditions (including the payment of a subscription) as the College in its absolute discretion shall from time to time determine provided that Members so designated shall have such share only in the government as is provided in the Bye-Laws and Regulations for Members.

**BYE-LAW 114**

*(Repealed 1999 AGM)*

**BYE-LAW 115**

Every Member admitted under Bye-Law 117 shall have at the time of his admission Letters Testimonial under the Seal of the Corporation, in this form, such alterations as are requisite being made in the case of women:

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* (.....

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

“I certify that C.D., 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 116**

Honorary Membership 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.

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.

They shall be approved by Fellows on the nomination of the Council or such Board or Committee of Council to which Council may delegate this function. Every Honorary Member shall, after admission, be presented with Letters Testimonial in such form as may be approved by the College from time to time.

#### **BYE-LAW 117**

The College reserves to itself the power to admit as Members of the Royal College of Physicians (London) without examination candidates of distinction recommended to it by 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.

#### **BYE-LAW 118**

When application is made for the restoration of a Licence or Membership which has been removed, resigned or forfeited, notice of such application shall be placed on the Agenda for the next Meeting of the body which will be nominated by the Council for this purpose and if no objection is then raised to such restoration the application shall be approved. If an objection is raised the application will be refused but the person aggrieved may appeal and the Council shall make arrangements for considering such appeal consistent with Bye-Law 168.

### **CHAPTER 27**

#### ***Of the Members of the Royal Colleges of Physicians of the United Kingdom***

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**BYE-LAW 119**

- (a) 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.
- (b) A Member of the Royal Colleges of Physicians of the United Kingdom is a person who has been admitted to and passed an Examination which satisfies the requirements of each of the said Royal Colleges and who has been elected by each of them to the Membership of the Royal Colleges of Physicians of the United Kingdom.

**BYE-LAW 120**

The College shall accept Examinations set by the said Royal Colleges of Edinburgh and Glasgow as satisfying the requirements of the College. The nature and extent of any Examination which the College itself sets for Membership of the Royal Colleges of Physicians of the United Kingdom shall in the case of each Candidate be determined by the Council or such Board or Committee of Council to which Council may delegate this function. The College may act jointly with the said Royal Colleges of Edinburgh and Glasgow in setting a joint Examination or part of an Examination for Membership of the Royal Colleges of Physicians of the United Kingdom in which event its powers shall be exercised by the Council or such Board or Committee of Council to which Council may delegate this function.

**BYE-LAW 121**

Any candidate for Membership of the Royal Colleges of Physicians of the United Kingdom who is a Licentiate of a College of Physicians of Great Britain or Ireland, or who holds a medical degree shall, if thought fit by Council or such Board or Committee of Council to which Council may delegate this function, be admitted by the College to any Examination for the Diploma of Membership of the Royal Colleges of Physicians of the United Kingdom set by the College or set jointly by the College and the said Royal Colleges of Edinburgh and Glasgow. In addition, the College reserves the right to admit to any such Examination any other Candidate recommended for admission by Council or such Board or Committee of Council to which Council may delegate this function.

**BYE-LAW 122**

If at Council or such Board or Committee of Council to which Council may delegate responsibility for Examinations doubt is expressed concerning the sufficiency of the Certificates produced by any Candidate, or the fitness of that Candidate, in any respect, for admission to Examination, a decision may be taken by the majority of Fellows present.

**BYE-LAW 123**

- (a) Any person who after the 1st day of August 1969 passes an Examination for the said Diploma conducted by any or all of the said Royal Colleges shall be proposed for

Membership of the Royal Colleges of Physicians of the United Kingdom and, if the majority of the Fellows shall consent and provided that an undertaking is given that on becoming a Member of the Royal Colleges of Physicians of the United Kingdom they will obey the Bye-Laws and Regulations of the College, they shall be accepted by the Council for Membership of the Royal Colleges of Physicians of the United Kingdom.

- (b) Persons admitted as Members of the College prior to the 30th day of October 1969 and subsequent to their having passed a Common Part 1 Examination set by the College jointly with the said Royal Colleges of Edinburgh and Glasgow shall, on application, be accepted by the College for Membership of the Royal Colleges of Physicians of the United Kingdom.
- (c) Any person admitted as a Member of the Royal Colleges of Edinburgh or Glasgow prior to the 30th day of October 1969 and having passed a Common Part 1 Examination as aforesaid may be proposed for Membership of the Royal Colleges of Physicians of the United Kingdom and, if the majority of the Fellows shall consent and providing an undertaking is given that on becoming a Member of the Royal Colleges of Physicians of the United Kingdom the Bye-Laws and Regulations of the College will be obeyed, that person shall be accepted by the Council for Membership of the Royal Colleges of Physicians of the United Kingdom.

#### **BYE-LAW 124**

Every Member of the Royal Colleges of Physicians of the United Kingdom shall after his admission be presented with Letters Testimonial in such form as shall from time to time be agreed between the said Royal Colleges.

#### **BYE-LAW 125**

- (a) Except where expressly provided to the contrary by these Bye-Laws or any applicable rules or other requirements from time to time adopted by the College Members of the Royal Colleges of Physicians of the United Kingdom shall be entitled to the same privileges as are given to Members of the College by Bye-Law 113 and to such further privileges as may from time to time be defined for Members of the College by the Bye-Laws and Regulations, save that any Member of the Royal Colleges of Physicians of the United Kingdom who was not admitted to his Examination by the College may be required on application for such treatment to produce two Testimonials to the effect that as regards moral character and conduct they are a fit and proper person to be so entitled. Each Testimonial must be signed by a Fellow of the College, or by a Collegiate Member of at least four years' standing who is in active practice. If any candidate is unable to produce Testimonials in these terms, the College may, at its discretion, treat the person as being so entitled after making any enquiries which may be deemed necessary.
- (b) Any Member of the Royal Colleges of Physicians of the United Kingdom who is in good standing as a Collegiate Member of the Royal College of Physicians of London shall also be entitled to describe themselves as a Member of the Royal College of Physicians of London, abbreviated to MRCP (London).

*(Revised 2009 AGM)*

## **BYE-LAW 126**

If a Member of the Royal Colleges of Physicians of the United Kingdom who has resigned or forfeited Membership applies for its restoration, notice of such application shall be placed on the agenda for the next meeting of the body which will be nominated by the Council for this purpose and if no objection is then raised to such restoration, the application shall be approved. If an objection is raised, the application will be refused but the person aggrieved may appeal and the Council shall make arrangements for considering such appeal consistent with Bye-Law 168.

If the application is approved by the College and by the said Colleges of Edinburgh and Glasgow the applicant shall be reinstated as a Member of the Royal Colleges of Physicians of the United Kingdom.

## **BYE-LAW 127**

The provisions of Bye-Laws 39, 40, 82, 83, 84, 85, 101, 102, 149, 151, 153, 161, 163, 164, 165, 168, 170 and 171 hereof insofar as they apply to Members of the College shall apply equally to any Member of the Royal College of Physicians (United Kingdom) and the term “Member of the College”, and the term “Member” when used as an abbreviation therein for the term “Member of the College” shall be deemed to mean a Member of the College or of the Royal Colleges of Physicians of the United Kingdom and the plurals of such terms shall be deemed to have corresponding meanings.

The Council may admit as Associates of the College such persons who conform to the Regulations relating to Associates. Associates will not be Members of the College and will otherwise have such rights and privileges as may from time to time be provided by Regulation.

## **CHAPTER 28**

### ***Of the Licentiates***

The College, under its Charter, grants Licences (which do not extend to making the Licentiates members of the Corporation) to persons who shall conform to the Bye-Laws and Regulations relating to Licentiates.

(For Promise see 146; Duties and Conduct, Chap 32)

Under the provision of Clause XIX of the Medical Act (1858), an agreement was entered into in February 1883 between the Royal College of Physicians of London and the Royal College of Surgeons of England to form a Conjoint Examining Board, and to provide that every Candidate who shall have passed the Final Examination conducted by the Board shall, subject to the Bye-Laws and Regulations of each College, be entitled to receive the Licence of the College of Physicians and the Diploma of Member of the College of Surgeons.

It was further agreed that each College, so long as this agreement maintains, should abstain (so far as allowed by Law) from the exercise of its independent privilege of giving a qualification for admission to the Medical Register.

This agreement remains in force.

The two Royal Colleges also grant Diplomas.

Under the said agreement entered into in February 1883 a Committee of Management was appointed consisting of representatives of the two Colleges. In 1886, an Examination Hall was built by the two Colleges, which in 1908 was replaced by a new Examination Hall in Queen Square. In 1979, the College sold its interest in this Examination Hall to the Royal College of Surgeons. The Colleges agreed that as the management of the Examination Hall had passed to the Royal College of Surgeons a "Committee of Management" was no longer appropriate. Under the terms of the agreement signed by the two Presidents in 1981 a Joint Academic Committee of the Examining Board in England assumed responsibility for the Conjoint qualifying examination, and any postgraduate diplomas remaining were the joint responsibility of the two Colleges.

In 1993 the two Royal Colleges entered into an agreement with the Scottish Royal Colleges and the Worshipful Society of Apothecaries to set up a United Examining Board to assume responsibility for the three non-university qualifying examinations in the United Kingdom.

#### **BYE-LAW 128**

The Licentiates of the College shall have the use of the Library, subject to the Regulations relating thereto, and shall be admitted to all Lectures, and shall enjoy such further privileges as may from time to time be defined by the Bye-Laws.

#### **BYE-LAW 129**

Before commencing the course of Professional Study for the Licence, all Candidates (unless specially exempted) shall be required to produce satisfactory evidence of having passed a Preliminary Examination, recognised by the College.

#### **BYE-LAW 130**

Every Candidate for the Licence shall be required to pass the Examinations for the Licence conducted by the United Examining Board subject to the exemptions, conditions of study and admission fees laid down in the Regulations of that Board, as approved by this College from time to time and to comply with such other conditions as may be demanded by this College.

#### **BYE-LAW 131**

If the United Examining Board of the Examiners shall find any circumstances in the character, conduct, or mode of practice of any Candidate for Examination, which, in the opinion of a majority of either of them, renders such a Candidate unfit to become a Licentiate of the College, they shall have power to decline to examine that person or to continue with their Examination, until the

decision of the College shall have been given on a Report of the circumstances submitted to them by the Examiners. Subject to the consent of the College, the United Examining Board shall have power to refuse admission to subsequent Examination.

**BYE-LAW 132**

Each Licentiate shall receive the following Form of Qualification to practise Medicine, Surgery, and Midwifery, under the Seal of the Corporation, signed by the President, such alterations as are requisite being made in the case of women:

“I, A.B., President of the Royal College of Physicians of London, with the consent of the Fellows of the same College, have, under the authority given to us by Royal Charter and Act of Parliament, granted to C.D., who has satisfied the College of their proficiency, our Licence under the said Charter, to practise Physic, including therein the practice of Medicine, Surgery, and Midwifery, so long as they shall continue to obey the Statutes, Bye-Laws, and Regulations of the College relating to Licentiates. In witness whereof we have this day set out Seal and Signature.”

Dated at the College, the ..... day of ..... in the year of our Lord

.....

*Signed..... President.*

**N.B.**

This document shall be signed by the Licentiate with their usual signature, and by the Registrar with the following words:

“I certify that C.D., to whom this Licence has been granted by the College, and whose signature is subjoined, has been duly admitted to practise Physic, as a Licentiate of the College, and that such Licence, when duly registered under the Medical Acts, is a legal authority to practise Medicine, Surgery and Midwifery, and to dispense Medicines, but only to those who are patients of the person to whom the licence is granted.”

*Registrar.....*

*Licentiate .....*

<p><b>CHAPTER 29</b></p> <p><i>Of Post Graduate Diplomas</i></p>
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**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 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.

*(For Fee see Bye-Law 158)*

#### **BYE-LAW 135**

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

*(For Fee see Bye-Law 155)*

### **CHAPTER 30**

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

#### **BYE-LAW 136**

No one shall be admitted a Fellow of the College, unless their assent be given to the following words:

“You faithfully promise, to the best of your ability, to maintain the welfare of the College; to observe and obey its Statutes, Bye-Laws, and Regulations, and to submit to such penalties as may be lawfully 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 those only 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”

Each Fellow, on admission, shall ratify this pledge by their signature.

#### **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 Society;”

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

“I wish you all happiness.”

#### **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 taking by the hand each Honorary Fellow so admitted, the President shall add,

“I wish you all happiness.”

#### **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, the Senior Fellow 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.”

*(Revised 2008 AGM)*

#### **BYE-LAW 140**

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

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

#### **BYE-LAW 141**

The Censors on taking Office shall be sworn before the President, who shall address them in the following words:

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

#### **BYE-LAW 142**

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 and Regulations of the College.”

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 the 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.”

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 and Regulations 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 143**

Every member of 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 Regulations of the College.”

#### **BYE-LAW 144**

No one shall be admitted a Member of the College under Bye-Law 117 unless assent be given to the following words:

“You give your faith that you will observe and obey the Statutes, Bye-Laws, and Regulations 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**

No one shall be admitted a Member of the Royal Colleges of Physicians of the United Kingdom unless they shall sign and deliver to the College the following declaration of faith:

“I hereby faithfully promise to abide by the Laws, Bye-Laws, Statutes and Regulations of the Royal Colleges of Physicians of the United Kingdom as they apply to Members of the Royal Colleges of Physicians of the United Kingdom as from time to time modified, amended or re-enacted and to keep myself informed of advances in Medicine.”

#### **BYE-LAW 146**

Every Candidate, before receiving the College Licence, shall be required to pledge themselves by subscribing their name to the following words:

“I faithfully promise to observe and obey the Statutes, Bye-Laws, and Regulations of the College relating to Licentiates, and to submit to such penalties as may be lawfully imposed for any neglect or infringement of them”

#### **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 taking by the hand each Honorary Member so admitted, the President shall add,

“I wish you all happiness.”

### **CHAPTER 31**

#### ***Of the College List***

#### **BYE-LAW 148**

The College shall at least once in every five years publish a list of all Fellows, Honorary Fellows and Honorary Members and any other appropriate information. The List will be made available to Fellows and Members on request and subject to any changes which may be decided by the College.

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

The names of all Fellows, Honorary Fellows and Honorary Members elected each year shall be placed in the College List in alphabetical order.

#### **BYE-LAW 150**

The College Lists shall be considered as containing a correct list of all the Fellows, Honorary Fellows, Members and Honorary Members of the College, and it shall be incumbent on each individual to ascertain that their names and given addresses are correctly entered thereon.

#### **BYE-LAW 151**

Every official letter or notice which shall be sent by the Registrar, Chief Executive, or other appointed Officer to any Fellow or Member of the College, addressed to them by name, at the given address as entered on the College Lists, 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.

### **CHAPTER 32**

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

#### **BYE-LAW 152**

The Fee to be paid before admission as a Fellow of the College shall be determined by the College from time to time by Regulation, except in the case of any nominee under Bye-Law 39(b) in which case the Council may have decided, of its own initiative, to remit all or part of the Admission Fee.

Fellows so admitted, other than those admitted under Bye-Law 39(b) shall be required to pay an annual subscription up to the time of their retirement from remunerative work. The amount of the annual subscription shall be determined by the College from time to time by Regulation.

#### **BYE-LAW 153**

The Fee to be paid before admission as a Member of the College shall be such as may, from time to time, be determined by Council or such Board or Committee of Council to which Council may delegate this function.

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

The Fee to be paid before receiving the College Licence to practise Physic as a Licentiate of the College shall be such as may, from time to time, be determined by Council or such Board or Committee of Council to which Council may delegate this function.

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

The Fee to be paid before receiving a College Post Graduate Diploma shall be such as may from time to time be determined by the Council or such Board or Committee of Council to which Council may delegate this function.

#### **BYE-LAW 156**

The Fee to be paid before Examination for Membership shall be such as may from time to time be determined by Council or such Board or Committee of Council to which Council may delegate this function.

#### **BYE-LAW 157**

The Fee to be paid before admission to the various parts of the Examination for the Licence and the Licence Fee\* itself shall from time to time be determined by the College; and if a Candidate be rejected in any section or part of these Examinations they shall be required to pay an additional Fee before re-admission to Examination.

#### NB:

Fees similar to the Licence Fee are payable to the Royal College of Surgeons for the Diploma MRCS.

#### **BYE-LAW 158**

The Fee to be paid before examination for a College Post Graduate Diploma shall be such as may from time to time be determined by Council or such Board or Committee of Council to which Council may delegate this function.

### **CHAPTER 33**

#### ***Of the Duties and Conduct of Fellows, Members and Licentiates***

*(See also Resolutions)*

#### **BYE-LAW 159**

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**

No Fellow of the College shall leave a Meeting (except by permission of the Chairman of the meeting) until the Chairman shall have declared such Meeting to be dissolved or its business is officially concluded.

#### **BYE-LAW 161**

If two or more physicians, Fellows, Members or Licentiates of the College, be called in consultation, they shall confer together with the utmost forbearance, and no one of them shall prescribe, or even suggest, in the presence of the patient, or the patient's attendants, any opinion as to what ought to be done, before the method of treatment has been determined by consultation between them and their colleagues. If any difference of opinion should arise, the greatest moderation and forbearance shall be observed, and the fact of such difference of opinion shall be communicated to the patient or attendants by the physician who was first in attendance, in order that it may distress the patient and friends as little as possible.

#### **BYE-LAW 162**

*(Repealed 1999 AGM)*

#### **BYE-LAW 163**

No Fellow, Member or Licentiate shall be permitted to append to their name the title of Doctor of Medicine, or the letters MD or any other letters indicating that they are a Graduate of a University, unless they have obtained a degree entitling them so to do.

#### **BYE-LAW 164**

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

#### **BYE-LAW 165**

No Licentiate of the College shall represent themselves as being a Fellow or Member of the College.

<p style="text-align: center;"><b>CHAPTER 34</b></p>
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<p style="text-align: center;"><b><i>Of Penalties</i></b></p>
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#### **BYE-LAW 166**

At each Examination of Candidates for the Membership of the Royal Colleges of Physicians of the United Kingdom such invigilators shall be present, and at such times, as the Council or such Board or Committee of Council to which Council may delegate this function shall require.

#### **BYE-LAW 167**

Any member of Council, having been duly summoned, 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 able to find a suitable replacement.

#### **BYE-LAW 168**

- (a) In these Bye-laws, a “disciplinary offence” shall occur if any Fellow, Member, Licentiate, Affiliate or Associate has;
- committed any misconduct affecting his professional or personal standing or bringing discredit to the College; or
- has performed his work incompetently (and whether by act or omission) to such an extent or on such number of occasions as to affect his professional or personal standing or to bring discredit to the College; or
- has acted in any respect in a dishonourable or unprofessional manner; or
- has violated any Statute, Bye-Law, Regulation or Rule of the College; or
- has obtained the status of Fellow, Member, Affiliate or Licentiate by fraud, false statement, or imposition.
- (b) If an allegation is made or it is made known to the Censors that a Fellow, Member, Licentiate, Affiliate or Associate may have committed a disciplinary offence, the Censors shall make such arrangements as may appear to them appropriate for investigating matters and, if it seems appropriate, for taking disciplinary proceedings and determining whether or not a disciplinary offence has been committed by such Fellow, Member, Licentiate, Affiliate or Associate and, if so, what (if any) disciplinary penalty should be imposed and for considering any appeal by such Fellow, Member, Licentiate, Affiliate or Associate. Without limiting their powers to make such arrangements, the Censors may from time to time make disciplinary and appeal rules and procedures and may appoint disciplinary and appeals panels in connection therewith. The Censors may or may not, as they think fit, act personally in connection with such disciplinary matters.
- (c) The disciplinary penalties that may be imposed shall be (and shall be limited to):
- admonishment;
  - reprimand;
  - suspension of fellowship, membership, licentiateship, affiliate membership, or associateship of the College for such period and on such terms (including terms relating to forfeiture of rights or privileges and removal from the list of Fellows, Members, Licentiates or Associates) as may be determined; or

permanent removal of fellowship, membership, licentiateship, affiliate membership, or associateship of the College.

On permanent removal from fellowship, membership, licentiateship, affiliate membership, or associateship, a Fellow, Member, Licentiate, Affiliate, or Associate shall be removed from the list of, as the case may be, Fellows, Members, Licentiates, Affiliates or Associates and shall forfeit all rights and privileges.

(d) In making the arrangements contemplated by this Bye-law, the Censors:

shall provide for a right for a Fellow, Member, Licentiate, Affiliate or Associate alleged to have committed a disciplinary offence to appear personally before the persons determining whether or not a disciplinary offence has been committed, and to be represented. However, they may also provide that in connection with an appeal by any such Fellow, Member, Licentiate, Affiliate or Associate, there shall be no right to appear personally (or to be represented) unless invited;

shall ensure that no person shall in connection with the same allegation consider both whether or not a disciplinary offence has been committed and an appeal; and

shall ensure that the persons determining whether or not a disciplinary offence has been committed and any related disciplinary penalty shall not be less than three in number.

(e) Should the General Medical Council order sanctions in the form of erasure or suspension from the Medical Register, or issue of a warning, or imposition of conditions, then the following steps will be taken by the College. Throughout this section the terms 'member' and 'membership' mean and apply to all categories of membership of the College in the generic sense, including Fellows, Members, Licentiates, Affiliates and Associates;

#### **Erasure or suspension from the Medical Register**

Members who are erased or suspended will immediately lose their membership of the College. Their name will be removed from the list of members and they will no longer be able to style themselves a member of this College, nor use the relevant post-nominal, and they will be informed of this. They will no longer be required to pay a subscription, but will also lose all benefits of membership. Should the name subsequently be restored to the General Medical Register, including after any period of suspension, it will then be open for the former member to apply to the College for restoration of their membership status. No arrears will be payable for such period.

#### **Warning**

When the RCP becomes aware that a member has received a warning the member will be asked to provide a copy of the full determination and details; in cases where no response is received to this request after a set period determined by the College their membership or fellowship will be removed. Such details will be reviewed by the College. In most cases this may result in a letter being sent, emphasising that the College expects members to remain in high professional standing. However it will be open to the Censors to review such cases and make recommendation to the Senior Censor for further sanctions if this is felt to be insufficient.

### **Conditions**

When the College becomes aware that a member has had conditions imposed on their practice by the GMC they will be asked to provide a copy of the full determination and details; in cases where no response is received to this request after a set period determined by the College their membership or fellowship will be removed. Such details will be reviewed by the College; two Censors will review the details independently and come to a decision as to whether it is appropriate for the doctor to remain as a member or fellow of the college depending on the circumstances as set out and determined by the GMC, and make a recommendation to the Senior Censor. The Senior Censor will make a defining decision based on the recommendation, and all such decisions will be reported three times a year to the Censors, so that trends can be monitored.

The disciplinary penalties that may be imposed on the decision of the Senior Censor shall be (and shall be limited to):

- Letter of reprimand
- Suspension of membership of the College for such period and on such terms (including terms relating to forfeiture of rights or privileges) as may be decided
- Permanent removal of membership (of any category) of the College.

The member concerned will be informed of this decision in writing, and informed of the right and process of appeal. Such appeal process will be defined, and approved by Council. In any case such appeal should only be in writing which should not contain new or further information which was not considered by the GMC, and be considered by the President, the Registrar and a lay member from the Board of Trustees. The decision of this appeals panel would then be final.

*(Section (e) revised 2014 AGM)*

- (f) Whether or not a Fellow, Member, Licentiate, Affiliate or Associate is found to have committed a disciplinary offence, the College may disclose to the General Medical Council any information relating to a disciplinary offence (or alleged disciplinary offence) and any proceedings taken or penalty imposed in connection therewith.

### **BYE-LAW 169**

In the case of non-payment of subscription or of subscriptions the Council or such Board or Committee of Council to which Council may delegate this function may decide that the Fellow, Member, Affiliate, Associate or Licentiate in arrears shall forfeit all the rights and privileges which they may enjoy within the College as a Fellow, Member, Affiliate, Associate or Licentiate of the College and that their name shall be removed from the College List. The Fellow, Member, Affiliate, Associate or Licentiate shall be so informed in writing by the Registrar. Provided that they first pay the relevant arrears such a Fellow, Member, Affiliate, Associate or Licentiate may apply for reinstatement.

Wherever it is stated within these Bye-Laws and Regulations, or in any other process for nomination approved by Council or such Board or Committee of Council to which Council may delegate this function, that nomination may be made by Fellows or Members of four years standing, such nomination shall be valid only if, at the time of making such nomination, the Fellow or Member has made full payment of such subscription as shall be due from them.

#### **BYE-LAW 170**

Any Fellow, Member, Licentiate or member of Faculties having in their possession a Book belonging to the College, and who shall not return the same at such time as the Harveian Librarian shall direct, shall be deprived of the use of the Library until it has been returned, or in default be required to pay a sum equivalent to its value.

#### **BYE-LAW 171**

Any Book or other property belonging to the College, intrusted to a Fellow, Member, Licentiate or member of Faculties, which shall not be returned, or which when returned shall be found damaged, shall be replaced or paid for by that person, to the satisfaction of the Treasurer.

### **CHAPTER 35**

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

#### **BYE-LAW 172**

The College in Council may institute and establish such Faculties in the College as it may from time to time think fit and may delegate such powers to, and confer such rights upon the members of, any such Faculty as it may from time to time think fit.

#### **BYE-LAW 173**

The College in Council may combine with any other body or bodies in instituting and establishing a Joint Faculty in the College and such other body or bodies and may further combine with any such other body or bodies in delegating powers to, and conferring rights upon the members of, any such Joint Faculty to such extent as the College may from time to time think fit.

#### **BYE-LAW 174**

The College in Council may take, or combine with any other relevant body or bodies in taking steps to inaugurate any Faculty or Joint Faculty including 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 175**

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 176**

The College in Council shall have power to authorise the Board of the Faculty concerned to grant a Diploma of Membership in that Faculty and to charge reasonable fees therefor and to remove such Diploma and to appoint duly qualified examiners and to make Regulations for the education and examination of candidates for such Membership and to confer the said Diploma without examination on a limited number of qualified persons.

#### **BYE-LAW 177**

The College in Council shall have power to permit the Board of the Faculty concerned to grant a Diploma of Fellowship in that Faculty with or without examination and to charge reasonable fees therefor and to remove such Diploma and in relation to any such Diploma for which examination is required the Faculty shall have like powers mutatis mutandis to appoint examiners, make Regulations and confer the Diploma without examination as it is given by the preceding Bye-Law in relation to Membership Diplomas.

#### **BYE-LAW 178**

The College in Council shall have power in relation to any Joint Faculty instituted and established as a consequence of Bye-Laws 174 and 181 and on the recommendation of the Faculty concerned to combine with the relevant other body or bodies in granting a Diploma of Membership in that Faculty and in charging reasonable fees therefor and in removing any such Diploma and also in appointing duly qualified examiners and making Regulations for the education and examination of candidates for such Membership and in conferring the said Diploma without examination on a limited number of qualified persons.

#### **BYE-LAW 179**

The College in Council shall also have power in relation to any such Joint Faculty and on the recommendation of the Board of the Faculty concerned to combine with the relevant other body or bodies in granting a Diploma of Fellowship in that Faculty with or without examination and in charging reasonable fees therefor and in removing any such Diploma and in relation to any such Diploma for which examination is required to combine in appointing duly qualified examiners and making Regulations for the examination of candidates for such Fellowship and in conferring the said Diploma without examination on a limited number of qualified persons.

#### **BYE-LAW 180**

The College in Council shall have power on the recommendation of the Board of any Faculty or Joint Faculty of the College without examination to elect (in the case of Joint Faculties in combination with any relevant other body or bodies) such persons to be Honorary Fellows of the Faculty or Joint Faculty concerned as the relevant Board shall deem sufficiently distinguished for the purpose and any such Honorary Fellow shall enjoy such rights and privileges and be subject to such conditions and restrictions as from time to time are determined by the College.

#### **BYE-LAW 181**

The Fellows and Members for the time being of any Faculty shall be the persons named as such under Bye-Law 174 and the persons awarded relevant Diplomas under Bye-Law 176 and 177 save for those who subsequently resign or have their Diplomas removed. The Fellows and Members for the time being of any Joint Faculty shall be the persons named as such under Bye-Law 174 and persons awarded relevant Diplomas under Bye-Law 178 and 179 save for those who subsequently resign or have their Diplomas removed.

#### **BYE-LAW 182**

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 College and it shall be expressly provided in any such Standing Orders that no change shall be made in them without the approval of the College and that the College 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 183**

The College in 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-Law 172 or 173 to the intent that 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 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 185**

Every Fellow or Member of a Faculty or Joint Faculty of the College 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 186**

Every person, prior to their admission as a Fellow or Member of any Faculty shall subscribe their name to the following declaration:

“I hereby faithfully promise to abide by the Standing Orders of the Faculty and the (Laws) Bye-Laws, Statutes and Regulations of the Royal College(s) of Physicians (of the United Kingdom) as they apply to Members (Fellows) of the Faculty of.....”.

and every person prior to their admission as a Fellow in or Member of any Joint Faculty shall subscribe their name to such declaration as may be approved by the Council and the other body or bodies concerned.

**BYE-LAW 187**

The College in 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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# Regulations and Resolutions

## **I REGULATION *in regard to Affiliates***

The College may grant affiliation to Fellows and Members of other Colleges of Physicians working in England, Wales and Northern Ireland, or other suitable medically qualified individuals. Application must be made to such Board or Committee of Council to which Council may delegate membership matters, in accordance with any requirements set by that Board and approved by Council. Affiliates shall be entitled to the same privileges and pay the subscriptions of Collegiate Members. They shall be entitled to be proposed for the Fellowship of the College under Bye-Law 39(d), providing all other criteria of the Bye-Law are met. An individual may have his status as affiliate withdrawn at any time by Resolution of such Board or Committee of Council to which Council may delegate this function.

*(Revised 2013 AGM)*

The College may also grant affiliation to Fellows of the Institute of Physics and Engineering in Medicine, and other senior scientists employed in the NHS who conform to the requirements agreed by Council, who need not be medically qualified but will be nominated in accordance with procedures laid down for the purpose and approved by Council. Such Affiliates shall be entitled to the same privileges and pay the subscriptions of Collegiate Members, and shall be entitled to use such post-nominal qualifications as are agreed by Council. Such Affiliates shall be entitled to be proposed for the Fellowship of the College under Bye-Law 43, providing all other criteria of the Bye-Law are met. An individual may have his status as affiliate withdrawn at any time by Resolution of such Board or Committee of Council to which Council may delegate this function.

*(Revised 2005 AGM)*

(See also Bye-Law 39(d))

**II REGULATION *regarding the Standing Committee of Members, General Meetings of Members, Election to the Standing Committee and four Members to serve on the Council.***

*(Repealed 1999 AGM)*

### **III REGULATION *in regard to appointments and duties of Regional Advisers***

The College shall appoint a Regional Adviser to represent the College in each Post Graduate Deanery of the National Health Service in England and Wales and in Northern Ireland; Deputy Regional Advisers will also be appointed. Regional Advisers are to represent the College in their Regions by serving on Regional Postgraduate Committees and performing other functions as may be decided by College Resolutions from time to time. They will also represent the views of physicians in their Regions to the College.

(See also Bye-Laws 78 and 79(c))

### **IV RESOLUTION *on payment of Subscriptions by variable Direct Debit***

On 31 July 1980 the College, on the recommendation of the Finance Committee, adopted a Resolution that, commencing in 1981, Subscriptions would be paid by variable Direct Debit.

On 25 March 2002, The College approved the proposal that the Annual General Meeting should delegate to Council the authority to agree levels of subscription.

### **V RESOLUTIONS *as to the duties and conduct of Fellows, Members, and Licentiates***

The College, from time to time, when circumstances have arisen in which it has seemed to be conducive to the honour and dignity of the College to indicate the fitting conduct of Fellows, Members, Licentiates, Affiliates, or Associates, has given expression to the collective opinion of the College in the form of a Resolution, but without the formal enactment of a Bye-Law or Regulation.

(See also Chapter 33).

#### **1. Against Designations implying Special Modes of Treatment**

On 27 December 1881 the College passed the following Resolution:

“That while the College has no desire to fetter the opinion of its members in reference to any Theories they may see fit to adopt

in connection with the Practice of Medicine, it nevertheless considers it desirable to express its opinion that the assumption or acceptance by members of the Profession of designations implying the adoption of special modes of treatment, is opposed to those principles of the freedom and dignity of the Profession which should govern the relations of its members to each other and to the public.

“The College therefore expects that all its Fellows, Members, and Licentiates will uphold these principles by discountenancing those who trade upon such designations.”

## **2. Against Advertising Medical Works and giving Laudatory Certificates**

On the 27 July 1882 the College passed the following Resolution:

“That the system of extensively advertising Medical Works, and that the custom of giving, whether for publication or not, laudatory Certificates of Medicinal and other Preparations, or of Medical or Surgical Appliances, is misleading to the public, derogatory to the dignity to the Profession, and contrary to the traditions and Resolutions of the Royal College of Physicians.”

## **3. Against Advertising**

On 30 October 1958 the College passed the following Resolution:

“That it is undesirable that any Fellow, Member or Licentiate of the College should in any way advertise himself, or permit himself to be advertised.”

## **4. Financial Interests**

*(Repealed 2000 AGM)*

## **5. Confidentiality of Proposals to the Fellowship**

Two Reports of the College on Admission to the Fellowship, approved by the College in April 1971 and October 1974, have emphasised that Members must not know that their names are being proposed for the Fellowship.

Fellows and Members are reminded of the terms of 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.”

#### **VI RESOLUTION *on Friends of the College***

On 30 July 1981 the College, on the recommendation of the Council, adopted a Resolution that the Constitution of the Friends of the College (agreed by the College in June 1966) should appear in the volume containing the Bye-Laws, Regulations of the College and some Resolutions of the College and the Council. Clause (4) of this Resolution was amended on 8 June 1994 to read as below:

#### **Constitution of the Friends of the College**

- (1) The group shall be called The Friends of the Royal College of Physicians of London.
- (2) Ordinary meetings shall be held not more frequently than twice every year and not more seldom than once every year.
- (3) An extraordinary meeting may be convened providing at least two members agree that one is necessary.
- (4) Members shall be nominated by the President and elected by the Council.
- (5) The term of office of members shall not be limited.
- (6) The President and Treasurer for the time being shall be ex officio members of the group.
- (7) The Friends shall be entitled to attend College Lectures and shall be invited as guests to the College to one College Dinner each year.
- (8) The Friends shall wear a badge of office based on the Caduceus presented to the College by John Caius.
- (9) The function of the Friends of the College shall be to advise the College on the raising of funds, and other relevant matters.

The College further agreed on 30 July 1981, to the recommendation that the names of the Friends of the College should in future be included in the College List.

## **VII RESOLUTION *on Honorary Membership***

On 26 April 1984 the College, on the recommendation of the Council, adopted the following Resolution:

“Honorary Membership is not intended as, in any sense, an advance towards Honorary Fellowship. Honorary Members are neither more nor less eligible for Honorary Fellowship than any other person. Honorary Members are not eligible for nomination to the Fellowship under Bye-Law 39(a) nor for Membership of the Standing Committee of Members.”

A Resolution of Council was minuted on 14 March 1985 and read as follows:

“Council agreed to a Resolution proposed by the Treasurer that payment of an Admission Fee or a Subscription be waived in respect of Honorary Members.”

## **VIII RESOLUTIONS *on matters pertaining to the Council***

### **1. Constitution of the Committee of Council for the Preliminary Consideration of Nomination of Persons to the Fellowship**

A Resolution of Council was minuted on 5 July 1933 and read as follows:

“On the motion of the Treasurer it was decided that the preliminary Committee to examine the claims of candidates for nomination to the Fellowship should consist of eight Councillors in addition to the President and that ex-officio members should not be excluded from serving.”

On 6 January 1971 Council re-affirmed this Resolution and on 9 December 1992 the Resolution was amended to read as follows:

“The Committee of Council for the preliminary consideration of persons to the Fellowship shall consist of the President and eleven Councillors who are Fellows.”

## **2. Secrecy**

On 30 October 1958 the College adopted a Resolution that at the commencement of the Council Meeting the Registrar should read part of the Faith given by Councillors:

“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.

When those parts of the agenda to which secrecy applies have been dealt with, the President might say the following words:

“Before continuing the agenda (or alternatively, “before concluding the meeting” if there is no further agenda) may I once again remind members of Council that the matters which have just been discussed are within the scope of the promise of Councillors not to divulge proceedings.”

## **3. Procedure for the Election of Councillors**

A Review of the College Constitution was undertaken in 1977. That part of the Committee’s Report, which included in its Recommendations certain alterations to the procedure for the Election of Councillors, was approved in principle by the College on 26 January 1978.

A Situation report on Constitutional Matters was received and approved by the College on 27 April 1978.

On 26 October 1978 the College approved a change in the procedure for the Election of Councillors; a further change was approved on 27 October 1983:

“Any Fellow of the College may propose one or more Fellows for the consideration of the Council for election to the Council.

“A Fellow must be nominated by Three Fellows for his name to appear on the ballot paper.

“The signatures of Fellows supporting any nomination can be subscribed together on one proposal form or on individual forms.

“The names of ALL Fellows so nominated will be included in the ballot paper, Council having renounced its power to select

(although it retains the right to add) names to appear on the ballot paper.

*(See also Bye-Laws 30, 79 and 80)*

#### **4. Establishment of a Board of Trustees and its Standing Orders**

At its meeting held on Wednesday 21 March 2007 Council approved the establishment of a Board of Trustees and approved its Standing Orders.

Under the Bye-Laws, the Council has express powers to conduct matters of College business specifically defined in the Bye-Laws (“the Specific Matters” referred to below) and under Bye-Law 89 has a general power to transact all business referred to it by the College or by the President. Under Bye-Law 90 the Council may delegate any of its powers to Boards and Committees. The Council now wished to create a Board of Trustees of the Royal College of Physicians (“the Board of Trustees”) to act as charity trustees for the purposes of the Charities Act 1993 and accordingly the Board of Trustees must have delegated to it sufficient powers to ensure it has the general control and management of the administration of the College, as described in the Standing Orders.

#### **Council therefore resolved:**

1. To retain all powers in relation to Specific Matters except as expressly delegated in this resolution, or in any subsequent resolution of the Council or, so far as not inconsistent with this resolution, as delegated prior to this resolution.
2. To form the Board of Trustees in accordance with the Standing Orders produced to this meeting and signed for the purposes of identification by the President, and to delegate to the Board of Trustees all such powers to transact business as the Council has under Bye-Law 89 as are necessary for the Board of Trustees to have the general control and management of the administration of the College, together with such other powers to conduct College business as the Council may expressly delegate to the Board of Trustees.
3. To dissolve the Management Board.
4. To retain the Finance and General Purposes Board (“F&GP Board”) and to continue to delegate to the F&GP Board all matters currently delegated to it except that the F&GP Board, subject to it reporting regularly to the Council, shall now be responsible to the Board of Trustees and not the Council.

5. In relation to the following Specific Matters, Council delegates its powers to the Board of Trustees:
- The powers of the Council under Bye-Law 56 in relation to employing any banking or merchant banking company to manage all or any investments belonging to the College.
  - The powers of the Council under Bye-Law 76 in relation to deciding the activities of the Clinical Effectiveness and Evaluation Unit and its Director (this can be delegated to a Board or Committee responsible for co-ordinating such activities within the College, but deciding the activities has the potential for significant financial implications).
  - The powers of the Council under Bye-Law 99 in relation to overseeing and regulating the work of the Library and matters relevant to it through the Harveian Librarian (its total expenditure is subject to agreement by the Finance and General Purposes Board. An annual report on the work of the Library is submitted to the Board).
  - The powers of the Council under Bye-Law 106 in relation to approving the Solicitor to the College.
  - The powers of the Council under Bye-Law 152 and Resolution IV in relation to agreeing levels of subscription.
  - The powers of the Council under Bye-Law 153 in relation to deciding the Fee to be paid before admission as a Member of the College.
  - The powers of the Council under Bye-Law 154 (although this is in effect redundant) in relation to deciding the Fee to be paid before receiving the College Licence to practise Physic as a Licentiate of the College.
  - The powers of the Council under Bye-Law 155 in relation to deciding the Fee to be paid before receiving a College Post Graduate Diploma.
  - The powers of the Council under Bye-Law 156 in relation to deciding the Fee to be paid before Examination for Membership.
  - The powers of the Council under Bye-Law 158 in relation to deciding the Fee to be paid before examination for a College Post Graduate Diploma.

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# Index

<b>Topic</b>	<b>Bye-Law</b>
Academic Registrar - Pledge	142
Academic Registrar - Responsibilities	68
Academic Vice President - Personal Criteria	49
Academic Vice President - Term of Office	49
Accounts	60 61
Annual General Meetings - Date	8
Appointment - Director, Clinical Effectiveness & Evaluation Unit	27
Appointment - Academic Registrar	27
Appointment - Chief Executive	103
Appointment - College Representative on the GMC	27
Appointment - Director of Clinical Effectiveness and Evaluation Unit	75
Appointment - Examiners	27 88 91
Appointment - Fellows	27
Appointment - Flexible Working Adviser	27
Appointment - Hans Sloane Fellow	27
Appointment - Harveian Librarian	27 95
Appointment - Honorary Fellows	27
Appointment - Journal Editor	27 73
Appointment - Linacre Fellow	27
Appointment - Members	27
Appointment - Resigning	110
Appointment - Specialist Registrar Adviser	27
Appointment - United Examining Board Members	27
Appointments - By Death, Resignation, Removal or Disqualification	108 109
Associates - Entry to College	127
Associates - Privileges	127
Boards - Registrar	66
Bye-Laws - Approval	1

<b>Topic</b>	<b>Bye-Law</b>
Bye-Laws - Application to Members	127
Bye-Laws - Ruling the College	Introduction
Bye-Laws and Regulations - Recording of Changes	4
Censors - Duties	52
Censors - Meetings	52
Censors - New	141
Chief Executive - Responsibilities	104 105
Clinical Vice President - Personal Criteria	49
Clinical Vice President - Term of Office	49
College Lists - Annual Updating	149
College Lists - Accuracy	150
College Lists - Correspondence sent to Published Addresses	151
College Lists - Published	148
College Officers	44
College Seal on Documentation	6
Committees - Registrar	66
Conditions of Service	58
Council - Business	89
Council - Delegation	90
Council - Members	78
Council - Members Pledge	143
Council - Nominations	82
Council - Notices	80 81 83 84
Council - Registrar's Responsibilities	65
Council Meeting - Chair	23
Council Meeting - Frequency	21
Council Meeting - Quorum	24
Council Meeting - Reports	25
Council's Report	9
Diploma - Examination Admission	133 134
Diploma - Examination Content	133
Director of Clinical Effectiveness & Evaluation Unit - Responsibilities	76
Disciplinary Offences	168
Election - Academic Registrar	67
Election - Academic Vice President	29 49

<b>Topic</b>	<b>Bye-Law</b>
Election - Canvassing	32
Election - Censors	52
Election - Clinical Vice President	29 49
Election - Council Members	30
Election - Fellows	86
Election - Hans Sloane Fellow	71
Election - Linacre Fellow	69
Election - Meetings	28
Election - Post Graduate Diplomates	135
Election - President	45
Election - Registrar	63 87
Election - Treasurer	55
Elections - Council	79 81
Elections - Fellowship	39
Elections - Fellowship Absentees	41
Elections - Fellowship Nominations	40
Examinations - Accepted Examinations for Membership	120
Examinations - Candidates Abilities prior to Admission	122
Examinations - Eligible Candidates	121
Examinations - Invigilators	166
Examinations - Licentiates wishing to become Members	121
Examinations - Origination	119
Examinations - Other Examination Certificates Authenticity	122
Examinations - Reporting of Events	93
Examinations - Those passing after 1 August 1969	123
Examinations - Those passing before 30 <sup>th</sup> October 1969	123
Examiners - Absenteeism	94
Examiners - Declaration of Faith	142
Examiners - Duties	92
Examining Patients	161
Extra-Ordinary Meetings	47
Faculties - Appointing Fellows	183
Faculties - Appointing Members	183
Faculties - Business	182
Faculties - Declaration of Fellows and Members	186

<b>Topic</b>	<b>Bye-Law</b>
Faculties - Diplomas	176 177 178 179
Faculties - Education	178
Faculties - Examiners	178 179
Faculties - Fees	178
Faculties - First Meetings	183
Faculties - Governing	175
Faculties - Honorary Fellows	180
Faculties - Inauguration	174
Faculties - Letters Testimonial to Fellows and Members	185
Faculties - Members named under Bye-Laws	181
Faculties - Recommendations	184
Faculties - Regulations	178 179
Faculties - Removal of Powers	187
Fees - Arrears	169
Fees - Fellows	152
Fees - Licence Examination	157
Fees - Members	153
Fees - Membership Examination	156
Fees - Post Graduate Diplomas	155
Fees - Post Graduate Examinations	158
Fees - Setting of Amounts	154
Fellowship - Diploma	42
Fellowship - Eligibility for Election	113
Fellowship - Honorary	43
Fellowship - New Fellows	83 84 85
Fellowship - Pledge	136
Fellowship - President's Address	137 138
Female - References	37
General Medical Council - College Representative	77
General Meeting of Fellows - Chair	10
General Meeting of Fellows - Irregularities	16
General Meeting of Fellows - Numbers Attending	13
General Meeting of Fellows - Speaking	15
General Meeting of Fellows - Summons	11

<b>Topic</b>	<b>Bye-Law</b>
General Meeting of Fellows - Summons Content	12
General Meeting of Fellows - Summons Notice	12
General Meeting of Fellows - Voting	14
General Meetings - Minutes	7
Hans Sloane Fellow - Responsibilities	71
Harveian Librarian - Responsibilities	96
Historical Resources Panel	98
Honoraria	59
Honorary Fellowship - President's Address	138
Honorary Membership - Criteria	116
Honorary Membership - Nominations	116
Honorary Membership - Privileges	116
Investments	56
Joint Faculties - Establishing	173
Joint Faculties - Inauguration	174
Journal Editor - Meetings	73
Journal Editor - Responsibilities	73
Library - Books not for Loan	100
Library - Book Loans	102
Library Books - Returning Books when Requested	170
Library - Expenditure	99
Library - Use	101
Library Books - Returned Damaged	171
Licence - Qualification	132
Licence - United Examining Board Examination	130
Licence Examination - Entry Qualifications prior to Examination	129
Licence Examination - Unfit Candidates	131
Licentiate Qualifications	165
Licentiates - Pledge	146
Licentiates - Privileges	128
Linacre Fellow - Responsibilities	69
Male - References	37
Meetings - Banning members	110
Meetings - Contents Confidentiality	159
Meetings - Departure from Meetings	160
Meetings - Minutes	36
Meetings - Nominations	110
Meetings - Summoning Extra-Ordinary Meetings	47
Members - Declaration of Faith	145
Members - Pledge	144
Members - Restoration by Scottish Colleges	126

<b>Topic</b>	<b>Bye-Law</b>
Members - Restoration of Resigned or Forfeited Membership	126
Membership - Accepted Examinations	120
Membership - Admission Testimonial Letters	115
Membership - Letters Testimonial	124
Membership - Members prior to 30 <sup>th</sup> October 1969	123
Membership - Members were previously Members of other Colleges	125
Membership - Non Examined Members (Letters Testimonial)	125
Membership - Overturning of Membership Removal	118
Membership - Terms of Address	126
Membership - Without Examination	117
New Faculties - Establishing	172
Officers - Pledge	142
Ordinary General Meetings - Attendees	167
President - Absent	107
President - Address to Honorary Members and Members	147
President - Allegiance	140
President - Board Membership	48
President - Committee Membership	48
President - Election	45
President - Extra-Ordinary Meetings	47
President - Insignia	139
President - Personal Criteria	46
Presidential Elections - Voting	26
Proposing Matters for Meetings	2
Qualifications	163
Reading Room	97
Registrar - Committees and Boards	66
Registrar - Council	65
Registrar - Meetings	64
Registrar - Pledge	142
Responsibilities - Business at Meetings	38
Responsibilities - Changing Bye-Laws	38
Responsibilities - Voting	38
Royal College of Physicians in the United Kingdom - Composition	119
Royal College of Physicians in the United Kingdom - Members	119
Salaries	58
Solicitor	106
Staff - Appointments	58
Staff - Conditions of Service	58
Staff - Duties	58
Staff - Salaries	58

<b>Topic</b>	<b>Bye-Law</b>
Treasurer - Responsibilities	56 57 58 59 60 61 62
Treasurer - Meetings	62
Visits to the College by the Monarch	5
Voting - Organisation	27
Voting - At Meetings	33
Voting - Late Arrivals at Meetings	31
Voting - Questions	35