



Faculty of Pharmaceutical Medicine

*Advancing the science and practice of pharmaceutical medicine
for the benefit of the public*

REGULATIONS

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Faculty of Pharmaceutical Medicine, 19 Angel Gate, 326a City Road, London, EC1V 2PT

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Notes:

Reference to numbered 'Article' within this document is a reference to the Faculty's Articles of Association document.

Use of the words 'sent' or 'send' in conjunction with any documentation is to be interpreted as meaning sending by hand, by post or by suitable electronic means.

Use of words such 'meet' or 'convene' in conjunction with any documentation is to be interpreted as including face to face meetings, teleconferences and any other suitable electronic virtual meeting platforms.

1 MEMBERSHIP

1.1 Classes of membership

In accordance with Article 1.3 of the Articles of Association of the Faculty Of Pharmaceutical Medicine (the 'Articles'), the classes of membership of the Faculty are Fellows and Members (including those by Distinction), Associates, Affiliates, Honorary Fellows and Honorary Members.

1.2 Fellowship

1.2.1 Fellowship

Members of the Faculty who fulfil the criteria, and who have been supported in writing by a Fellow of the Faculty who is in good standing, may be elected to Fellowship by the Board of Trustees. Applications for Fellowship will be considered in the first instance by the Fellowship and Awards Committee. Each application must be made in the form prescribed by the Board of Trustees. If an application for Fellowship is rejected for any reason whatsoever, a further application in respect of the same person may not be made until a period of one year has elapsed from the date of the previous application.

1.2.2 Honorary Fellowship

On the recommendation of the Fellowship and Awards Committee, the Board of Trustees, may bestow Honorary Fellowship on persons of eminence 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, 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 of Trustees unless they have previously been a Member or Fellow of the Faculty. This is the highest honour that the Faculty can bestow on an individual. Such honours are strictly limited. Nominations for Honorary Fellowship can only be made by Fellows of the Faculty who are in good standing and in the form prescribed by the Board of Trustees.

1.2.3 Fellowship by Distinction

Admission to this category was closed with effect from 30 November 2007. Existing Fellows by Distinction have the same rights, privileges and obligations as Fellows.

1.3 Membership

1.3.1 Membership by examination

Registered medical practitioners specialising in pharmaceutical medicine, who have satisfied the examiners in the Diploma in Pharmaceutical Medicine or equivalent, and who are approved by the Education and Standards Committee as fulfilling the other eligibility

requirements may be elected to Membership of the Faculty by the Board of Trustees. Each application is to be made in the form prescribed by the Board of Trustees.

1.3.2 Membership by Distinction

On the recommendation of the Fellowship and Awards Committee, the Board of Trustees may bestow Membership by Distinction on pharmaceutical physicians who have made a significant contribution in the fields of research, teaching or the practice of pharmaceutical medicine. This is an exceptional route to Membership for individuals who have made a significant contribution beyond the normal day-to-day practice of pharmaceutical medicine. Nominations for Membership by Distinction can only be made by Fellows of the Faculty who are in good standing and in a form prescribed by the Board of Trustees. Members by Distinction have the same rights, privileges and obligations as Members, including the ability to be elected to Fellowship at a later date by the Board of Trustees.

1.3.3 Honorary Membership

On the recommendation of the Fellowship and Awards Committee, the Board of Trustees 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 of Trustees. Such honours are strictly limited. Nominations for Honorary Membership can only be made by Fellows of the Faculty who are in good standing and in a form prescribed by the Board of Trustees.

1.4 Associates

Medical practitioners enrolled in specialty training in pharmaceutical medicine by the Faculty and who are not Members or Fellows of the Faculty may, if approved by the Education Committee, be elected as Associates of the Faculty by the Board of Trustees. Each application is to be made in the form prescribed by the Board of Trustees.

1.5 Affiliates

Eligible medical practitioners who can demonstrate a professional interest in and connection to pharmaceutical medicine and who are approved by the Education and Standards Committee may be elected as Affiliates of the Faculty by the Board of Trustees. Each application is to be made in the form prescribed by the Board of Trustees and the criteria for approval of an application will be prescribed by the Education and Standards Committee.

An additional administrative only 'Affiliate Status' category may be awarded to an existing and eligible Honorary Fellow or Honorary Member in connection with revalidation.

2 BOARD OF TRUSTEES

2.1 Board of Trustees - Terms of Reference

In exercising the full control they have of the Faculty and its property and funds, and in carrying out their responsibilities both as company directors and charity trustees (see Article 4.1), the Board will:-

- i. Determine policies and strategy.
- ii. Oversee governance processes.
- iii. Guide resource allocation.
- iv. Approve the annual budget including the level of all fees, dues and subscriptions.
- v. Oversee the terms and conditions of service of the employees and others who contract with the Faculty.
- vi. Determine how the performance of the Faculty is to be assessed; to monitor its performance; and to take such action as it deems appropriate where necessary.
- vii. Ensure that the Faculty has suitable procedures in place and that these are adhered to.
- viii. Receive audit reports, propose remedial action and commission new audits.
- ix. To approve a Scheme of Delegation which sets out the powers and responsibilities the Board decides to invest in its Committees, its Office Holders, staff and any other individual; and any conditions it sees fit to attach to any delegation.
- x. Determine and maintain procedures and guidelines for methods of appointment to roles, committees and other groups.
- xi. Oversee appointments of Trustees, the Chief Executive Officer, the Responsible Officer for revalidation and Chairs of standing committees.
- xii. Set up any committee for any purpose and to delegate to it any of its functions (in accordance with Article 6) and to determine or approve the terms of reference of every committee it establishes.

2.2 PROCEEDINGS OF THE BOARD OF TRUSTEES MEETINGS

- i. In accordance with Article 5, the Board of Trustees will meet at least four times each year.
- ii. The quorum for a meeting of the Board is five Trustees which must include either the President, the Vice President or the Treasurer; a trustee who represents one of the parent Royal Colleges; AND at least one Lay Trustee.
- iii. The proceedings of the Board of Trustees must comply with the requirements of the Charity Commission's *Guide and Code of Conduct for Trustees*.
- iv. An issue may be determined by a simple majority of the votes cast where every Trustee has one vote. In the case of an equality of votes, the President shall have a casting vote.

3 OFFICERS OF THE FACULTY

The Officers of the Faculty shall be the President, the Vice President, the Registrar, and the Treasurer.

3.1 Responsibilities of the President

The President provides leadership to the organisation and takes overall responsibility for the governance of the Faculty. The responsibility for the day-to-day management of the Faculty and for the management of its employees and their performance and welfare, is the responsibility of the Chief Executive who is accountable to the Board of Trustees. The President will consult the Vice President as needed on all matters of significance for the good governance for the Faculty.

3.1.1 Chair the Board of Trustees

The President shall act as chair of the Board of Trustees.

3.1.2 Representation

The President shall be the principal representative of the Faculty at external meetings. The President may delegate this responsibility to staff or members of the Faculty.

3.2 Responsibilities of the Vice President

3.2.1 Deputise for the President

The Vice President deputises for the President when required and provides advice to the President particularly on matters when it may be impracticable for the President to consult the Board of Trustees.

3.2.2 Other responsibilities

The Vice President will take responsibility for other activities as agreed with the President.

3.3 Responsibilities of the Registrar

3.3.1 The registers of members and Trustees and the governing documents

The Registrar is responsible for maintaining an accurate register of members of the Faculty, a register of Trustees and for maintaining the official copies of the Memorandum and Articles of Association and of the Regulations.

3.3.2 Annual Report

The Registrar will render an Annual Report to the Annual General Meetings of the Faculty and to the Colleges.

3.3.3 Elections

The Registrar will oversee the conduct of elections and to take custody of ballot papers.

3.3.4 Employees

The Registrar will oversee the employment, performance and welfare of the Faculty's employees on behalf of the Trustees.

3.3.5 Other Responsibilities

The Registrar has responsibility for other activities as agreed with the President.

3.4 Responsibilities of the Treasurer

3.4.1 Accounts and banking procedures

The Treasurer is responsible for:

- i. 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 of Trustees.
- ii. Supervising and implementing such procedures regarding the signing of cheques, banking and other documents as the Board of Trustees may prescribe from time to time.
- iii. Ensuring compliance with the obligations in relation to accounts specified in the Companies Acts and Charities Act currently in force 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 and annual returns of the Faculty to the Charity Commission and to Companies House.

3.4.2 To submit audited accounts and a financial report to the Board of Trustees and Annual General Meeting

The Treasurer is required:

- i. To supervise 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 of Trustees).
- ii. To submit the audited records to the Board of Trustees within three months of the end of the financial year or if that should prove impossible for any reasonable cause then as soon as reasonably practicable thereafter along with an explanation provided to the satisfaction of the Board.
- iii. To ensure that the audited Balance Sheet and Income and Expenditure Account for the previous financial year are presented at Annual General Meetings and shall report to each Meeting of the Board of Trustees and to Annual General Meetings on the financial state of the Faculty.
- iv. To ensure that the audited accounts are lodged with the Charity Commission and Companies House in accordance with statutory reporting requirements.

3.4.3 Annual Budget

The Treasurer is responsible for presenting an annual budget for the forthcoming financial year for the Board of Trustees to consider.

3.4.4 To have charge of property with limited power to expend

The Treasurer is required:

- i. To account for the safe keeping of the Faculty's property and ensure that a correct inventory of the Faculty's property and assets is kept, with power to correct such deficiencies as may be necessary.
- ii. Where necessary to authorise such expenditure as is required on behalf of the Board but shall not expend any sum greater than that which may be fixed from time to time by the Board of Trustees; and where such expenditure is necessary, the Treasurer will provide an explanation to the next meeting of the Board of Trustees.

3.4.5 Honoraria

The Treasurer is responsible for ensuring that such honoraria as shall be awarded from time to time by the Board of Trustees and reported to a General Meeting of the Faculty are duly paid.

3.4.6 Salaries of the Staff

The Treasurer will 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 by the Board of Trustees.

3.4.7 Investments

The Treasurer will advise the Board of Trustees on the Faculty's investments.

3.4.8 Audit Reports

The Treasurer is responsible for receiving the reports of any audits and for presenting these to the Board of Trustees.

3.4.9 Other Responsibilities

The Treasurer will take responsibility for other activities as agreed with the President.

4 CHIEF EXECUTIVE

4.1 Responsibility for headquarters and staff

- i. Under the general direction of the Trustees the Chief Executive shall be responsible for the efficient and effective day-to-day management of the Faculty including the welfare and the performance of each member of staff and the management of all the other resources the Board provides.
- ii. The Chief Executive is responsible for providing clear and timely account of the work of the staff and of the use of the Faculty's other resources.

- iii. The Chief Executive is required to report to the Board and to advise it about the statutory and other regulatory requirements underpinning good governance.
- iv. The Chief Executive is required to work closely with the Officers and Committee Chairs of the Faculty so as to ensure the functions for which they are responsible work smoothly.
- v. The Chief Executive will present to the Board each year a plan that reflects the strategic objectives the Board has agreed, sets out the work the Faculty will undertake in the next twelve months and the resources allocated to enable that work to be accomplished efficiently and effectively.

4.2 Responsibility for meetings

The Chief Executive shall be responsible for the arrangements to convene General Meetings of the Faculty and the meetings of the Board of Trustees. The organisation includes timely notices and ensuring that minutes are taken and reviewed.

5 ELECTION OF OFFICERS

5.1 Election of President and Vice President

- i. The President and Vice-President, each of whom shall be Fellows of the Faculty (not Honorary Fellows unless previously a Fellow), shall be elected every three years by a ballot of all Fellows and Members who are eligible to vote.
- ii. A term of office will end at the close of the day of the Annual General Meeting in the third year following the date their election took effect or, if an Annual General Meeting is not held in the third year after election took effect, on a date agreed by the Board of Trustees. Article 4.6.1 sets out terms relating to any subsequent re-appointment or election of the President and Vice President as Trustees.
- iii. At least seven months before the appropriate Annual General Meeting or alternative date agreed by the Board of Trustees the Registrar shall send notice of the election to all Fellows and Members who are eligible to nominate someone for these offices.
- iv. 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 six months before the Annual General Meeting or alternative date agreed by the Board of Trustees.
- v. Elections may be conducted by postal ballot or appropriate secure electronic format that has been approved by the Board.
- vi. Names of those nominated shall be given to the Fellows and Members who are eligible to vote. Each Fellow or Member who votes shall indicate by a cross in the

- case of a postal ballot, or other prescribed method in the case of secure electronic voting system, against the name of the Fellow for whom he/she desires to vote.
- vii. If more votes than the number of places requiring to be filled are marked, votes shall be declared null and void on that ballot paper.
 - viii. Electronic voting shall be competed and postal ballot forms shall be returned to reach the Registrar, no less than three months and fourteen days before the Annual General Meeting or alternative date agreed by the Board of Trustees: failing which any votes cast on it shall be null and void.
 - ix. The Registrar will oversee custody of voting papers and any electronic voting method; the votes cast shall be counted at least three months before the Annual General Meeting or alternative date agreed by the Board of Trustees.
 - x. Fellows 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.
 - xi. The result of the elections will be announced no less than three months before the date of the next Annual General Meeting or alternative date agreed by the Board of Trustees. The results of the elections shall be notified to the members of the Faculty via the Faculty website, email or other method determined by Board.
 - xii. The President and Vice President will formally take up office the day after the Annual General Meeting or alternative date agreed by the Board of Trustees.
 - xiii. The Board of Trustees has the authority to alter the timings related to the conduct of the election of the President and Vice President should circumstances require.

5.2 In the event of the death or resignation of the President

- i. In the event of the death or resignation of a President the Vice-President shall automatically be appointed and assume the responsibilities of President and will remain in this role until an election has taken place and a new President has taken office.
- ii. An election for a new President will commence at least seven months before the next Annual General Meeting or, if less than seven months remain before the next Annual General Meeting, the election shall be deferred so as to commence at least seven months before the second Annual General Meeting following the death or resignation of the President.
- iii. The Board of Trustees can decide alternate timings for the election but in any event the former Vice President shall not remain in the role of President beyond the remainder of the term of office that the immediate past President would have served.
- iv. The Vice-President's replacement will be decided by a quorate Board of Trustees on a temporary basis. Once a new President has been elected by the Fellows and Members the former Vice President will revert to the role of Vice President for the remainder of his or her three year term unless this term has come to an end during his or her period of time as President.

- v. In the event that the former Vice President is elected President, an election for a new Vice-President will commence in accordance with Regulation 5.1; though the Board of Trustees can decide alternate timings for the election of Vice-President if appropriate to ensure the terms of President and Vice-President are synchronous.

5.3 Definition of one year out of office under Article 4.6.1

Under Article 4.6.1, 'one year out of office' is defined as the period from the close of the Annual General Meeting in the year that a term of office ends to the day after the Annual General Meeting in the following year or, if an Annual General Meeting is not held in one or both years by dates agreed by the Board of Trustees.

5.4 Appointment of Treasurer and Registrar

The Registrar and Treasurer, each of whom shall be a Fellow or Member of the Faculty (not Honorary Fellows or Members unless an Honorary Fellow who was previously a Fellow), shall be appointed in accordance with Regulation 17.2.

The term of office shall be three years. Re-appointment through a process determined by the Board of Trustees shall not exceed one additional consecutive three-year term. Appointments will be notified to the members of the Faculty. Terms of office will commence the day following the Annual General Meeting in the year appointed and run until the close of the day of the Annual General Meeting in the third year following appointment but these dates may be altered by the Board of Trustees should circumstances require this. Appointments will be scheduled to allow time for induction to the roles.

5.5 No person to hold more than one Office

No person may at any one time hold more than one of the Offices specified in regulations 5.1 and 5.4. Appropriate temporary arrangements involving the joint holding of more than one Office may be put in place by the Board of Trustees whilst election or appointment to a vacant position of office takes place.

5.6 Officer ceasing to be a Fellow or a Member

Any officer who ceases to be a Fellow or where applicable a Member of the Faculty shall automatically cease to hold office.

6 ELECTION OF OTHER TRUSTEES

6.1 Election of Fellows and Members as Trustees

- i. A Fellow and a Member (not Honorary Fellows or Members unless an Honorary Fellow who was previously a Fellow) may be elected to the position of a Trustee unless otherwise provided for by a postal vote of Fellows and Members, who are eligible to vote, in accordance with Articles 4.2 and 4.4.4.
- ii. The term of office shall be three years. Re-election should not result in more than two consecutive three-year terms. Article 4.6.5 sets out terms relating to subsequent election or appointment as an Officer or other Trustee.
- iii. At least three months before the Annual General Meeting or on an alternative date agreed by the Board of Trustees, the Registrar shall send to all Fellows and Members who are eligible to nominate a notice stating the number of elected places on the Board of Trustees requiring to be filled that year calling for nominations and specifying the time (being not less than ten working days) within which any such nomination must reach the Registrar.
- iv. Each nomination must be signed by a proposer and a seconder, both of which must be a Fellow or Member who is eligible to do so. Each nominee must confirm in writing his/her willingness to be nominated and to serve if elected. If the number of nominations exceeds the number of places available, a list containing the names of the Fellows and Members nominated for election shall be sent to each Fellow and Member who is eligible to vote of the Faculty not less than two months before the Annual General Meeting or alternative date agreed by the Board of Trustees.
- v. The method of conducting any ballot of the membership will be determined by the Board and maybe in the form of paper postal ballot or approved secure electronic means. Any postal ballots or electronically delivered vote shall be returned so as to reach the Registrar not less than fourteen days before the Annual General Meeting or alternative date agreed by the Board of Trustees, failing which any votes cast on it shall be null and void.
- vi. For paper ballots, if more votes than the number of places requiring to be filled be marked on the ballot paper, all votes shall be null and void on that ballot paper.
- vii. The result will be notified to the members of the Faculty via the Faculty website, email or other method determined by Board.
- viii. Terms of office will commence the day following the Annual General Meeting in the year appointed and run until the close of the day of Annual General Meeting in the third year following appointment but these dates may be altered by the Board of Trustees should circumstances require this.

- ix. 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 Article 4.2, 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.

6.2 Appointment of Fellows and Members as Trustees

- i. Fellows and Members of the Faculty (not Honorary Fellows or Members unless an Honorary Fellow who was previously a Fellow) shall be appointed (other than those who are to be elected) in accordance with Articles 4.2 and 4.4.5 and Regulation 17.2.
- ii. The term of office shall be three years. Re-appointment through a process determined by the Board of Trustees shall not exceed one additional consecutive three-year term. Article 4.6.5 sets out terms relating to subsequent election or appointment as an Officer or other Trustee.
- iii. Appointments will be notified to the members of the Faculty. Terms of office will commence the day following the Annual General Meeting in the year appointed and run until the close of the day of the Annual General Meeting in the third year following appointment but these dates may be altered by the Board of Trustees should circumstances require this.

6.3 Appointment of Lay Trustees

- i. Individuals who are not current or former members of the Faculty shall be appointed, in accordance with Articles 4.2 and 4.4.5 through a process determined by the Board of Trustees as Lay Trustees.
- ii. The term of office shall be three years. Re-appointment through a process determined by the Board of Trustees should not exceed one additional consecutive three year term. Article 4.6.5 sets out terms relating to subsequent election or appointment as a Trustee.
- iii. Appointments will be notified to members of the Faculty.
- iv. Terms of office will commence the day following the Annual General Meeting in the year appointed and run until the close of the day of the Annual General Meeting in the third year following appointment but these dates may be altered by the Board of Trustees should circumstances require this.

6.4 Definition of One Year Out of Office under Article 4.6.5

Under Article 4.6.5, 'one year out of office' is defined as the period from the day after the Annual General Meeting in the year that a term of office ends day after the Annual General Meeting in the following year or, if an Annual General Meeting is not held in one or both years by dates specified by the Board of Trustees.

6.5 Co-option of Trustees

In accordance with Article 4.8 the Trustees may at any time co-opt an individual who is qualified and not otherwise debarred, to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee. Such co-options must be for a specified period of time and must be considered and agreed by a resolution of the Trustees. In the case of a co-option to fill a vacancy in the number of Trustees the co-option will end once an appointment or election has taken place through the approved processes.

7 REMOVAL OF TRUSTEES – RIGHT TO APPEAL

- i. A Trustee who is removed from office following a resolution passed by the Board of Trustees in accordance with Article 4.7.7 may appeal against this action to the President of the Faculty.
- ii. The appeal must be made in writing to arrive no more than 14 days after the notice of the outcome of the resolution has been received by the Trustee concerned (in accordance with the notice provisions of the Articles). The letter must outline the grounds on which the appeal against the decision is being made.
- iii. The President will convene a panel which will comprise three people in total. The panel will be comprised of one Fellow and one Member of the Faculty and either a representative of one of the parent colleges who is not a member of the Faculty or a person who is not a healthcare professional depending upon the appellant's preference. None of the panel members may be current or former members of the Board of Trustees.
- iv. The President will not be a member of the appeal panel. The President will ensure that one of the panel members is identified to chair the panel. The panel members must declare to each other any conflict of interest which may exist in connection with their participation in the appeal and the panel must agree how any conflict which exists will be managed.
- v. The President will provide the panel with written details of the circumstances leading to the decision to remove a Trustee from office. The panel will consider the written information provided by the President and the appellant and, if it considers it necessary, may convene a meeting with either party to ascertain additional information in order to consider the circumstances of the appeal.
- vi. The appellant has the right in any event to appear in person before the panel if such a request is made by the appellant in writing at the time of making his or her appeal.
- vii. The Chair of the panel will communicate the panel's decision to both the appellant and the President in writing. This decision will be final. The appeal process must be completed within three months of the date of the receipt of the letter of appeal unless it is agreed by the panel and the appellant that extenuating circumstances exist which require a longer timescale to be agreed.

8 GENERAL PROCEEDINGS OF COMMITTEES

8.1 Standing Committees

The Board of Trustees will establish certain committees, known as 'Standing Committees', in order to conduct business which requires the attention of the Board more frequently than it will meet. The Standing Committees will include the following (Regulations 9 to 16 outline committee responsibilities):

- i. Finance Committee
- ii. Executive Committee
- iii. Remuneration Committee
- iv. Fellowship and Awards Committee
- v. Education and Standard Committee, with the Board of Examiners as a Standing Sub-committee
- vi. The Policy and Communication Committee
- vii. The Trainees' Committee
- viii. The Ethics and Practice Committee

8.2 Regulations of committee meetings and voting

Subject to any instructions by the Board of Trustees a committee may convene for the dispatch of business, adjourn and otherwise regulate its meetings as its chairperson shall determine. When applicable, questions arising at any meeting shall be decided by the majority of votes. The methods of voting shall be at the discretion of the chairperson of the committee who in the case of an equality of votes shall have a casting vote. At the discretion of the chairperson business may be dispatched by means of a teleconference.

8.3 Authority to act with reduced members

The members for the time being of a committee of the Board of Trustees may act notwithstanding any vacancy in their number providing that there is a quorum present. The quorum of a committee shall be fifty percent. Those committees that must, in accordance with Regulations, consist of Trustees must have at least one Trustee present. This regulation applies to committees where binding decisions are to be taken.

8.4 Acts done in good faith

All acts done in good faith by any meeting of a committee of the Board of Trustees 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.

8.5 Records of Proceedings

Written records shall be made of the proceedings of all meetings of committees of the Board of Trustees and of all business transacted at such meetings. Any such records of any meeting signed by the chairperson of the next succeeding meeting, shall be sufficient evidence without any further proof of the fact therein stated.

8.6 Control of Expenditure

All committees shall only incur expenditure on behalf of the Faculty in accordance with a budget previously agreed by the Board of Trustees and/or in accordance with Faculty policy or guidance regarding the allocation of resources.

8.7 Compliance with Faculty Codes and Policies

All committees of the Faculty must observe and comply with Faculty codes and policies.

9 THE FINANCE COMMITTEE

9.1 Terms of Reference

To support the Treasurer in the undertaking of their responsibilities as set out in Regulation 3.4.

9.2 Composition

The membership of the Finance Committee will comprise the Treasurer who will be chair the committee's meetings, the accountant and/or the member of staff whose responsibility includes the management of the Faculty's finances, and at least one other member of the Faculty.

9.3 Proceedings

The Finance Committee will normally convene as a formal meeting at least four times each year and at times which enables it to report in a timely fashion on its proceedings to the next meeting of the Board of Trustees.

10 THE EXECUTIVE COMMITTEE

10.1 Terms of Reference

- i. To advise the Board of Trustees about the content of its strategy and policies and the means of delivering them.
- ii. To support the Chief Executive in co-ordinating and prioritising the work of the Faculty in achieving its strategic objectives and in delivering its business plans.
- iii. To enable the Chief Executive to inform and advise the Officers and Chairs of the Standing Committees about the work of the Faculty.
- iv. To monitor the work of the Faculty in the light of its plans and policies.
- v. To report to the Board on its activities in discharging these responsibilities

10.2 Composition

- i. The Officers of the Faculty, Chairs of Standing Committees, the Chief Executive and the Head of Membership and Operations will be permanent members of the Executive Committee.
- ii. Other persons may be invited to attend committee meetings to report on or to join discussions on a particular matter.
- iii. The Chief Executive will normally chair the meetings of this Committee.

10.3 Proceedings

The Committee will normally convene as a formal meeting at least six times each year and at times which enables it to report in a timely fashion on its proceedings to the next meeting of the Board of Trustees.

11 THE REMUNERATION COMMITTEE

11.1 Terms of Reference

- i. To receive and review recommendations regarding employee pay and benefit reviews from the Chief Executive.
- ii. To review the Chief Executive's pay and benefits.
- iii. To recommend to the Board of Trustees changes to employee pay and benefits
- iv. To undertake other employment contract reviews as required.
- v. To oversee the implantation of policies relating to employee remuneration and benefits are followed.
- vi. To ensure that policies relating to employee remuneration and benefits are reviewed and updated by the Board when required.

11.2 Composition

- i. The members of the Remuneration Committee will include the Treasurer, the Registrar and at least one other Trustee.
- ii. The chairperson of the Remuneration Committee will normally be the Treasurer.

11.3 Proceedings

The committee will normally convene at least annually but can agree to despatch its business in writing or through electronic methods when committee members agree there are no issues that require further discussion in a meeting.

12 THE FELLOWSHIP AND AWARDS COMMITTEE

12.1 Terms of Reference

- i. To consider all the nominations for Fellowship, Honorary Fellowship and for Membership by distinction or Honorary Membership.

- ii. To recommend to the Board of Trustees whom it should admit to the Faculty as a Fellow, Honorary Fellow, Member by distinction or Honorary Member.
- iii. To recommend to the Board of Trustees whom it should award the President's Medal.
- iv. To consider the nominations for any other awards the Faculty may make as agreed by the Board of Trustees.

12.2 Composition

- i. The Fellowship and Awards Committee will include at least one of the Presidents of the Royal Colleges or their representative as a trustee, the Officers of the Faculty, the chairperson of the Education and Standards Committee, the Chairperson of the Ethics and Practice Committee, the chairperson of the Board of Examiners and four Fellows (not Honorary unless previously so in a non-Honorary capacity) of the Faculty appointed by the Board of Trustees
- ii. The President shall be the chairperson or, in their absence, the Vice-President shall be the chairperson.
- iii. The Registrar and Treasurer may not be members of the Fellowship and Awards Committee in any year that they are nominated for Fellowship.
- iv. The four Fellow members of the Fellowship and Awards Committee will be appointed in accordance with the procedures for committee appointments.

12.3 Proceedings

- i. The Fellowship and Awards Committee shall normally convene annually to review proposals for Fellowship and Membership but may convene more frequently if required to review proposals for awards.
- ii. A Lay Trustee will be invited to attend the meetings of the Committee to offer advice about its process and procedures.
- iii. Other observers may be in attendance with the agreement of the chairperson.

13 THE EDUCATION AND STANDARDS COMMITTEE

The terms of Reference and composition of the Education and Standards committee and its sub-committee, the Board of Examiners will be detailed in separate documents which shall be subject to periodic review and update by the Board of Trustees.

The principal responsibilities of the committee will include

- i. To plan and implement examinations and diplomas including the definition of syllabi.
- ii. To plan and facilitate education and training programmes and courses in pharmaceutical medicine.
- iii. To set the standards for and oversee the Faculty's recognition and / or accreditation of other bodies' educational courses and / or qualifications

- iv. To consider and approve applications for Membership, Associateship and Affiliateship of the Faculty on behalf of the Board of Trustees.

The Board of Examiners shall be responsible for the conduct of all examinations held by the Faculty and in particular for the setting and maintenance of examination standards.

14 THE POLICY AND COMMUNICATIONS COMMITTEE

The Terms of Reference and composition of the Policy and Communications Group will be detailed in a separate document which shall be subject to periodic review and update by the Board of Trustees.

The principal responsibilities of the committee will include:

- i. Raising awareness of the importance of the science and practice of pharmaceutical medicine and the benefits that the specialty brings to the health of the public.
- ii. Coordinating and facilitating the Faculty's response and input into external consultations including the identification of relevant consultations and assimilation of feedback from multiple sources into an appropriate Faculty position.
- iii. Coordinating press, media and public relations activities.
- iv. Planning symposia, conferences, conversation events and other events that do not fall under the remit of another Faculty committee or group.
- v. Ensuring that the quality and appropriateness of Faculty communications including through the website and social media is monitored and maintained and consistent with official Faculty positions, policy and messages.
- vi. Coordinating Faculty activities relating to the provision of information about careers in pharmaceutical medicine.

15 THE TRAINEES COMMITTEE

The Terms of Reference and composition of the Trainees' committee will be detailed in a separate document which shall be subject to periodic review and update by the Board of Trustees.

The principal responsibilities of the committee will include:

- i. Advising the Education and Standards Committee on matters relating to specialty training in pharmaceutical medicine with particular emphasis on trainee issues.
- ii. Advising the Specialty Advisory Committee on Pharmaceutical Medicine (of the JRCPTB) on matters relating to specialty training in pharmaceutical medicine with particular emphasis on trainee issues.
- iii. Facilitating communication between trainees and between the Faculty and trainees.

16 THE ETHICS AND PRACTICE COMMITTEE

The Terms of Reference and composition of The Ethics and Practice committee will be detailed in a separate document which shall be subject to periodic review and update by the Board of Trustees.

The principal responsibilities of the committee will include:

- i. Setting and promoting the highest professional and ethical standards for pharmaceutical physicians.
- ii. Maintaining 'Good Pharmaceutical Medical Practice' and other guidance documents.
- iii. Establishing a series of endorsed Faculty briefs, positions, and consensus statements on ethical issues in pharmaceutical medicine referred to the Faculty for comment.
- iv. Overseeing the operation of the Good Pharmaceutical Medical Support Network.

17 APPOINTMENT PROCEDURES FOR TRUSTEES, CHAIRPERSONS AND MEMBERS OF COMMITTEES

17.1 General

- i. The appointment of non-Trustees as committee members, chairpersons of committees, subcommittees or working groups will follow this Regulation. However, the appointment of individual Trustees as chairpersons or members of Board committees or working groups can take place following agreement by the Board of Trustees and without the necessity to undertake the standard procedures for appointments to committees.
- ii. The Treasurer and Registrar will be appointed in accordance with this Regulation.
- iii. The Chairperson of the Board of Examiners will be appointed in accordance with this Regulation. Other appointments to the Board of Examiners will follow the principles established in this Regulation but the detailed rules for the selection of examiners are contained in the Board of Examiners' own constitution and regulations.
- iv. Exceptions to these regulation may be given in the regulations specific to the committee or role concerned.
- v. Committees may appoint deputy chairpersons from within their membership without requiring a further appointment process.
- vi. Committees and subcommittees may co-opt persons for specific purposes with the agreement of the chairperson without requiring a further appointment process.
- vii. Members of sub-committees or working groups can be appointed by the relevant chairperson without requiring a further appointment process.
- viii. Non-members of the Faculty may be invited to join working groups as members and to attend committee and subcommittee meetings. Non-members of the

Faculty may be members of the Board of Examiners or examiner groups with the agreement of the Board of Trustees.

17.2 Appointment procedures

- i. The Faculty Officers will, on behalf of the Board, agree the composition of an appointment panel to lead the appointment process for a role. The Officers will consult with other relevant persons before confirming the appointment panel membership. An appointments panel will consist of at least two persons and a member of the panel must be a Trustee or, in the case of appointments of members of committees, subcommittees or working groups, the chairperson of that committee, subcommittee or working group.
- ii. The panel must normally convene a selection meeting to which shortlisted applicants are invited to attend. In the case of subcommittees, a selection meeting does not need to be convened and the appointment may be made through a paper exercise.
- iii. All vacancies, with the exception of Lay appointments, must be notified to the membership of the Faculty with, as a minimum standard, a notice being placed on the Faculty website for at least 10 working days.
- iv. The notice must set out the criteria by which the panel will make the appointment and must state a deadline for the receipt of applications.
- v. Applications must be submitted either in writing or electronically and only those received before the deadline will be considered.
- vi. The members of an appointments panel will remain the same during a single appointments process but different members may form panels for different appointments.
- vii. The Board of Trustees may make appropriate temporary arrangements including agreement to a further extension of the term of office for existing chairpersons or members of committees should suitable appointment to a vacant role not be possible but can only fill a vacancy in the Trustees in accordance with Regulation 6.5.

17.3 Terms of Office

- i. The term of office for appointed chairpersons and members of committees and subcommittees is three years.
- ii. A maximum of one additional consecutive term of office will normally apply upon successful re-appointment in accordance with the approved procedures.
- iii. After a six-year term as either member or chairperson of a committee an individual must normally wait at least twelve months before seeking re-appointment to that committee unless, as a member they are seeking appointment as the chairperson or the Board has agreed an extension due to exceptional circumstances.

- iv. If an existing member of a committee or subcommittee is appointed as its chairperson their term as a non-chairperson member will automatically end and a new three-year term will commence. A twelve-month break is not required before a member can seek appointment as chairperson after a six-year term as committee member.
- v. The term of office of an individual Trustee who is a chairperson or member of a board committee or subcommittee will automatically end should he or she cease to be a Trustee of the Faculty. Any subsequent re-appointment as a member of the same committee shall be made in accordance with the Regulations and the approved procedures.

18 SUBSCRIPTIONS AND FEES

18.1 Registration fee and 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 Trustees.

18.2 Time and method of payment

The annual subscription shall be payable to the Faculty by any method and at any time agreed by the Board of Trustees.

18.3 Annual Subscription in arrears

Any member who is more than six months in arrears with payment of any annual subscription shall cease to be a member 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 when he/she shall be reinstated as a member of the Faculty. An additional re-joining fee will also be charged.

18.4 Reduction and remission of fees by Board of Trustees

On receipt and agreement of a justification that is deemed suitable and appropriate by the Board of Trustees, the Board may at any time remit or reduce the registration fee and the annual or other subscription of a member.

18.5 Examination Fees

The fees to be paid before examination shall be such as may be determined from time to time by the Board of Trustees.

18.6 Other Fees

Other fees as may be levied by the Board of Trustees.

19 APPOINTMENT OF PROXIES TO VOTE AT AN ANNUAL GENERAL MEETING

Faculty members may appoint proxies to vote at the annual general meeting or any extraordinary meetings. The appointment of a proxy shall be made in a form determined from time to time by the Board.