

WITNESS Ourselves at Westminster the *Fourteenth* day of *May* in the *Fifty-second* year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL

THE SCHEDULE

ORDINANCES OF THE ROYAL COLLEGE OF GENERAL PRACTITIONERS

Interpretation

1. In these Ordinances, the following words and expressions have the meanings shown beside them, subject to the context:

“The Bye-Laws”	The Bye-Laws of the College.
“The Charters”	The original Charter, the Supplemental Charter <u>to which these Ordinances are scheduled</u> and any other Supplemental Charters, as amended, added to or revoked from time to time.
“The College”	The Royal College of General Practitioners, incorporated by Royal Charter.
“The Council”	The Council of the College.
“The chief executive”	The head of staff of the College, including any person temporarily carrying out the duties of the post.
“General practice”	General medical practice as a principal, or as a qualified assistant, or as a <i>locum tenens</i> of a registered medical practitioner, or as an employed general medical officer in Her Majesty's Forces, or otherwise.
“In writing”	Written or produced by any substitute for handwriting, wholly or partly, including

facsimile transmission, use of electronic mail or inclusion on computer disk.

“In good standing” Means that the member or associate so designated has duly paid all fees and subscriptions due from him or her to the College

“Overseas” Any country or territory outside the United Kingdom.

“Registered medical practitioner” A person who is fully registered with the General Medical Council under Section 30 of the Medical Act 1983.

2. References to “member” and “membership” include, subject to the context, “fellow” and “fellowship”, but exclude “international fellows”, “international members” and “international membership”.
3. The Interpretation Act 1978 applies to these Ordinances as to an Act of Parliament, with the exception of the definition of “registered medical practitioner”.

Membership of the College

4. (1) Applications for membership shall be in such form and contain such information as the Council may require.
- (2) Each applicant for membership (excluding international membership and fellowship) must be a fully registered medical practitioner and, unless the Council in its discretion in an exceptional individual case waives any or all of the following requirements, shall EITHER:
 - (i) have completed special vocational training for general practice, the length and content of which complies with the requirements of the Council, and satisfy the Council by examination that he or she has had satisfactory training for general practice; OR
 - (ii) have been a registered medical practitioner for at least the five years immediately preceding his or her application and satisfy the Council by such method of assessment as is laid down by the Council that he or she undertakes the responsibilities of general medical practice to a standard at least equivalent to that required to pass the examination mentioned in (i).
- (3) Each applicant for international membership shall be a medical practitioner registered outside the United Kingdom who has satisfied the requirements of an approved assessment body. In this paragraph, “approved” means approved by the Council.

Fellowship of the College

5. The College in general meeting may upon the recommendation of the Council appoint as a fellow or international fellow respectively any member or international member of the College who has been such for a continuous period of not less than five years.
6. A member is qualified for recommendation and appointment as a fellow or international fellow under Ordinance 5 if he or she has satisfactorily completed a process of assessment of his or her abilities as a general medical practitioner in such manner as the Council may decide, or has been nominated for fellowship or international fellowship for his or her distinguished contribution to general medical practice.

Associateship of the College

7. A person is eligible for admission as an associate if he or she is a fully or provisionally registered medical practitioner, and complies with the requirements in the Bye-Laws. Associate status granted to any person who is provisionally registered ceases after two years if he or she has not become fully registered in that time.

Termination or suspension of membership or associateship

8. (1) Subject to (2), any member or associate who ceases to be a registered medical practitioner shall cease to be a member or associate of the College. Where a person's registration as a medical practitioner is suspended for more than three months, his or her membership or associateship shall likewise be suspended.

(2) A person who has voluntarily ceased to be a registered medical practitioner on the basis that he or she has retired permanently from medical practice, or is taking a temporary career break, and who was at the date of his or her ceasing to be so registered a member of the College in good standing, shall be entitled to continue his or her membership of the College.

International affiliate status

9. (1) The Council may afford affiliate status, which is not a form of membership of the College, on such conditions as it shall decide to medically-qualified persons outside the United Kingdom who are not registered medical practitioners.

- (2)_____The privileges of holders of international affiliate status shall be decided by the Council, but shall not include any right to receive notices for, or to attend, speak or vote at, general meetings.

Fees and subscriptions

10. Each applicant for membership, associateship or international affiliate status shall pay to the College the application fee laid down under the Bye-Laws.
11. No person shall be admitted as a member, associate or international affiliate until he or she has paid the entrance fee laid down under the Bye-Laws.
12. Each member, associate and international affiliate shall pay the annual subscriptions laid down under the Bye-Laws. The Council may reduce the subscription payable in any particular case or category of cases on the grounds of hardship or for other good reason.

General meetings

13. The College shall in every year hold an annual general meeting at such time and place as may be decided by the Council. Not more than fifteen months shall elapse between any two successive annual general meetings. The Council may convene a general meeting at any time.
14. Fifty or more members may give notice in writing to the chief executive requiring the Council to convene a general meeting to consider a motion stated in the notice. If the Council does not within 28 days of receipt of the requisition convene a general meeting accordingly, the members requisitioning the meeting may require the chief executive to convene the general meeting.
15. The Bye-Laws may lay down rules governing general meetings, if not inconsistent with the Charters and these Ordinances.

President

16. The College in general meeting may appoint any member or honorary fellow as president of the College. The procedures for electing the president shall be as stated in the Bye-Laws.
17. The president holds office until the end of the third annual general meeting after his or her appointment (disregarding any adjournment of that meeting for this purpose), following which his or her successor takes office. A vacancy shall arise in the office of president in the same way as a vacancy would arise in the office of a Council member. No person shall be eligible for re-election as president unless the Council certifies that exceptional circumstances exist justifying his or her possible re-election.

18. If a casual vacancy arises in the office of president, the Council may:
 - (1) Elect a Council member to fill the office until the next annual general meeting; or
 - (2) Convene a general meeting to fill the vacancy; or
 - (3) Leave the office vacant until the next annual general meeting.
19. Where a person who is not a member of the College is elected as president, the Council shall appoint a member of the College as deputy president, who shall discharge the duties of the president on his or her behalf.

The Council

20. The Council shall be constituted, and Council members elected or appointed, in accordance with the Bye-Laws, if consistent with the Charters and these Ordinances. The Council shall consist of no more than 70 members at any one time.
21. Only a member of the College shall be eligible to be a member of the Council.
22. The office of a Council member shall be vacated in any of the following circumstances:
 - (1) He or she resigns in writing addressed to the chief executive;
 - (2) He or she becomes bankrupt or becomes subject to an individual voluntary arrangement;
 - (3) He or she becomes subject to an order under the Mental Health Act 1983;
 - (4) He or she is absent without leave from four consecutive Council meetings and the Council resolves that the office shall be vacated;
 - (5) He or she ceases to be a member of the College;
 - (6) He or she is removed from office by a general meeting under Ordinance 23.
23. The College in general meeting may remove a Council member (including an *ex officio* member) from office. Exercise of this power is subject to the following conditions:
 - (1) The member shall be given at least 28 days' notice in writing of the matters to be raised against him or her before the Council considers the resolution to convene the general meeting (in the case where the

Council convenes the general meeting) or before the general meeting, (where this is convened on a members' requisition);

- (2) Where the general meeting is convened by the Council, the Council member concerned must be given the opportunity to address the Council before the resolution to convene the meeting is voted on; and
- (3) The Council member concerned must be given the opportunity to address the general meeting before the resolution to remove him or her is voted on.

In this Ordinance, references to the Council member addressing the Council or the general meeting include a legal adviser acting on the member's behalf.

24. (1) A resolution passed by the Council to propose to a general meeting the removal of a Council member from office shall have the effect of suspending that member from his or her duties until the general meeting at which the removal is to be proposed.
 - (2) The Council may suspend any Council member for a period of up to 90 days where in the opinion of the Council this is necessary to separate the Council member from any employee of the College who has made a complaint against that member.
25. A Council member who is suspended from practice by the General Medical Council shall be suspended from his or her duties as a Council member during the period of suspension by the General Medical Council.

Proceedings of the Council

26. The Council may meet to transact business, adjourn and otherwise regulate its meetings as it thinks fit and may make standing orders for this purpose. Questions arising at any Council meeting are decided by a majority of those present and voting. In the case of a tie, the Chairman of the meeting shall have a second, or casting, vote.
27. The continuing members of the Council may act notwithstanding any casual vacancies, but if the number of Council members falls below the quorum for Council meetings the remaining Council members may act only to fill vacancies or to convene a general meeting. If there are no Council members able or willing to act, any two members of the College may convene a general meeting to appoint members of the Council.
28. Any act done in good faith by a Council meeting or by a committee meeting, or by a member of the Council or of a committee, shall be valid, notwithstanding any defect in the appointment of any person or any other procedural irregularity.

Financial powers of the Council

29. The Council may exercise all the financial powers of the College and may make regulations dealing with the exercise of these powers.

Investment powers

30. The College may invest its moneys in any investment authorised by the Trustee Investments Act 2000, as amended, repealed or re-enacted from time to time, or in any investment authorised by any other statute, in the Charities Official Investment Fund or under a scheme made by the Charity Commissioners for England and Wales.

Power to make Bye-Laws

31. The Council may make, amend, add to or revoke Bye-Laws for the regulation of the College and generally to further the College object, if not inconsistent with the Charters and these Ordinances.
32. A Council resolution making, amending, adding to or revoking Bye-Laws has no effect until confirmed by a resolution of a general meeting passed by a majority of the members voting.

Devolved councils

33. (1) The regional councils in Scotland and in Wales shall henceforth be known as devolved councils. The Council shall establish a devolved council in Northern Ireland as soon as practical following the coming into force of this Ordinance, and may establish additional devolved and overseas councils.
- (2) The devolved councils shall further the College object in their areas, and may exercise delegated functions on behalf of the College and the Council, subject to any conditions stated in the Bye-Laws, and provided the Council makes appropriate arrangements to be kept informed about the exercise of such delegated functions.
- (3) Nothing in this Ordinance precludes the Council from exercising any function delegated to a regional council.
34. The Bye-Laws shall regulate the terms of reference, powers and membership of the devolved and overseas councils, and may adopt different terminology to refer to them. Each devolved and overseas council shall adopt rules for the administration of its affairs, if not inconsistent with the Charters, these Ordinances or the Bye-Laws. No such rules shall have effect until approved by the Council.

Faculties

35. The existing faculties of the College shall be continued, and the Council may establish additional faculties, with the purpose of furthering the College object. The name and scope of each faculty shall be decided by the Council.

Faculties may exercise delegated functions on behalf of the College and the Council, subject to any conditions stated in the Bye-Laws and provided the Council makes appropriate arrangements to be kept informed about the exercise of such delegated functions.

36. The Bye-Laws shall regulate the terms of reference, powers and membership of faculties. Each faculty shall adopt rules (to be known as “Faculty Bye-Laws”) for the administration of its affairs, if not inconsistent with the Charters, these Ordinances or the Bye-Laws. No such rules shall have effect until approved by the Council.

Sub-Faculties

37. Any faculty may, with the approval of the Council, establish a sub-faculty and make provision for its membership and the regulation of its affairs.

Officers and staff of the College

38. The Council may appoint a chairman and other officers, with such duties as the Council decide, and may suspend or remove them from office.
39. The Council may appoint a chief executive and such other staff of the College as it may decide, with such duties as may be decided, and may decide their terms and conditions of employment.

Accounts and audit

40.
 - (1) The Council shall ensure that proper books of account are kept in compliance with relevant accounting standards. The Council shall lay before each annual general meeting accounts for the previous financial year containing an income and expenditure account and balance sheet, together with the auditors’ report on those accounts.
 - (2) The accounts circulated to members before the annual general meeting may be in summary form, provided the full accounts are available on request before and at the meeting.
41. A Council member is entitled to inspect the accounting records of the College at any time. Any member of the College is entitled to inspect the accounting records of the College, subject to any restrictions imposed by the Council.
42. Auditors shall be elected at each annual general meeting. The Bye-Laws shall state the procedure for the nomination and election of the auditors. The auditors must be registered auditors under the Companies Act 1985 (or any consolidation or re-enactment of that Act).
43. The remuneration of the auditors shall be fixed by a general meeting, or in such manner as a general meeting may decide.

44. The auditors are entitled to receive notice of every general meeting, to attend such meetings and to speak on any item of business concerning them as auditors.

Authentication of documents

- 45 The chief executive and any person authorised by the chief executive may sign any document issued by or on behalf by the College to authenticate it, and may certify as a true copy any copy of, or extract from, such a document:

The common seal

46. The common seal of the College shall be affixed to any document only with the authority of the Council. Use of the common seal shall be counter-signed by two Council members or by one Council member and the chief executive.

Indemnity

47. Every Council member, auditor, or member of the College staff may, subject to the Charter, be indemnified by the College for any liabilities arising from the carrying out of his or her duties.