

FACULTY OF PHARMACEUTICAL MEDICINE

OF THE ROYAL COLLEGES OF PHYSICIANS OF THE UNITED KINGDOM

STANDING ORDERS

(JULY 1989)

(Revised 1997)

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ORIGINS OF THE FACULTY

Pharmaceutical medicine is a medical specialty concerned with the discovery, development, evaluation, licensing and monitoring of medicines, and the medical aspects of their marketing.

Medicines have an increasingly important role in modern clinical practice, and the need for the medical profession to be closely involved in their development and surveillance was recognised by the pharmaceutical industry in the mid 1950's when a small but increasing number of doctors were employed as medical advisers. During the same period hospital - based physicians specialising in therapeutics began to establish the discipline of clinical pharmacology.

In 1963 the setting up of the Dunlop Committee and the subsequent formation of the Committee on Safety of Medicines reinforced the need for specially trained doctors in the pharmaceutical industry, academic departments of medicine and the then Department of Health and Social Security. In the mid 1970's the term "pharmaceutical physician" was first used to reflect the wide range of medical skills required by such doctors. Since then, pharmaceutical medicine (the name now given to the discipline), has gradually evolved. Pharmaceutical and regulatory physicians both have extremely important roles to play in modern medicine.

The Association of Medical Advisers in the Pharmaceutical Industry (AMAPI, now the British Association of Pharmaceutical Physicians (BrAPP)), was formed in 1957. In 1973 a Training and Education Subcommittee was set up to organise a training course appropriate to the needs of medical advisers. In 1976 the Royal Colleges of Physicians of Edinburgh, Glasgow and London agreed to grant the first Diploma in Pharmaceutical Medicine to be gained by examination, and a two year training course for pharmaceutical physicians was started under the guidance of the Joint Advisory Committee on pharmaceutical medicine, with representation from AMAPI (BrAPP), and the Association of the British Pharmaceutical Industry (ABPI). At the BrAPP Annual General Meeting in May 1986 it was agreed that a BrAPP Working Party be set up to look into the possibility of forming a Faculty of Pharmaceutical Medicine.

The rapid evolution of the pharmaceutical specialist, and the developing interface between pharmaceutical medicine and other medical disciplines, led to the idea of creating a Faculty within the three Royal Colleges of Physicians, so that criteria would be established resulting in specialist accreditation; thus serving public expectation that new medicines are developed, approved and monitored to the highest standards.

On October 26, 1989 the three Royal Colleges of Physicians of the United Kingdom jointly established the Faculty of Pharmaceutical Medicine and named the first officers and Board Members of the Faculty.

At the time of its inauguration, the Faculty comprised 400 members. The succeeding years have seen a growth to the current membership now (2002) of some 1200. An important feature of this growth has been its international character. About half the membership is drawn from a virtually world-wide range of countries, as opposed to half composed of members in the United Kingdom. This is consistent with the transnational nature of pharmaceutical medicine, where increasing numbers of new products are developed simultaneously world wide. This has occurred concurrently with the international harmonisation of regulations, and companies merging into large multi-national corporations.

The Faculty of Pharmaceutical Medicine is now in a position to widen its influence and reputation within the international medical community, and, as a charitable body, to safeguard the public welfare in this important field of medicine. It has been committed to obtaining Specialty Recognition of pharmaceutical medicine (achieved in the United Kingdom in June 2002) , and to defining the entitlements of those on the Specialist Register.

STANDING ORDERS FOR THE FACULTY OF PHARMACEUTICAL MEDICINE

CHAPTER 1

FUNCTIONS, OBJECTS AND POWERS

1. Functions

The Faculty is a joint Faculty of the Royal Colleges of Physicians of Edinburgh, Glasgow and London (hereafter called "the Colleges"). The Faculty shares in the Colleges' effort for the advancement of medical knowledge and care, and it consults and collaborates with the Colleges on all appropriate matters.

2. Objects

The objects for which the Faculty was founded, and to which members of the Faculty subscribe (See Chapter 2) are:-

- 2.1 To promote the science of pharmaceutical medicine.
- 2.2 To develop and maintain competence, ethical integrity and high professional standards in the practice of pharmaceutical medicine.
- 2.3 To advance knowledge in pharmaceutical medicine.

3. Powers

The Faculty may exercise the following powers for the purpose of achieving the objects specified in Clause 2:

- 3.1 to promote training and research in pharmaceutical medicine.
- 3.2 to conduct examinations and award certificates and diplomas.
- 3.3 to establish lectures in pharmaceutical medicine and award prizes and scholarships.
- 3.4 to disseminate information on pharmaceutical medicine, and to hold meetings and courses and produce publications.
- 3.5 to advise the Colleges on all matters concerning pharmaceutical medicine.
- 3.6 to represent the specialty of pharmaceutical medicine on appropriate councils and committees for postgraduate medical education.
- 3.7 to maintain recognition as the body responsible for pharmaceutical medicine under any scheme or schemes for specialist registration and/or certification; provided always that any benefit obtained by members of the Faculty as a result of such recognition should be compatible with the achievement of the charitable objects of the Colleges.
- 3.8 to provide a focus for other registered medical doctors working in pharmaceutical medicine who are not eligible for membership of the Faculty "and to liaise with any other body interested in pharmaceutical medicine".
- 3.9 to promote international communication and co-operation in the field of pharmaceutical medicine.
- 3.10 to invest, borrow, operate bank accounts, buy and sell land, take leases, enter into contracts, employ servants and agents, effect insurance policies and conduct the affairs of the Faculty, subject to such constraints as may be required such by law.
- 3.11 To act as an authoritative body for the purpose of consultation in matters concerning pharmaceutical medicine.

CHAPTER 2

MEMBERSHIP

4. Classes of membership

The classes of membership of the Faculty shall be Fellows, Members and Associates, and other classes as the Board shall from time to time determine. Fellows and Members shall be entitled to attend and vote at General Meetings of the Faculty, and to vote at elections for and

be elected to the Board of the Faculty subject to the provisions of Standing Order 24. Other classes of membership may have the right to vote at the discretion of the Board, and may be eligible for election to the Board.

5. Proposals for Fellowship

Proposals for Fellowship will be considered in the first instance by the Fellowship Committee. Each proposal which must be made in the form prescribed by the Board, must state clearly the reasons for recommendation, and must be signed by the Fellow making it, and seconded by another Fellow. If a proposal for Fellowship is rejected for any reason whatsoever, a further proposal in respect of the same person may not be made by either the same or a different Fellow until a period of one year has elapsed from date of the previous proposal.

6. Categories for Fellowship

6.1 Ordinary Fellowship via Ordinary Membership

Members of the Faculty who fulfil the criteria, and who have been proposed by a Fellow and seconded by a Fellow.

6.2 Fellowship (Distinction)

On the recommendation of the Board, the Faculty may bestow Fellowship (Distinction) on pharmaceutical physicians, who may or may not be members of the Faculty, and who have made exceptional contributions in the fields of research, teaching or the practice of pharmaceutical medicine, or medical or general science. Such honours are strictly limited.

6.3 Honorary Fellowship

On the recommendation of the Board, the Faculty may bestow Honorary Fellowship on persons of eminence who are not members of the Faculty, and who have made exceptional contributions in the fields of research, teaching or the practice of pharmaceutical medicine, or medical or general science, or society. Honorary Fellows need not be medically qualified. Honorary Fellows will not be eligible to vote or to stand for election to the Board. Such honours are strictly limited.

7. Election of Ordinary Members

Registered medical practitioners specialising in pharmaceutical medicine, who have satisfied the examiners, and who are approved by the Education Committee may be elected to Ordinary Membership of the Faculty by the Board.

8. Membership without examination

8.1 Membership (Distinction)

On the recommendation of the Board, the Faculty may bestow Membership (Distinction) on pharmaceutical physicians, who may or may not be members of the Faculty, and who have made significant contributions in the fields of research, teaching or the practice of pharmaceutical medicine, or medical or general science. Such honours are strictly limited.

8.2 Honorary Membership

On the recommendation of the Board, the Faculty may bestow Honorary Membership on persons who are not members of the Faculty, and who have made significant contributions in the fields of research, teaching or the practice of pharmaceutical medicine, or medical or general science, or society. Honorary Members need not be medically qualified. Honorary Members will not be eligible to vote or to stand for election to the Board. Such honours are strictly limited.

9. Election of Associates and Affiliates

Medical practitioners who are approved by the Education Committee (47.1 refers) may be elected as Associates or Affiliates of the Faculty by the Board.

- 10. Election of other classes of membership**
The Board, at its discretion, may create other classes of membership.
- 11. Certification of Fellowship, Membership, and other classes of membership**
Each person admitted to Fellowship or Membership in accordance with these Standing Orders shall be entitled to an appropriate form of certification and unless or until his/her name is removed from the list of Fellows or Members by the Board under Standing Order 13, may describe himself/herself as a Fellow or Member of the Faculty of Pharmaceutical Medicine and as a privilege may use the designation FFPM or MFPM as appropriate. Certification of other classes of membership will be as determined by the Board.
- 12. Declaration to abide by Standing Orders**
Each person before his/her admission to the Faculty shall subscribe his/her name in writing 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 Colleges as they apply to members of the Faculty of Pharmaceutical Medicine."
- 13. Misconduct**
If it shall at any time become known to the Board that any member has gained admission to the Faculty by fraud, false statement or imposition, or has acted in any respect in a dishonourable or unprofessional manner, or has violated any Standing Order or Regulation of the Faculty, the Board may determine that his/her name shall be removed from the list of Fellows, Members, Associates or Affiliates and that all his/her rights and privileges afforded through membership will be lost for such time as it shall determine. In exercising its powers under this Standing Order the Board shall ensure that the member is given reasonable notice of the charges against him/her and is given the opportunity to attend and make representations at the meeting of the Board at which the removal of his/her name is to be considered.

CHAPTER 3

OFFICERS OF THE FACULTY

- 14. The Officers**
The Officers of the Faculty shall be the President (also Chair), the Vice-President, the Registrar, the Academic Registrar and the Treasurer. The Board may recommend to the Colleges that new Officers should be established.
- 15. Election of President and Vice-President**
The President and Vice-President who shall be Fellows of the Faculty shall be elected every two years by a postal ballot of all Fellows and Members. At least four months before the appropriate Annual General Meeting the Registrar shall send to all Fellows and Members a circular calling for nominations for these offices.
- Each candidate shall be proposed by a Fellow or a Member of the Faculty and seconded likewise. The nomination paper, together with the written consent of the candidate to his/her nomination must be received by the Registrar not less than three months before the Annual General Meeting. Names of those nominated shall be given in the notice convening the Annual General Meeting and postal ballot forms enclosed.
- Each postal ballot form shall be returned so as to reach the Registrar no less than fourteen days before the Annual General Meeting failing which any votes cast on it shall be null and

void. The results of the elections shall be announced at the Annual General Meeting. The President and Vice-President may stand for election for a second term. Neither President nor Vice-President shall serve for more than two full terms. In the event of the death or resignation of a President, the Vice-President shall assume the responsibilities of the President until an election has taken place. His/Her replacement will be decided by a quorate Board on a temporary basis.

16. Election of Registrar, Academic Registrar and Treasurer

The Registrar, the Academic Registrar and Treasurer each of whom shall be a Fellow of the Faculty shall be elected by the Board at the last regular meeting of the Board before the Annual General Meeting. The term of Office shall be two years. Each candidate for these offices shall be proposed by a member of the Board and a signed proposal, together with the written consent of the candidate to his/her nomination, must be received by the Registrar before the elections. The results of the election for such officers shall be announced at the Annual General Meeting. Re-election should not exceed two consecutive two-year terms i.e. four years in total.

17. No person to hold more than one office

No person may at any one time hold more than one of the offices specified in Standing Order 14. Appropriate temporary arrangements involving the joint holding of more than one Office specified in Standing Order 14 may be put in place by the Board whilst election to a vacant position of office takes place.

18. Officer ceasing to be a Fellow or a Member

Any officer who ceases to be a Fellow or (if a new office is established which may be held by a Member) a Member of the Faculty shall automatically cease to hold office.

19. Certain Officers to be ex-officio members of all committees

The President and the Registrar shall be ex-officio members of all Committees of the Board.

20. The Immediate Past President to be an Ex-Officio Member of the Board

The immediate Past President shall normally be an ex-officio member of the Board for a maximum of one year.

CHAPTER 4

THE BOARD

21. Constitution

The Board shall consist of the President, who shall be Chair, the Vice-President, the Registrar, the Academic Registrar, the Treasurer, any other office holder, the Presidents of the Colleges or their nominees together with sixteen other members of the Faculty of whom at the time of their election not less than eight shall be Fellows and not less than six shall be Members. There will in addition be ex-officio members. The Board may co-opt additional members for a specified period, which shall be no longer than four years, thereafter the Board may co-opt such persons for a further period. Such co-opted members should be limited to eight and all shall have full voting rights.

22. Ordinary members' to be elected

Ordinary members of the Board shall be elected by a postal vote of Fellows and Members of the Faculty in a manner provided by Standing Orders 25 and 26.

23. Nomination of candidates for election

At least three months before the Annual General Meeting in each year the Registrar shall send

to all Fellows and Members a circular stating the number of Ordinary member's places on the Board requiring to be filled that year, the Board's nominations (if any) of candidates to fill such places and calling for further nominations and specifying the time (not being less than ten days) within which any such nomination must reach the Registrar. If the Board's nominations together with any further nominations do not include a sufficient number of Fellows and Members to satisfy Standing Order 21 the Board shall forthwith nominate a sufficient number to enable that Standing Order to be complied with.

24. Proposals of nominees

Each nomination (other than a Board nomination) must be signed by a proposer and a seconder each of whom must be a Fellow or Member. Each nominee (including Board nominees) must confirm in writing his/her willingness to be nominated and to serve if elected.

25. Postal Ballot

A list containing the names of the Fellows and Members nominated for election to the Board shall be sent by post to each Fellow and Member of the Faculty not less than two months before the Annual General Meeting. Each list shall be used as a ballot paper and shall be returned so as to reach the Registrar not less than fourteen days before the Annual General Meeting, failing which any votes cast on it shall be null and void. Each Fellow or Member who votes shall mark his/her list with a cross against the names of the Fellows or Members for whom he/she desires to vote. If more votes than the number of places requiring to be filled be marked on the list, all votes shall be null and void.

26. Custody of ballot papers

Voting papers shall be kept in the custody of the Registrar and the votes cast shall be counted before the Annual General Meeting. Subject to the overriding requirements of Standing Order 21, Fellows or Members with the greatest number of votes shall be declared elected. In the event of equality of votes for a single vacancy, the President shall have a casting vote.

27. Induction of new members

At the first Board meeting following the Annual General Meeting (i) the President will receive and welcome new members, and (ii) all those present will together give Faith pursuant to Standing Order 41.

28. Period of service and vacation of places

Subject to the provisions of Standing Order 30 persons elected to be ordinary members of the Board shall serve as such until the second Annual General Meeting following the one at which their election is announced.

29. Consecutive terms of service

No ordinary member of the Board shall serve as such for more than two consecutive terms. An ordinary member of the Board who retires after two consecutive elected terms shall not be eligible for subsequent election as an ordinary member until a period of not less than one year has elapsed.

30. Resignation and disqualification of ordinary members

The place of an ordinary member of the Board shall be vacated automatically:

30.1 If he/she ceases to be a Fellow or Member of the Faculty, or

30.2 If by notice in writing to the Registrar he/she resigns his/her membership of the Board,
or

30.3 If he/she shall fail without good cause to attend more than half of the meetings of the Board in any year, or

30.4 If the Board shall pass a resolution to that effect and the member shall either fail to appeal against such resolution or his or her appeal* fails.

(* appeal procedure as set out in *Faculty of Pharmaceutical Medicine Guide and Code of Conduct for Board Members*)

- 31. Casual vacancy**
The Board may at any time appoint a Fellow or Member of the Faculty as an ordinary member to fill a casual vacancy. Any person so appointed shall retire at the next Annual General Meeting and is eligible for re-election in accordance with these Standing Orders.
- 32. Business of the Faculty to be managed by the Board**
The business of the Faculty shall be managed by the Board as Trustees of the Faculty. It may exercise all such powers of the Faculty and do on behalf of the Faculty all such acts as may be exercised and done by the Faculty and as are not by law or these Standing Orders required to be exercised or done by the Faculty in General Meeting.
- 33. Regulation of meetings and voting**
The Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit but shall meet at least quarterly. Questions arising at any meeting shall be decided by a majority of votes. In case of equality of votes the Chair of the meeting shall have a casting vote. The quorum for voting by the Board shall be nine members of the Board personally present, to include at least two officers.
- 34. Actions with reduced numbers and without quorum**
The members for the time being of the Board may act notwithstanding any vacancy in their body; provided always that in case the members of the Board shall at any time be reduced in number to less than nine it shall be lawful for them to act as the Board for the purposes of filling vacancies in their body, admitting persons to membership of the Faculty, or summoning a General Meeting, but not for any other purpose. When a quorum is not present no vote shall be taken, but the Board may discuss matters and make recommendations which shall then be reported to the next full meeting of the Board for its decision.
- 35. Convening Board meetings**
The President may at any time and the Registrar shall upon a requisition in writing from the President or from any four members of the Board, stating the purposes for which the meeting is to be convened, convene a meeting of the Board. A clear one week's notice (exclusive both of the day on which it is served and of the day for which it is given) stating the purpose(s) of the meeting, shall be sent to each member of the Board at his/her address as appearing in the Register of members of the Faculty.
- 36. Chair of the Board - Alternatives**
The President shall preside at every meeting thereof at which he shall be present, but if at any meeting he be not present within ten minutes after the time appointed for holding the same, the Vice-President if then present shall take the Chair. If neither be then present the members of the Board present shall choose one of their number who is a Fellow to take the Chair.
- 37. Committees**
The Board shall elect or appoint Committees in accordance with the provisions of Chapter 5 of these Standing Orders.
- 38. Acts done in good faith**
All acts done in good faith by any meeting of the Board or by any person acting as a member of the Board shall, notwithstanding it be afterwards discovered that there was some defect in the appointment, election or continuance in office of any person or of some one or more of the members of the Board acting as aforesaid or that they or any of them were disqualified, be as valid as if all relevant persons had been duly appointed or elected or had duly continued in office and were qualified to be members of the Board.
- 39. Minutes**
The Board shall keep proper Minutes of the proceedings of all meetings. All business transacted at such meetings, and such Minutes of any meeting, if purporting to be signed by the Chair of such meetings or by the Chair of the next succeeding meeting, shall be sufficient

evidence without any further proof of the facts therein stated.

40. Resolution in writing-validity

A resolution in writing signed by all members for the time being of the Board who are entitled to receive notice of meetings of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and constituted.

41. Faith

Every member of the Board shall at the earliest opportunity give his/her assent to the following words addressed to him/her by the President in the presence of members of the Board:

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

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

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

CHAPTER 5

COMMITTEES OF THE BOARD TO BE RATIFIED UNDER THE CONSTITUTION

43. Fellowship Committee - Composition

The Fellowship Committee shall consist of the Presidents of the Colleges or their nominees, the Officers of the Faculty, the Chairman of the Board of Examiners and five Fellows of the Faculty appointed by the Board for a term of three years at the last regular meeting before the Annual General Meeting.

44. Chair

The President shall be Chair, or in his/her absence the Vice-President shall be Chair.

45. Fellowship Committee - Functions

The Fellowship Committee shall be responsible for considering all proposals for Fellowship (other than Honorary Fellowship under Standing Order 6.3) in the first instance and for advising the Board thereon. The decision to admit to the Fellowship shall be made by the Board after consideration of the report of the Fellowship Committee.

46. Education Committee - Composition

The composition of the Education Committee shall be determined by the Board.

46.1 Members of the Education Committee shall be appointed by the Board annually at its last regular meeting before the Annual General Meeting and their appointments shall take effect from the day after the date of the Annual General Meeting. Each candidate for membership of the Committee shall be proposed by a member of the Board and a signed proposal together with the written consent of the candidate to his/her nomination must be received by the Registrar before the election. The names of the Education Committee shall be announced at the Annual General Meeting. Members of the Education Committee shall be eligible for re-appointment each year provided always that no such member shall be eligible for appointment for more than six consecutive years. Ex-officio members of the Education Committee may be appointed with the approval of the Board.

47. Education Committee - Functions

- The Education Committee shall be responsible for advising the Board on the following matters:
- 47.1 the names of those whom it deems suitable for election as Members, Associates or Affiliates of the Faculty.
 - 47.2 programmes of training suitable for pharmaceutical medicine and,
 - 47.3 the content and syllabus, when required by the Board, together with regulations for the form and conduct of any examination that the Faculty may decide to establish, together with recommendations concerning the appointment of examiners.
 - 47.4 the appointment of a Board of Examiners
 - 47.5 the maintenance of registers and records relating to Specialist Training and Continuing Professional Development.

48. Communications Committee- Composition

The composition of the Communications Committee shall be determined by the Board

49. Communications Committee - Functions

The general functions of the Communications Committee shall be:

- 49.1 to serve as a communication / information clearing house in which role it monitors the activities of the various Faculty organs and produces digests of these, which can be issued in various forms to the membership to keep them properly informed in an up to date way on Faculty affairs and activities.
- 49.2 to co-ordinate Faculty affairs and activities
- 49.3 to create and maintain an efficient informatics system

The specific functions of the Communications Committee shall be:

- 49.4 to be responsible for the major meetings and other keynote events held by the Faculty.
- 49.5 to develop effective policies for communication
- 49.6 to explore and where appropriate develop new approaches for increasing the Faculty's sphere of influence and its ability to fully discharge its statutory obligations to its parent Colleges.
- 49.7 to be a sensitive and listening ear where the interests of the broad membership are concerned.

50. International Committee – Composition

The composition of the International Committee shall be determined by the Board

51. International Committee - Functions

The functions of the International Committee shall be:

- 51.1 to address the particular needs of the Faculty's overseas membership in terms of services, communications, training and examinations and general membership.
- 51.2 to establish and maintain a network of Faculty correspondents for matters relating to the Faculty in relevant countries.
- 51.3 to offer a service of introduction for overseas physicians on Faculty affairs, including recruitment and participation in Faculty activities.
- 51.4 to encourage and seek means to achieve participation of overseas members in central Faculty activities, including meetings and Faculty publications.
- 51.5 to encourage and seek means to achieve Faculty endorsement and sponsorship of events overseas.
- 51.6 to establish liaison with overseas bodies as appropriate
- 51.7 to promote the objectives of the Faculty amongst the overseas members

52. Ethical Issues Committee – Composition

The composition of the Ethical Issues Committee shall be determined by the Faculty Board.

53. **Ethical Issues Committee - Functions**
The functions of the Ethical Issues Committee shall be:
- 53.1 to establish a series of endorsed Faculty briefs, positions, consensus statements on issues referred to the Faculty for comment.
 - 53.2 To establish and maintain appropriate links within and outside the Faculty for relevant communication of Faculty-endorsed statements on ethical issues in pharmaceutical medicine.
54. **Finance and Administration Committee - Composition**
The composition of the Finance and Administration Committee shall include the Registrar and Treasurer
55. **Finance and Administration Committee - Functions**
- 55.1 to consider all matters relevant to the day to day administration and running of the Faculty.
 - 55.2 to consider all matters relevant to the financial affairs of the Faculty including the approval of budgets.
 - 55.3 to appoint, or terminate the contracts of, administrative staff on the recommendation of the Registrar, and to determine their terms and conditions of service.
 - 55.4 to recommend to the Board all fees, dues and subscriptions.
 - 55.5 to maintain liaison with other relevant bodies and especially the Royal Colleges of Physicians.
 - 55.6 to prepare the annual budget for presentation to and approval by the Board.
56. **Other Committees - appointments - members period of service.**
In addition to the Fellowship Committee, Education Committee, Communications Committee, International Committee, Ethical Issues Committee and Finance and Administration Committee, the Board may appoint any other committees deemed desirable. Such committees shall be appointed each year at the first regular meeting of the Board following the Annual General Meeting of the Faculty, save that the initial appointment of a committee may be made at any other time if it is more expedient to do so. Persons appointed to such committees shall cease to serve on the date of the first regular Board meeting following the next Annual General Meeting after the date of their appointment but may then be re-appointed.
57. **Other Committees - selection of persons for appointment**
The selection of persons to be appointed to any such other committee may be made by any method approved by the Board.
58. **Special Committees**
The Board may at any time appoint a committee to enquire into any matter on its behalf. The appointment of such a committee shall be specified by the Board as for a certain period or until the purpose of its appointment has been fulfilled.
59. **Co-opted members**
Any Committee of the Board may add to its number with the approval of the President, who will report to the next convenient meeting of the Board.
60. **Members of Committees need not be members of the Board**
Members of a Committee of the Board need not be members of the Board provided always that if powers are delegated to it under Standing Order 63 a majority of its members are members of the Board.
61. **Appointment or election of Chair of Committees**
As determined by the Board, the Chair of each Committee of the Board may be appointed by the Board, or may be elected by the members of that Committee after appointment. The Chair of each Committee shall preside at every meeting thereof, but if at any meeting he/she be not

present within ten minutes after the time appointed for holding the same, the Chair shall be taken by one of the Officers (in the order given in Standing Order 14) but if none of the Officers be then present the members of the Committee present shall choose one of their number to take the Chair.

62. Casual vacancy on Committee

The Board may at any time appoint a Fellow, or Member to a Committee to fill a casual vacancy. Any person so appointed shall retire at the first Board Meeting following the next Annual General Meeting after the date of his/her appointment.

63. Powers delegated by the Board - Revocation of Powers

The Board may delegate such powers as it thinks fit to Committees appointed by it and any such Committee shall, in the exercise of its powers conform to any regulations imposed on it by the Board. The meetings and proceedings of any such Committee shall be governed by the provisions of these Standing Orders. All actions and proceedings of any Committee of the Board shall be minuted and reported to the Board as soon as practicable. The Board may at any time by notice in writing to all members of any Committee revoke any powers delegated by it to such Committee.

64. Sub-Committees and Working Parties - Minutes and proceedings

64.1 Sub-Committees, Working Parties or Groups

Any Committee of the Board may appoint Sub-Committees and Working Parties or Groups for specified purposes and for a period not exceeding the term of the appointing Committee. The meetings and proceedings of any such Sub-Committee, Working Party or Group shall be governed by the provisions of these Standing Orders for regulating the meetings and proceedings of Committees, so far as they are applicable. Any such sub Committee shall only incur expenditure on behalf of the Faculty in accordance with a budget previously agreed by the Board.

64.2 Regulations of Committee meetings and voting

Subject to any instructions by the Board a Committee may meet for the dispatch of business, adjourn and otherwise regulate its meetings as its Chair shall determine. Questions arising at any meeting shall be decided by the majority of votes. The methods of voting shall be at the discretion of the Chair of the Committee who in the case of an equality of votes shall have a casting vote.

64.3 Authority to act with reduced members - quorum

The members for the time being of a Committee of the Board may act notwithstanding any vacancy in their number providing that there is a quorum present. The quorum of a Committee shall be defined at the time the Committee is established, and be notified to the Board.

64.4 Acts done in good faith

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

64.5 Minutes

As provided in Standing Order 39 proper Minutes shall be made of the proceedings of all meetings of Committees of the Board and of all business transacted at such meetings and any such Minutes of any meeting signed by the Chair of the next succeeding meeting, shall be sufficient evidence without any further proof of the fact therein stated.

CHAPTER 6

REGISTRAR

- 65. To be responsible for the Register, Faculty List and Standing Orders**
The Registrar shall be responsible for the Register of members of the Faculty, publication of the Faculty list as directed by the Board and for maintaining the official copy of the Standing Orders.
- 66. Convening meetings, preparing minutes**
The Registrar shall be responsible for convening General Meetings of the Faculty and meetings of the Board, and for issuing notices of and preparing and keeping minutes of those meetings.
- 67. Annual Report**
He/she shall render an Annual Report to the Annual General Meeting of the Faculty and to the Colleges.

CHAPTER 7

ACADEMIC REGISTRAR

- 68. Responsible for arrangement and oversight of Examinations; direction of Examiners**
The Academic Registrar shall be responsible for the arrangement and oversight of all Examinations and for issuing direction to Examiners.
- 69. Exceptionally to appoint Examiners**
Exceptionally he/she shall appoint Examiners in accordance with Standing Order 71.
- 70. Responsibility for training courses, educational courses, conferences**
The Academic Registrar shall be responsible together with the Education Committee for advising on training programmes and for proposing and arranging educational courses and conferences.

CHAPTER 8

BOARD OF EXAMINERS

- 71. Composition**
Members of the Board of Examiners shall normally be Members or Fellows of the Faculty and/or of one of the three Royal Colleges of Physicians of the United Kingdom. The appointment of other examiners may be approved by the Board of the Faculty. The Board of Examiners shall comprise at least 50 members. Proposals for new members shall be made by the existing members of the Board of Examiners who may consult with others. Election of new members shall be conducted by the Board of Examiners in a postal ballot or at a convened meeting. Examiners shall have a tenure of three years, which may be renewed.
- 72. Faith**
On being appointed, Examiners shall give their Faith in writing to the Board of the Faculty in

the following terms:

" I faithfully promise that I will perform all the duties of an Examiner as set forth in the Standing Orders of the Faculty of Pharmaceutical Medicine and in the Constitution and the Standard Procedures of the Board of Examiners and in the relevant Laws, Bye-Laws and Regulations of the Colleges and that I will not divulge 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 meeting the proceedings of which I am required to keep secret."

73. Officers

Officers of the Board of Examiners shall normally comprise a Chair, Vice-Chair, Secretary and Examinations Secretary elected by other Examiners in accordance with the Constitution approved by the Board of the Faculty. Appointments to the Chair and Vice-Chair shall be ratified by the Board of the Faculty. The Chair of the Board of Examiners has an ex-officio position on the Board of the Faculty and on the Education Committee and one of the other Officers may deputise at meetings. The Academic Registrar has administrative responsibility for and has an ex-officio position on the Board of Examiners.

74. Duties

The Board of Examiners shall conduct the Examination for the Diploma in Pharmaceutical Medicine, granted by the Faculty, and any other assessments, in accordance with regulations agreed by the Board of the Faculty. The Board of Examiners is responsible for these Examinations and in particular for setting and maintaining standards. The conduct of these Examinations is the sole responsibility of the Board of Examiners and its decisions on candidates is final. An appeals procedure exists. The Board of Examiners is directly responsible to the Board of the Faculty in these duties and shall submit an annual report.

CHAPTER 9

TREASURER

75. Accounts and banking procedures

75.1 The Treasurer shall be responsible for ensuring that all monies received on behalf of the Faculty are paid into an account in the name of the Faculty of Pharmaceutical Medicine at the bankers appointed by the Board.

75.2 The Treasurer shall supervise and implement such procedures regarding the signing of cheques, banking and other documents as the Board of the Faculty may prescribe from time to time.

75.3 The Treasurer shall ensure compliance with the obligations in relation to accounts specified in the Charities Act 1993, or any other applicable Act ,and in particular:

- a) the keeping of accounting records for the Faculty; and
- b) the transmission of the statements of account of the Faculty to the Charity Commissioners.

76. To submit audited accounts and a financial report to the Board and AGM

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

77. **Annual Budget**
The Treasurer shall be responsible for the preparation of an annual budget for consideration by the Board in accordance with Standing Order 55.6.
78. **To have charge of property; power to expend limited**
The Treasurer shall be responsible for the day to day management and safe keeping and shall cause to be kept a correct inventory of the Faculty's property, with power to order such deficiencies as may be necessary, but the Treasurer shall not expend any sum greater than that which may be fixed from time to time by the Board, such outlay and the reason therefore to be reported to the Board at its next meeting.
79. **Honoraria**
The Treasurer shall be responsible for paying such honoraria as shall be awarded from time to time by the Board and reported to a General Meeting of the Faculty.
80. **Salaries of the Staff**
The Treasurer shall cause to be paid to each member of the staff of the Faculty such salary and in such manner as shall be approved from time to time in accordance with Standing Order 55.3.

CHAPTER 10

CHIEF EXECUTIVE

81. **Appointment and Removal**
The Chief Executive shall be appointed and can be dismissed by the Registrar, subject to approval by the Board.
82. **Responsibility for meetings**
Under the general direction of the Registrar the Chief Executive shall be responsible for issuing all proper notices of and summonses to the various meetings of the Faculty and for the preparation for such meetings.
83. **Responsibility for headquarters and staff**
Subject to the superior authority of the President and other Officers, the Chief Executive shall be responsible for the day to day management of the headquarters of the Faculty; and he/she shall direct, superintend and be responsible for the proper performance of the several duties of each member of the staff.

CHAPTER 11

SUBSCRIPTIONS AND FEES

84. **Registration fee, annual subscription**
All members shall pay such registration fees and such annual and other subscriptions as may be determined from time to time by the Board of the Faculty.
85. **Annual subscriptions-date and method of payment**
The annual subscription shall be payable to the Faculty by any method and at any time agreed by the Board.

- 86. Annual Subscription in arrears**
Any member who is more than twelve months in arrears with payment of any annual subscription shall forfeit all his/her rights and privileges as such of the Faculty and cease to hold any office, appointment or position in the Faculty until such time as he/she has paid all annual subscriptions outstanding at the relevant date.
- 87. Reduction and remission of fees by Board**
The Board of the Faculty may at any time remit or reduce the registration fee and the annual or other subscription of a member.
- 88. Examination Fees**
The fees to be paid before examination shall be such as may be determined from time to time by the Board of the Faculty.
- 89. Other Fees**
Other fees as may be levied by the Board.

CHAPTER 12

GENERAL MEETINGS

- 90. Annual General Meeting**
The Faculty shall hold an Annual General Meeting every calendar year at such time and place as may be determined by the Board and shall specify the meeting as such in the notice calling it. Each Annual General Meeting shall be held not less than eleven nor more than fourteen months after the date of the last preceding Annual General Meeting.
- 91. Extraordinary General Meeting**
The Board may whenever it thinks fit convene an Extraordinary General Meeting and Extraordinary General Meetings may also be convened on the requisition of twenty-five or more Fellows or Members having at the date of disposition of the requisition a right to vote at General Meetings of the Faculty. Any such meetings shall be convened by the Registrar on the instructions of the Board or in default thereof the requisitionists themselves may convene one.
- 92. Notice of General meetings**
At least three week's notice, from the date of posting, shall be given of every Annual or Extraordinary General Meeting. It shall specify the place, the day and the hour of the meeting, and the nature of the business, and will be sent to all members of the Faculty, and to the Auditors and Solicitors of the Faculty.
- 93. Accidental omission to give notice**
The accidental omission to give notice of a meeting to, or the non-receipt of such notice by any person entitled to receive notice thereof shall not invalidate any resolution passed, or business transacted at any meeting.
- 94. Quorum for General Meetings**
No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as provided in Standing Order 95, twenty Fellows or Members personally present shall be a quorum.

- 95. Dissolution and adjournment of General Meetings**
If within half-an-hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened at the request of members, shall be dissolved. In any other case it shall stand adjourned until another time, date and place to be determined by the Board and if at such adjourned meeting a quorum is not present within half-an-hour of the time appointed for holding the meeting the members present shall be a quorum.
- 96. Chair and alternative chair at General Meetings**
The President shall take the Chair at every General Meeting save that in his/her absence the Chair shall be taken by the Vice-President or failing him/her some other member of the Board elected by those present at the meeting.
- 97. Adjournment**
The Chair of the meeting may with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for one month or more, notice of the adjourned meeting shall be given in the same manner as for an original meeting. Save as aforesaid members shall not be entitled to any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 98. Method of voting at General Meeting**
At any General Meeting a resolution put to the vote of the meeting shall be decided by a show of hands. If in the opinion of the Chair the show of hands is inconclusive or on the written demand of ten members present a ballot shall be held.
- 99. Chair's casting vote**
In the case of an equality of votes, whether on a show of hands or ballot, the Chair shall use his/her casting vote.
- 100. Ballot not to prevent continuance of meeting**
The demand for a ballot shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a ballot has been demanded.
- 101. Every member to have one vote**
Subject to the provisions of Standing Order 99 every member present and entitled to vote, shall have one vote.

CHAPTER 13

STANDING ORDERS

- 102. Proposals for additions or amendments**
The Board may of its own motion or on the written proposal of any Fellow or Member of the Faculty make proposals for additions or amendments to the Standing Orders.
- 103. Notice of alterations**
Not less than three months' notice must be given to all Fellows and Members of the Faculty of proposals to alter the Standing Orders.
- 104. Approval of alterations**
No such alterations shall come into effect until approved by the Colleges and by a two-thirds

majority of those present at a General Meeting of the Faculty.

105. Status of the Faculty as a charity

No alteration shall be made to Clause 2 (Chapter 1), or this clause, without prior written consent of the Charity Commissioners, and provided further that no alteration shall be made which would have the effect of causing the Faculty to cease to be a charity at law.

106. Interpretation of Standing Orders

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

CHAPTER 14

REPRESENTATION ON THE COUNCILS OF THE ROYAL COLLEGES OF PHYSICIANS

107. Faculty Representation on the College Councils

The Board shall, from time to time, nominate a Fellow of the Faculty (who is also a Fellow of the appropriate College), to represent the Faculty at the Council of the appropriate College in accordance with the appropriate Law or Bye-Law of each College.

CHAPTER 15

OTHER ACTIVITIES NOT COVERED BY STANDING ORDERS

- 108.** Any matters concerning the activities of the Faculty which are not covered by these Standing Orders shall be dealt with according to the Laws, Bye-Laws and Customs of the Colleges.

CHAPTER 16

DISTRIBUTION OF ASSETS ON WINDING-UP

- 109.** If upon winding-up or dissolution of the Faculty there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Faculty, but shall be given or transferred to the Royal Colleges of Physicians of the United Kingdom in equal shares for their charitable purposes provided that at the time of the gift or transfer the Colleges are established for purposes which are exclusively charitable according to the law of England and Wales.