

THE ROYAL COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS

REGULATIONS

SEPTEMBER 2019

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and at the General Meeting on 21 September 2018

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REGULATIONS FOR THE GOVERNANCE, MANAGEMENT AND AFFAIRS OF THE COLLEGE

These Regulations are made by the Board of Trustees pursuant to the Charter on 10 September 2015 (subject to amendments approved at the General Meetings on 26 September 2015, 12 February 2016 and 21 September 2018, and by the Board of Trustees on 6 September 2018, 11 July 2019 and 20 September 2019) and supersede and revoke the previous Regulations of the College.

1 DEFINITIONS AND INTERPRETATION

1.1 In these Regulations, the following words shall have the following meanings, unless the context otherwise requires:

“Active Practice”	in respect of a Fellow or Member, she or he (i) has a valid licence to practise as a medical practitioner from the UK General Medical Council or the Medical Council of Ireland (or any statutory successor to such bodies); and (ii) is engaged as a medical practitioner in the UK or the Republic of Ireland in the practice of obstetrics and/or gynaecology for which a licence to practice is required in terms of (i) above; and (iii) is not in arrears with her or his subscription to the College, as “Active Practice” is referred to in Regulations 7.1.2 and 10.5 as the eligibility criteria for election as an Elected member of Council or an Officer;
“Address”	a postal address or, for the purposes of communication in electronic form, an email (but excluding a telephone number for receiving text messages) in each case registered with the College;

“Annual Members’ Meeting”	the annual meeting of the Members and Fellows called by the Board of Trustees pursuant to Regulation 5;
“Board of Trustees”	the Board of Trustees of the College constituted by Regulation 11;
“Chair”	the chair of the Board of Trustees appointed in accordance with Regulation 11 ;
“Charter”	the Royal Charter granted in the year 1947 and incorporating The Royal College of Obstetricians and Gynaecologists and any Supplemental Charter of the College as amended from time to time;
“clear days” or “clear weeks”	in relation to a period of notice, that period excluding the day when the notice is given or is deemed to be given and the day for which it is given or on which it is to take effect;
“College member”	a Member, Fellow, Honorary Fellow, Fellow ad eundem or Fellow honoris causa;
“Council”	the Council of the College constituted by Regulation 6;
“Designated Resolution”	has the meaning in Regulation 4.4;
“Fellow”	advanced to the Fellowship, does not include an Honorary Fellow, Fellow ad eundem or Fellow honoris causa;
“General Meeting”	a general meeting of the Fellows and Members held in accordance with these Regulations;
“Member”	a person elected to Membership of the College pursuant to Regulation 3.4;
“Office”	the principal office of the College;

Register	the register of College members maintained under Regulation 2.5;
“these Regulations”	the Regulations for the time being of the College;
“a Trainee”	a person who holds a United Kingdom national training number in obstetrics and gynaecology and who is accepted on to a United Kingdom training programme in that speciality;
“a Trustee”	a member of the Board of Trustees. The Trustees are charity trustees as defined by section 177 of the Charities Act 2011;
“Vice Chair”	the vice chair of the Board of Trustees appointed in accordance with Regulation 11.

- 1.2 Words occurring in these Regulations and also occurring in the Charter shall bear the same respective meanings in these Regulations as they bear in the Charter.
- 1.3 The Interpretation Act 1978 shall apply for the purpose of the interpretation of these Regulations as it applies for the interpretation of an Act of Parliament.
- 1.4 These Regulations shall be construed so as not to conflict with the Charter.
- 1.5 All references to legislative provisions are to the legislation concerned as amended, repealed, re-enacted or replaced and in force from time to time.
- 1.6 These Regulations can only be changed at a General Meeting: the definition of Active Practice in 1.1, 6.1-6.7, 7.5, 8.1-8.3, 8.5.7, 10.1, 10.3, 10.5, 10.8, 10.17-10.18, 10.21-10.22, 11.2.1-11.2.5, 14.2.

2 FEES AND SUBSCRIPTIONS AND MEMBERSHIP

Fees and subscriptions

- 2.1 Every Fellow and Member, except those elected as Fellows ad eundem or honoris causa or Honorary Fellow, shall pay to the College a subscription of such amounts as may from time to time be fixed by the Board of Trustees. The said subscription shall be considered due on the last day of January in each year or as decided by the Board of Trustees.
- 2.2 The Board of Trustees may remit or dispense with the payment of all or any part of any fee or subscription.

- 2.3 Save where the Board of Trustees has passed a resolution to remit or dispense with the payment of all or any part of any fee or subscription no Fellow or Member, except those elected as Fellows ad eundem or honoris causa or Honorary Fellow, shall enjoy any of the privileges of Fellowship or Membership, nor may be entitled to exercise any voting rights until they have paid the annual subscription and any outstanding, unpaid arrears.
- 2.4 The rights and privileges of every Honorary Fellow, Fellow ad eundem, Fellow honoris causa, Fellow and Member shall be personal to herself or himself , and shall not be transferable.

Register of College members

- 2.5 A Register shall be kept showing the name and address of every Honorary Fellow, Fellow ad eundem, Fellow honoris causa, Fellow and Member.

Cessation or suspension of College membership

- 2.6 A person shall cease to be a College member if:
- 2.6.1 she or he serves written notice of her or his resignation on the College, which shall take effect on the date of receipt of the resignation by the College (unless another date is agreed with the College member); or
 - 2.6.2 she or he is in arrears with her or his subscription for a period of seven months; or
 - 2.6.3 her or his name is erased from any register (excluding as a result of voluntary erasure) in any country maintained by a body responsible for the regulation of medical practitioners as a consequence of a determination by that body to the effect that her or his fitness to practise as a medical practitioner is impaired; or
 - 2.6.4 the Disciplinary, Removal and Reinstatement Committee determines in accordance with Regulation 23 that she or he has acted to the detriment of women's health or rights, or in any way to bring the College into disrepute, and that as a result she or he should be removed from the Register.
- 2.7 The Disciplinary, Removal and Reinstatement Committee, having determined in accordance with Regulation 2.6.4 that the College member has acted to the detriment of women's health or rights, or in a way to bring the College into disrepute, has the

option (instead of removal from the Register) to determine for a period specified by the Disciplinary, Removal and Reinstatement Committee that:

- 2.7.1 all or any of the rights and privileges attaching to her or his College membership are suspended; and/or
 - 2.7.2 she or he is not eligible for election or appointment to any specified office or membership of a committee of the College.
- 2.8 In the event of a Fellow, Honorary Fellow, Fellow ad eundem, Fellow honoris causa or Member ceasing to be a Fellow, Honorary Fellow, Fellow ad eundem, Fellow honoris causa or Member:
- 2.8.1 the possession by her or him of the certificate of Fellowship or of Membership (as the case may be) does not entitle her or him to describe herself or himself as being a Fellow, Honorary Fellow, Fellow ad eundem, Fellow honoris causa or Member and she or he shall not be entitled to the privileges of a Fellow or Member; and
 - 2.8.2 her or his name shall be removed from the Register.

Reinstatement

- 2.9 The Board of Trustees may reinstate a Fellow or Member who is removed from the Register under Regulation 2.6.2 when all arrears, and any reinstatement fee (which may be charged at the discretion of the Board of Trustees), are paid.
- 2.10 A person who has been removed from College membership as the result of erasure from a register in accordance with Regulation 2.6.3 may apply in writing to the College for reinstatement as a College member if she or he is re-registered with that register. On receipt of such an application, the Disciplinary, Removal and Reinstatement Committee must reinstate the person to the category of College membership previously held by her or him, subject only to verifying to their satisfaction the person has been so re-registered.
- 2.11 A person who has been removed from College membership as a result of a determination by the Disciplinary, Removal and Reinstatement Committee in accordance with Regulation 2.6.4 may apply for reinstatement as a College member at any time after the expiry of one year, but not later than five years, from the date of her or his removal from the Register. Applications for reinstatement under this Regulation 2.11 shall be made and considered in accordance with Regulation 24.

2.12 Appeals

A person may appeal against a determination by the Disciplinary, Removal and Reinstatement Committee to:-

2.12.1 remove her or him from the Register pursuant to Regulation 2.6.4; or

2.12.2 suspend her or his rights or eligibility pursuant to Regulations 2.7.1 or 2.7.2;
or

2.12.3 reject her or his application for reinstatement pursuant to Regulation 24.

2.13 No determination by the Disciplinary, Removal and Reinstatement Committee to remove a College member from the Register pursuant to Regulation 2.6.4, or to suspend any of her or his rights or eligibility pursuant to Regulations 2.7.1 or 2.7.2, may take effect until:

2.13.1 the expiry of the period for her or him notifying an appeal under Regulation 25 (if no appeal has been notified); or

2.13.2 (if an appeal is validly notified) the appeal has been determined.

2.14 The panel hearing the appeal shall have authority to accept the appeal (or, in the case of an appeal against suspension of rights or eligibility pursuant to Regulations 2.7.1 or 2.7.2, to accept the appeal in part) or to uphold the original determination of the Disciplinary, Removal and Reinstatement Committee. At the conclusion of the appeal hearing there shall be no further right of appeal in respect of the same determination of the Disciplinary, Removal and Reinstatement Committee.

2.15 Applications for an appeal under Regulation 2.12 shall be made and considered in accordance with Regulation 25.

3 ELECTION OF MEMBERS, FELLOWS, FELLOWS AD EUNDEM, FELLOWS HONORIS CAUSA, HONORARY FELLOWS AND PATRON

3.1 No one shall become a Fellow or Member or use the designation until she or he has fulfilled all the conditions set out in the Regulations, signed such declarations as may from time to time be prescribed by the Council, and been formally admitted.

3.2 Each Fellow and Member shall be entitled to an appropriate form of certificate under the seal of the College.

3.3 Immediately following each Part 3 Membership examination, the names of candidates for Membership shall be submitted to a meeting of a panel comprising members of Council nominated by the President. A majority of those members of the panel present at the meeting shall be necessary for the election of any applicant for Membership.

Any candidate not so elected shall have the right to appeal. The quorum for this meeting shall be four members of the panel. Should any candidate for Membership not be elected a report on this decision will be submitted to the next Ordinary Meeting of Council.

- 3.4 Members shall have the same privileges as Fellows in the use of the facilities offered by the College and in attending at public functions, subject to any special conditions that may be laid down by the Council for a particular occasion.
- 3.5 No Member may solicit recommendations from a Fellow for advancement to Fellowship.
- 3.6 Elevation of Fellows shall take place annually and shall be carried out in accordance with the following procedures:
 - 3.6.1 Individuals who have held the Membership for such number of years as has been determined by Council from time to time, are requested by the College to submit their details for consideration for elevation as a Fellow;
 - 3.6.2 Submissions by Members for Fellowship shall be brought before the Council at the date specified and a ballot vote of the Fellows who are members of the Council shall be taken on each such submission;
 - 3.6.3 A majority of two-thirds of the Fellows present and voting at the meeting shall be necessary for the elevation of any Member to the Fellowship.
- 3.7 Fellows ad eundem
 - 3.7.1 The Council may also elect to the Fellowship of the College persons who are not Members of the College and who have contributed to the advancement of the science or practice of obstetrics and gynaecology. No more than 15 persons shall be elected to the Fellowship under this Regulation in any one year unless the Members and Fellows in General Meeting shall otherwise determine.
 - 3.7.2 A Fellow elected under this Regulation shall be known as a Fellow ad eundem. She or he shall have the same powers and privileges and liabilities as a Fellow elected from the Membership, except that she or he shall not be:
 - 3.7.2.1 entitled to vote at, or receive notice of, any General Meeting of the College;
 - 3.7.2.2 required to pay any registration fee or subscription; and

- 3.7.2.3 eligible for election to the Council or as an Officer of the College.
- 3.7.3 Fellows ad eundem shall be formally admitted by the President at a meeting of Council. Exceptionally, if the Council thinks fit, a Fellow ad eundem may be admitted in absentia.
- 3.8 Fellows honoris causa
 - 3.8.1 The Council may also elect persons who are not Members of the College to the Fellowship of the College under the category Fellowship honoris causa, “by reason of honour”. No more than 15 persons shall be elected to the Fellowship under this Regulation in any one year unless the Members and Fellows in General Meeting shall otherwise determine.
 - 3.8.2 The criteria for this award would be:
 - 3.8.2.1 the highest level of dedication and achievement in clinical care or;
 - 3.8.2.2 the highest level of support to the development of women’s health care services or;
 - 3.8.2.3 the highest level of work for the College.
 - 3.8.3 A Fellow elected under this Regulation shall be known as a Fellow honoris causa. She or he shall have the same powers and privileges and liabilities as a Fellow elected from the Membership, except that she or he shall not be:
 - 3.8.3.1 entitled to vote at, or receive notice of, any General Meeting of the College;
 - 3.8.3.2 required to pay any registration fee or subscription; and
 - 3.8.3.3 eligible for election to the Council or as an Officer of the College.
 - 3.8.4 Fellows honoris causa shall be formally admitted by the President at a meeting of Council. Exceptionally, if the Council thinks fit, a Fellow honoris causa may be admitted in absentia.
- 3.9 Honorary Fellow
 - 3.9.1 The Council may from time to time elect as Honorary Fellows obstetricians and gynaecologists of renown, distinguished members of the medical

profession and other eminent persons, whether or not members of the medical profession.

- 3.9.2 Honorary Fellows shall be formally admitted by the President at a meeting of the Council, but shall not be required to sign any declaration or to pay any registration fee or subscription.
- 3.9.3 Exceptionally, if the Council thinks fit, an Honorary Fellow may be elected in absentia. Honorary Fellows shall not have any of the powers or privileges of a Fellow.

3.10 Patron

The Board of Trustees shall have the power to appoint a distinguished person as a Patron of the College.

4 GENERAL MEETINGS

The Procedure

- 4.1 At least fourteen clear days' notice, specifying the place, day and hour of a General Meeting, whether any resolution is a Designated Resolution and the general nature of such business (except in the case of a Designated Resolution where the full text of the resolution must be set out), shall be given to all Fellows and Members.
- 4.2 The Board of Trustees or the President may, whenever either thinks fit, convene a General Meeting, and the Board of Trustees shall on the requisition in writing of at least fifty (50) persons being Members or Fellows convene a General Meeting, and in the case of such requisition the following provisions shall have effect:
 - 4.2.1 The requisition shall state the objects of the meeting, and may include the text of a motion for consideration at the meeting and shall be signed by the requisitionists and deposited at the Office, and may consist of several documents in like form, each signed by one or more requisitionists.
 - 4.2.2 Such a requisition may not propose any changes to any of the Regulations referred to in Regulation 1.6 without the approval of the Board of Trustees.
 - 4.2.3 If the Board of Trustees do not within twenty-one days from the date of the deposit of the requisition proceed duly to convene a General Meeting, the requisitionists or a majority of them may convene a General Meeting, but any meeting so convened shall not be held after three months from the date of such deposit.

- 4.2.4 Any General Meeting convened under this Regulation by the requisitionists shall be convened in the same manner as that in which General Meetings are to be convened by the Board of Trustees.
- 4.2.5 (Except where it relates to a resolution required by the Charter or these Regulations to be passed by the members) a motion, whose text was included in the requisition in accordance with this Regulation 4.2 and which is passed at the General Meeting, shall be referred as a recommendation to the Board of Trustees and the Board of Trustees shall, if necessary, report to the Fellows and Members, if the General Meeting at which such motion was considered so requires.
- 4.2.6 A General Meeting requisitioned by the members may only consider a motion, whose text was included in the requisition.
- 4.3 Any resolution to amend any of the Regulations referred to in Regulation 1.6 can only be considered at a General Meeting if the text has been approved by the Board of Trustees.
- 4.4 The Board of Trustees may direct that, in respect of a specific resolution proposed for consideration at a General Meeting (a "Designated Resolution"), those Fellows and Members entitled to vote in person on that resolution can elect to appoint another person as their proxy to exercise their right to vote on that Designated Resolution. No amendment shall be made at a General Meeting to a Designated Resolution as set out in the notice calling that General Meeting.
- 4.5 The accidental omission to give any notice to or the non-receipt of any such notice by any Fellow or Member shall not invalidate any resolution passed at any such General Meeting.
- 4.6 The Board of Trustees may at any time convene a meeting of any particular class of College members to discuss any business especially affecting that class and any resolution of the class not inconsistent with the Charter or Regulations shall bind the College members of that class.
- 4.7 Ten persons being Members or Fellows, or (if convened upon the requisition of persons being Members or Fellows) fifty persons being Members or Fellows, personally present shall be a quorum for a General Meeting, and no business shall be transacted at any General Meeting unless the requisite quorum be present at the commencement of the business.

- 4.8 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of persons being Members or Fellows, shall be dissolved, but if not so convened it shall stand adjourned to the same day in the next week at the same time and place, and if at such adjourned meeting a quorum is not present, any five persons being Members or Fellows who are personally present shall be a quorum and may transact the business for which the meeting was called.
- 4.9 The President, or in her or his absence or if she or he is unwilling to act, the Senior Vice President, or in her or his absence or if she or he is unwilling to act, another Vice President, shall take the chair at every General Meeting. If, within fifteen minutes after the time appointed for holding such meeting, none of those be present, the Members and Fellows personally present shall choose another member of the Council to take the chair of that meeting.
- 4.10 Every question submitted to a meeting shall be decided in the first instance by a show of hands, unless before, or on the declaration of the result of, the show of hands a poll is demanded by the chairman of the meeting or by at least five persons being Members or Fellows personally present and entitled to vote at the meeting.
- 4.11 At any General Meeting, a declaration by the chairman of the meeting that a resolution has been carried, or carried by a particular majority, or lost, and an entry to that effect in the book of proceedings of the College, shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 4.12 If a poll is demanded as aforesaid, it shall be taken in such manner and at such time on the day of the General Meeting or any adjourned meeting as the chairman of the meeting directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 4.13 The chairman of a General Meeting may, with the consent of the meeting, at which a quorum is present, adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 4.14 The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business, other than the question on which a poll has been demanded. Any poll duly demanded on the election of a chairman of a meeting or on any question of adjournment shall be taken at the meeting without adjournment.

Proxy Voting

4.15 Where the Board of Trustees determines that a resolution is a Designated Resolution, the following provisions of this Regulation 4.15 shall apply to the voting by proxy on that resolution.

4.15.1 The notice of the proxy appointment (“proxy notice”) must be made in the form appended to these Regulations.

4.15.2 A proxy notice must be:

- signed by the appointor; or
- given by electronic means and authenticated in such manner and subject to such terms and conditions as the Board of Trustees shall prescribe which shall be set out in the proxy notice.

4.15.3 A Fellow or Member of the College is deemed to vote at the General Meeting via her or his proxy in accordance with the directions to vote given in the proxy notice.

4.15.4 A proxy is not entitled to speak on her or his appointor’s behalf in respect of the Designated Resolution which is the subject of the proxy notice.

4.15.5 A Fellow or Member of the College who is entitled to vote on the Designated Resolution at the General Meeting or any adjournment of it, remains so entitled, even though a valid proxy notice has been delivered to the College by that Fellow or Member. If such a Fellow or Member attends the General Meeting in person her or his proxy appointment shall be automatically terminated.

4.15.6 An appointment under a proxy notice may be revoked by delivering to the College a notice given by the Fellow or Member of the College by whom the proxy notice was given. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the General Meeting or adjourned meeting to which it relates.

4.15.7 The proxy notice shall:

- in the case of a notice in hard copy, be received at the place within the United Kingdom as is specified in the notice convening the meeting or in any proxy notice sent out by the College in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting; or

- in the case of an appointment made by electronic means, where an address has been specified for the purpose of receiving electronic communications:
 - in the notice convening the meeting; or
 - in any proxy notice sent out by the College in relation to the meeting; or
 - in any invitation contained in an electronic communication to appoint a proxy issued by the College in relation to the meeting; or
 - on a website maintained by the College,

be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting.

A proxy notice which is not delivered or received in a manner set out in Regulation 4.15.7 shall be invalid.

In this Regulation 4.15.7 “**address**”, in relation to communications in electronic form, includes any number or address used for the purposes of such communications.

In calculating the period mentioned in this Regulation 4.15.7 no account shall be taken of any part of the day that is not a working day. A working day means any day apart from a Saturday, Sunday or statutory bank holiday in England or Wales.

- 4.15.8 The chairman of a General Meeting is not required to declare prior to the vote at that meeting on a Designated Resolution the number of valid proxy notices received in respect of, or the number of valid proxy votes for or against, that Designated Resolution.

Votes at General Meetings

- 4.16 (Unless the vote is on a Designated Resolution) on a show of hands, or on a poll, every Fellow missing or Member present in person, who is entitled to vote, shall have one vote.
- 4.17 On a vote on a Designated Resolution, on a show of hands or on a poll, every Fellow or Member, who is entitled to vote and is present in person or by a proxy appointed for that resolution, shall have one vote.

- 4.18 In the case of an equality of votes the chairman of the meeting shall, both on the show of hands and on a poll, have a casting vote in addition to the vote to which she or he may be entitled as a Fellow or Member.
- 4.19 The College may appoint an independent balloting organisation to organise or monitor the conduct and counting of the voting on a Designated Resolution at a General Meeting.

5 ANNUAL MEMBERS' MEETING

- 5.1 The College shall hold in each calendar year an annual meeting, which shall be called the Annual Members' Meeting, for the purposes of:
- 5.1.1 receiving a report from the Board of Trustees on the College's activities during its previous financial year;
 - 5.1.2 considering and discussing the College's plans for its future activities;
 - 5.1.3 considering any other matter proposed by the Board of Trustees.
- 5.2 The Annual Members' Meeting shall be called by the Board of Trustees.
- 5.3 All Members and Fellows are entitled to attend and speak, but not vote, at Annual Members' Meetings. No decisions binding on the Board of Trustees, Council or the College can be taken at an Annual Members' Meeting.
- 5.4 An Annual Members' Meeting is not a General Meeting of the College for the purposes of the Charter or these Regulations.

6 COUNCIL COMPOSITION

- 6.1 The College shall have a Council to which the following functions and powers are delegated by the Board of Trustees:
- 6.1.1 to develop, and recommend to the Board of Trustees, policies and activities on all clinical and professional matters for women's health;
 - 6.1.2 any expressly conferred on the Council by these Regulations.
- 6.2 The Council shall be composed of:
- 6.2.1 President;
 - 6.2.2 the other Officers set out in Regulation 10.1;
 - 6.2.3 Fellows and Members elected in accordance with these Regulations ("Elected Members");

- 6.2.4 up to two Trainees elected in accordance with these Regulations (“Trainee members of Council”);
- 6.2.5 President of the Faculty of Sexual and Reproductive Healthcare;
- 6.2.6 Chair and Vice Chair of the Women’s Network of the College (as may be renamed or replaced by a successor consumer group of the College);
- 6.2.7 Chair of the Academic Board of the College (as such Board may be renamed or reconstituted with similar functions); and
- 6.2.8 a representative of SAS/Trust Doctors approved by Council.

6.3 The Elected members referred to in Regulation 6.2.3 shall be elected in the following proportions from among the Fellows or Members of the following Constituencies:

<u>Regional Constituency</u>		<u>Fellows</u>	<u>Members</u>
1.	London: North, Central, East and NW	1	1
2.	London: South	1	1
3.	East of England	1	1
4.	Northern Yorkshire/Humber	1	1
5.	South West	1	1
6.	North West	1	1
7.	Kent, Surrey and Sussex	1	1
8.	Thames Valley and Wessex	1	1
9.	East Midlands	1	1
10.	West Midlands	1	1
11.	Wales	1	1
12.	Scotland	2	1
13.	Northern Ireland	1	
	Republic of Ireland	1	
	Northern Ireland and Republic of Ireland		1

<u>International</u>			
14.	UK and Republic of Ireland	5	-

- 6.4 No one Constituency shall have a clear majority of all the Elected members of the Council.
- 6.5 Subject to at least one of such Elected members of the Council always being allotted to each Constituency, the Council may vary the proportion of Elected members allotted to each Constituency, always provided that no one Constituency shall have a clear majority of all the members of the Council.
- 6.6 The Council may from time to time increase or reduce the number of Constituencies and Elected members of the Council.
- 6.7 The Council shall have power to co-opt not more than five additional persons for any special purpose. Every co-opted member of the Council shall hold office for such period determined by the Council not exceeding one year, and shall be eligible for co-option again provided that no co-opted member of the Council shall hold office for more than three consecutive years. Co-opted members of the Council shall be entitled to receive notices of meetings of the Council and to attend and speak at such meetings but shall not be entitled to vote on any motion or to sign or approve any written resolution of the Council or to requisition an Extraordinary Meeting of the Council and shall be disregarded when counting the quorum at a Council meeting.
- 6.8 The Council may act notwithstanding any vacancy in its body, but if and so long as the number of members of the Council is reduced below six, the continuing members of the Council may act for the purpose of filling up vacancies in the Council.

7 ELECTION AND APPOINTMENT OF MEMBERS OF COUNCIL

- 7.1 Every vacancy in respect of an Elected member representing a Constituency shall be filled in the following manner:

7.1.1 There shall be dispatched to each Fellow and Member who is entitled to vote in the election to fill the vacancy at the Address which she or he has registered with the College, a notice of the number of vacancies to be filled at the forthcoming election, together with a copy of the relevant Regulations and inviting nominations for such vacancies in accordance with Regulation 7.1. Such notice shall state the latest date by which nominations must be received,

the date of the election and the date from which the elected person takes office.

- 7.1.2 A person shall only be eligible to be a candidate for an Elected member if she or he is in Active Practice throughout the period from the date of her or his nomination to the date of taking office.
- 7.1.3 A candidate for election as an Elected member must inform the Chief Executive if she or he ceases to be in Active Practice at any time during the period referred to in Regulation 7.1.2. The nomination of a candidate shall be withdrawn if she or he subsequently ceases to be in Active Practice. If a candidate is elected as an Elected member but subsequently ceases to be in Active Practice before the date she or he is due to take office, she or he shall not take such office.
- 7.1.4 Every candidate (except in the case of those for election to represent the International Constituencies) for an office required to be held by a Fellow must be a Fellow of that Constituency and shall be nominated in writing by at least three Fellows of that Constituency.
- 7.1.5 A: Every candidate for an office required to be held by a Member must be a Member of that Constituency and shall be nominated in writing by at least three Members of that Constituency.
- B: The Member to represent Northern Ireland and Republic of Ireland shall be elected on rotation by Members in Ireland (NI and RoI).
- 7.1.6 Every candidate for election to represent the **International** Constituencies must be a Fellow of the UK and Republic of Ireland and shall be nominated in writing by at least three Fellows or Members of the College.
- 7.1.7 A person may only be nominated as a candidate for one Constituency in any one year.
- 7.1.8 No Fellow or Member shall canvass for election as an Elected member other than by a written election statement in a form approved by the Council for all candidates which shall be circulated in accordance with Regulation 7.1.9. For a nomination to be valid, the nomination paper, together with the candidate's written consent to stand for election and to be bound by the College's Election Guidance and her or his written election statement, shall be sent to the Chief Executive by the date specified in the notice for that Constituency.

- 7.1.9 A ballot paper listing the candidates for election, together with any written election statements of the candidates permitted by these Regulations, shall be sent to each Fellow and Member of that Constituency, who is entitled to vote at the election,. Such election documents shall be sent to Fellows or Members at their address held on record in the College.
- 7.1.10 The election shall be by the method of single transferable vote and counting shall be by the use of a quota.
- 7.1.11 Except in the case of elections to represent the International Constituencies every Fellow of that Constituency shall be entitled to place the candidates who are Fellows of that Constituency in order of preference on the ballot paper and every Member of that Constituency shall be entitled to place the candidates who are Members of that Constituency in order of preference on the ballot paper.
- 7.1.12 Every Fellow and Member of that International Constituency shall be entitled to place the eligible candidates for election to represent that International Constituency in order of preference on the ballot paper issued for each such Constituency election.
- 7.1.13 Fellows and Members shall fill in their ballot papers and return the same to the Chief Executive so as to reach her or him before midnight of the seventh day preceding the date fixed for the election and no ballot paper received by the Chief Executive after midnight of such day shall be counted as valid.
- 7.1.14 Any ballot paper adjudged by the Chief Executive (or in her or his absence some other person appointed by the Council) to be improperly or incorrectly filled in shall be declared to be invalid.
- 7.2 A: Each Fellow and Member shall be deemed to belong to the Constituency in which she or he holds or has held her or his main or principal University or Hospital appointment or, in default of holding any such appointment, in which she or he practises. In the case of a retired Fellow or Member, she or he shall be deemed to belong to the Constituency in which she or he is resident.
- B: Each International Fellow and Member shall be deemed to belong to the Constituency in which she or he resides.
- 7.3 The votes under Regulation 7.1 shall be counted by such person or persons as the Council appoints, and the result reported to a meeting of the Council, and the Council

shall declare which candidates are elected and report to the next succeeding Ordinary Meeting.

7.4 In the event of an equality of votes in the election of Elected members, the Council shall decide by a ballot of the members of the Council present and voting as to which of those with an equal number of votes are to be deemed as elected as Elected members.

7.5 Every vacancy in respect of a Trainee member of Council shall be filled in the following manner:

7.5.1 the Trainee members of Council shall be:

7.5.1.1 the Chair of the Trainees Committee for the time being elected by the Trainees Committee from among the Trainees;

7.5.1.2 one other Trainee elected by the Trainees Committee, who must be a Member if at the time she or he would take office the Chair of the Trainees Committee is not a Member;

7.5.2 the Trainees Committee shall set its own regulations and proceedings for the election of Trainee members of Council

8 TERM OF OFFICE AND REMOVAL OF MEMBERS OF COUNCIL

8.1 Each Elected member, who is a Member, shall hold office for a term of four years from the date she or he takes office, at the end of which she or he shall retire and shall only be eligible for re-election as an Elected member if she or he becomes a Fellow.

8.2 Each Elected member, who is a Fellow, shall hold office for a term of three years, from the date she or he takes office, at the end of which she or he shall retire but shall be eligible for re-election as an Elected member for one further term of three years.

8.3 The Trainee member of Council, who is Chair of the Trainees Committee, shall hold office until she or he ceases to be such Chair and shall not then be eligible to be elected to the other office of Trainee member of Council. The other Trainee member of Council pursuant to Regulation 7.5.1.2 shall hold office for a term of two years from the date of her or his election, at the end of which she or he shall retire and shall be eligible for election as the Chair of the Trainees Committee.

8.4 A retiring Elected member or Trainee member of Council shall hold office until the close of the day on which she or he retires.

- 8.5 An Officer and any other member of the Council shall vacate office if she or he:
- 8.5.1 becomes subject to a bankruptcy order or interim order or makes any arrangement or composition with her or his creditors;
 - 8.5.2 is suffering from mental disorder and either is admitted to hospital in pursuance of an application for admission for treatment under any statute for the time being in force relating to mental disorder for a period in excess of 28 days or an order is made in relation to her or his personal welfare or property and affairs under legislation relating to mental health or mental capacity;
 - 8.5.3 ceases to be a Fellow or Member of the College;
 - 8.5.4 resigns office by notice in writing;
 - 8.5.5 (being an Elected member of the Council) ceases to be a Fellow or Member of the Constituency, which she or he was elected to represent on the Council;
 - 8.5.6 (being a Trainee member of Council) ceases to be a Trainee;
 - 8.5.7 is removed from office by a resolution of the Council, or a committee of Council, that the interests of the College so require, after inviting the views of the member of Council concerned and considering the matter in the light of any such views;
 - 8.5.8 is absent from more than one third of the Business Meetings of Council during a continuous period of twelve months without special leave of absence from the Council and the Council passes a resolution that she or he has by reason of such absence vacated office. "Business Meeting" means a meeting of Council whose agenda contains more than one item requiring consideration by Council (disregarding consideration of previous minutes) and excludes any admissions or awards ceremonies of the College.

9 PROCEEDINGS OF MEETINGS OF THE COUNCIL

- 9.1 Subject to the Regulations, the Council may meet together for the dispatch of business, adjourn and otherwise regulate its meetings and proceedings as it thinks fit.
- 9.2 The quorum for a meeting of the Council shall be six, except in the case of the election of Members (Regulation 3.3) when it will be four and for the election of Officers and Fellows, when at least twelve members of Council must be present.
- 9.3 At least four Ordinary Meetings of the Council shall be held each calendar year. Fourteen clear days' notice shall be given of every Ordinary Meeting of the Council to the members of the Council. The President or acting chairman of Council for the time

being may at any time, and shall upon a requisition in writing from four members of the Council stating the purposes for which the meeting is to be convened, convene an Extraordinary Meeting of the Council. Ten clear days' notice stating the purposes of an Extraordinary Meeting shall be given to the members of the Council, except that if in the opinion of the President a case of emergency has arisen, an Extraordinary Meeting may be convened on a shorter notice.

- 9.4 Questions arising at any meeting of the Council shall be decided by a majority of votes, and in case of an equality of votes the chairman of the meeting shall have a second or casting vote.
- 9.5 The President, or if she or he is either absent, or unwilling to act, the Senior Vice-President, or, in turn, another Vice President, shall take the chair at meetings of the Council, but otherwise the members of the Council present shall choose one of their number to be chairman at such meeting.
- 9.6 Except where otherwise provided the votes of members of the Council shall be taken as the chairman of the meeting may think fit, but any three members of the Council present shall have the right to demand a ballot. Every ballot shall be taken in such manner as the chairman of the meeting shall prescribe.
- 9.7 A resolution in writing signed or approved in electronic form by a majority of the members of Council, of which at least one must be an Officer, entitled to vote on the resolution shall be as valid and effectual as if it had been passed at a meeting of the Council duly convened and held. The resolution may consist of more than one document (which may be sent electronically to the member of Council) in the same form each signed or approved by one or more members of Council. A copy of such resolution must be sent to all members of Council before it is passed.
- 9.8 All records of meetings of Council, papers related to meetings and accounts shall be open to the inspection of members of the Council.
- 9.9 A copy of the unconfirmed minutes of any meeting of the Council, or of any Committee of Council, shall be placed on the Council website www.rcog.org.uk/council to each member thereof as soon as practicable after the meeting.
- 9.10 All acts and proceedings of Council or its committees shall be promptly reported to the Board of Trustees.

10 OFFICERS

10.1 The Officers of the College shall be:

10.1.1 President;

10.1.2 Vice President, Global Health;

10.1.3 Vice President, Education;

10.1.4 Vice President, Clinical Quality;

10.1.5 Vice President, UK Affairs, Membership and Clinical Services;

10.1.6 Vice President, Strategic Development.

The Council may prescribe the duties of the Officers and designate a Senior Vice President; alter the title or responsibilities of the Senior Vice President or any Vice President.

10.2 Reserved

10.3 The President shall be the Chairman of the Council.

10.4 No person may at any time hold more than one of the Officer posts.

10.5 A person will only be eligible to be elected an Officer if she or he is a Fellow (in the case of the President) or a Fellow or Member (in the case of the Vice-Presidents) in Active Practice throughout the period from the date of her or his nomination to the date of assuming office ("Election Period")

A candidate for election as an Officer must inform the Chief Executive if she or he ceases to be in Active Practice at any time during the Election Period. The nomination of a candidate shall be withdrawn if she or he subsequently ceases to be in Active Practice. If a candidate is elected or appointed as an Officer but subsequently ceases to be in Active Practice before the date she or he is due to assume office, she or he shall not assume such office.

In addition a person will only be eligible to be elected as the President if she or he is a Fellow who has been a voting member of the Council (including when Council were the charity trustees of the College) at any time prior to the date of her or his nomination.

10.6 Every candidate for election as an Officer must be nominated by at least three persons being Fellows or Members.

10.7 No nominations of candidates for election as Officers shall be valid unless in writing signed by the nominators together with the written agreement of the candidate to be

bound by the College's Election Guidance and received by the Chief Executive at the Office in the form and on or prior to the date specified by the Chief Executive.

10.8

10.8.1 The Officers of the College (except the President) shall be elected by members of Council who are Fellows and Members by ballot at a Council meeting designated by the Council and those elected shall assume office at the beginning of the Council meeting, held in December (or such other month designated by the Board of Trustees) following their election, when the retiring Officers shall be deemed to retire. The Council may determine that members of Council, who are entitled to vote but are unable to attend such meeting, may vote in such election by electronic or postal ballot.

10.8.2 The President shall be elected by Fellows and Members who

10.8.2.1 hold or have held in the UK or the Republic of Ireland their main or principal university or hospital appointment or, in default of holding any such appointment, practise as a medical practitioner in the UK or the Republic of Ireland in obstetrics and/or gynaecology or (if they have retired) reside in the UK or the Republic of Ireland; and

10.8.2.2 are not in arrears with their subscriptions to the College.

The President shall assume office at the beginning of the Council Meeting held in December (or such other month designated by the Board of Trustees) following her or his election, when the retiring President shall retire.

10.9 The ballot for all Officers shall be by the method of single transferable vote and counting shall be by the use of a quota.

10.10 No Fellow or Member shall canvass for her or his election as an Officer of the College other than in a form approved by the Council.

10.11 Each President shall, before entering upon her or his office, make the following Declaration before the Council:

"I, (name), solemnly declare that I will, so far as in me lies, be faithful to the trust committed to me as President, and I pledge myself in all loyalty to the service of The Royal College of Obstetricians and Gynaecologists; I will diligently pursue the objects of its foundation, and I will without fear, favour or prejudice uphold the Charter and Regulations of the College, and the just rights of all the Fellows and Members".

10.12 Any other Officer before entering upon her or his office shall make the following Declaration before the Council:

"I, (name), solemnly declare that I will, so far as in me lies, be faithful to the trust committed to me as Senior Vice-President or a Vice President (whichever is applicable), and I pledge myself in all loyalty to the service of The Royal College of Obstetricians and Gynaecologists".

10.13 If an Elected member of Council is elected to any Officer post, her or his place as an Elected member of Council shall be deemed to be vacant.

President

10.14 In the case of emergency and of it being impossible to summon a meeting of the Council or the appropriate Committee of the Council in time to deal with such emergency, the President shall take such immediate action as may seem necessary to her or him in the circumstances, and shall report the matter to the next meeting of the Council or the appropriate Committee as the case may be.

Vice-Presidents

10.15 The Senior Vice-President, or in her or his absence, another Vice-President shall, in the unavoidable absence of the President or in the case of her or his inability, or unwillingness to act, undertake her or his duties both in routine business and on public occasions.

Transitional Regulations

10.16 Notwithstanding any other provisions of these Regulations, the following transitional regulations shall apply.

10.16A All Elected members in office on 10 September 2015 shall be deemed to satisfy the eligibility criteria in Regulation 7.1.2.

10.17 Reserved

10.17A Each of the Elected members of Council who was in office immediately prior to the addition of this Regulation 10.17A, where their Constituency was altered by changes made to Regulation 6.3 on the same date as the addition of this Regulation 10.17A, shall be allocated by Council to a Constituency.

10.17B The Officers who were in office at the 2018 General Meeting of the College shall be entitled to continue in office until the Council meeting held in December 2019.

10.17C Each of the Elected members of Council who was due to retire from office in June 2019 shall be entitled to continue in office until the end of the Council meeting held in September 2019.

10.18 Reserved

Filling Vacancies

10.19 If the office of President becomes vacant, the Senior Vice President (then in office) shall serve as President for the remainder of the unexpired term of office of the person who has vacated the office of President and at the expiry of that term shall be eligible for election to the office of President for the full term of office pursuant to Regulation 10.21.

10.20 If the office of an Officer (other than the President) becomes vacant, the Council may appoint a Fellow who would be eligible for election under Regulation 10.5 and who has been nominated by the President to fill the vacancy. Any person so appointed shall hold office until the beginning of the Council meeting at which the person elected to that office assumes office pursuant to Regulation 10.8 but shall then be eligible for election to that office for the full term of office pursuant to Regulation 10.21.

Term of office of Officers

10.21 Each Officer shall hold office for a term of three years from the date of her or him taking office, at the end of which she or he shall retire.

10.22 Reserved.

10.23 Upon retirement an Officer shall not be eligible for:

10.23.1 re-election to that office or for election as another Officer (except as the President);

10.23.2 election as an Elected member until three years have elapsed (subject to being eligible pursuant to Regulations 8.1 and 8.2).

10.24 For the purpose of Regulations 10.21 to 10.23 “year” shall mean the period between the Council meeting held in one year in December (or such other month designated by the Board of Trustees in that year for the assumption of office under Regulation 10.8) and the Council meeting held in the next year in December (or such other month designated by the Board of Trustees in that year for the assumption of office under Regulation 10.8).

10.25 Upon vacating office as an Officer, all ex officio responsibilities of the retiring Officer, including membership of Committees and other groups, shall pass immediately to the Officer replacing her or him.

11 BOARD OF TRUSTEES

11.1 The control, direction and management of the policies and affairs of the College shall be vested in the Board of Trustees in accordance with the Charter.

11.2 The Board of Trustees shall consist of:

11.2.1 the Chair appointed by the Appointments and Remuneration Committee in accordance with Regulation 11;

11.2.2 the President;

11.2.3 the Senior Vice President;

11.2.4 a Vice President;

11.2.5 a Fellow or Member elected by Council from amongst Elected members of Council;

11.2.6 up to eight Trustees appointed by the Appointments and Remuneration Committee in accordance with Regulation 11 ("Appointed Trustees").

11.3 A Fellow or Member is not eligible for election or appointment as a Trustee pursuant to Regulations 11.2.5 or 11.2.6 if she or he is an Officer or member of the Appointments and Remuneration Committee.

11.4 A person is not eligible to be appointed the Chair or Vice Chair if:

11.4.1 she or he is an Officer, Trustee elected by Council pursuant to Regulation 11.2.5 or member of the Appointments and Remuneration Committee; or

11.4.2 less than three years have elapsed since she or he retired as an Officer.

11.5 A Fellow or Member may not be appointed as Chair if at the time of appointment the Vice Chair is a Fellow or Member.

11.6 An Elected member of Council is not eligible for election as a Trustee pursuant to Regulation 11.2.5 if at the time she or he would take office following the election she or he would have less than one year to serve of her or his current term as an Elected member of Council.

- 11.7 The election of a Trustee pursuant to Regulation 11.2.5 shall be conducted as follows:
- 11.7.1 Every candidate for election must be nominated by at least three persons being Fellows or Members;
 - 11.7.2 No nominations of candidates for election shall be valid unless in writing signed by the nominators and received by the Chief Executive's office in the form and on or prior to the date specified by the Chief Executive;
 - 11.7.3 Such a Trustee shall be elected by members of Council who are Fellows and Members by ballot at a meeting of Council and shall assume office from such date as is specified by Council. The Council may determine that members of Council, who are entitled to vote but are unable to attend such meeting, may vote in such election by electronic or postal ballot;
 - 11.7.4 The ballot for such a Trustee shall be by the method of single transferable vote and counting shall be by the use of a quota;
 - 11.7.5 No Fellow or Member shall canvass for her or his election as such a Trustee other than by:
 - 11.7.5.1 a written election statement in a form approved by the Board of Trustees for all candidates; and
 - 11.7.5.2 (if she or he wishes) making an oral statement at the Council meeting at which the election takes place.
- 11.8 The Board of Trustees shall have a sub-committee, the Appointments and Remuneration Committee, with authority to appoint the Chair and Trustees pursuant to Regulations 11.2.1 and 11.2.6 and to perform such other functions, and exercise such other discretions, as may be delegated from time to time by the Board of Trustees to the Committee.
- 11.9 The Appointments and Remuneration Committee shall ensure that as a result of any appointment of the Chair or Appointed Trustees, there shall be no more than, nor less than a simple majority, by one, of the Trustees who are Fellows or Members.
- 11.10 The Board of Trustees shall appoint the Vice Chair from among the Appointed Trustees. The Board may not appoint a Fellow or Member as the Vice Chair if at the time of appointment the Chair is a Fellow or Member. A person shall serve as Vice Chair until the expiry of her or his term of office as an Appointed Trustee. If re-appointed as an Appointed Trustee she or he would be eligible for re-appointment as Vice Chair.

- 11.11 Each Trustee (other than the President, Senior Vice President and Vice President) shall hold office for a term of four years from the date of her or his election or appointment, at the end of which she or he shall retire, but shall be eligible for re-election or re-appointment to the same office for one further term of four years.
- 11.12 The office of a Trustee shall be vacated if:
- 11.12.1 she or he ceases to be a Member or Fellow;
 - 11.12.2 she or he ceases to be an Officer;
 - 11.12.3 (being a Trustee elected under Regulation 11.2.5) she or he ceases to be an Elected member of Council;
 - 11.12.4 she or he dies or becomes subject to a bankruptcy order or interim order or she or he makes any arrangement or composition with her or his creditors;
 - 11.12.5 she or he is suffering from mental disorder and either is admitted to hospital in pursuance of an application for admission for treatment under any statute for the time being in force relating to mental disorder for a period in excess of 28 days or an order is made in relation to her or his personal welfare or property and affairs under legislation relating to mental health or mental capacity;
 - 11.12.6 by notice in writing to the College she or he resigns her or his office (but only if the number of Trustees necessary for a quorum at a meeting of the Board of Trustees will remain in office when the notice of resignation is to take effect);
 - 11.12.7 she or he is disqualified from acting as a trustee under any statute or ceases to hold office by virtue of any provision of the Companies Act 2006 or is prohibited by law from holding office;
 - 11.12.8 she or he is absent from more than one meeting of the Board of Trustees during a continuous period of twelve months without special leave of absence from the Board of Trustees and they pass a resolution that she or he has by reason of such absence vacated office;
 - 11.12.9 (except for Officers) she or he is removed from office by a resolution of the Board of Trustees, or committee of the Board of Trustees, that the interests of the College so require after inviting the views of the Trustee concerned and considering the matter in light of any such views.

12 PROCEEDINGS OF THE BOARD OF TRUSTEES

- 12.1 Subject to the Regulations, the Board of Trustees may regulate their proceedings as they think fit.
- 12.2 Unless otherwise resolved by the Board of Trustees, the Board of Trustees shall meet at least three times each calendar year.
- 12.3 The Chair may, and on the request of two Trustees shall, at any time call a meeting of the Board of Trustees.
- 12.4 The quorum necessary for the transaction of business of the Board of Trustees shall be six Trustees of whom at least one must be an Officer.
- 12.5 Questions arising at any meeting of the Board of Trustees shall be decided by a majority of votes. In the case of an equality of votes, the chairman of the meeting shall have a second or casting vote.
- 12.6 The Chair shall be entitled to preside at all meetings of the Board of Trustees. If there shall be no Chair or if at any meeting she or he is unwilling to do so or is not present within five minutes after the time appointed for holding the meeting, the Vice Chair shall act as chairman of the meeting and if no Vice Chair is appointed or if at any meeting she or he is unwilling to do so or is not present within five minutes after the time appointed for holding the meeting, the Trustees present shall choose one of their number to be chairman of the meeting.
- 12.7 Any of the Trustees can take part in a meeting of the Board of Trustees by way of a:
- 12.7.1 video conference or telephone or similar equipment designed to allow everybody to take part in the meeting; or
 - 12.7.2 series of video conferences or conference telephone calls from the Chair or Vice Chair.
- Taking part in this way will be treated as being present at the meeting. A meeting which takes place by a series of video conferences or telephone calls from the Chair or Vice Chair will be treated as taking place where the Chair or Vice Chair is. Otherwise, meetings will be treated as taking place where the largest group of the participants are or, if there is no such group, where the chairman of the meeting is, unless the Trustees decide otherwise.
- 12.8 The Board of Trustees for the time being may act notwithstanding any vacancy in their body but if and so long as their number is less than the number fixed as the quorum it

shall be lawful for them to act for the purpose of filling up vacancies in their body but not for any other purpose.

12.9 All acts bona fide done by any meeting of the Board of Trustees or by any person acting as a Trustee, shall be valid notwithstanding the participation in any vote of a Trustee:

12.9.1 who was disqualified from holding office;

12.9.2 who had previously retired or who had been obliged by the Regulations to vacate office;

12.9.3 who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise

if without the vote of that Trustee and that Trustee being counted in the quorum, the decision has been made by a majority of the Trustees at a quorate meeting.

12.10 A resolution in writing signed or approved in electronic form by a majority of the Trustees, of which at least one must be an Officer, entitled to vote on the resolution shall be as valid and effectual as if it had been passed at a meeting of the Board of Trustees duly convened and held. The resolution may consist of more than one document (which may be sent electronically to the Trustee) in the same form each signed or approved by one or more Trustees. A copy of such resolution must be sent to all Trustees before it is passed.

12.11 A Trustee must declare the nature and extent of any interest, direct or indirect, which she or he has in a proposed transaction or arrangement with the College or in any transaction or arrangement entered into by the College which has not previously been declared. A Trustee must absent herself or himself from any discussions of the Board of Trustees in which it is possible that a conflict will arise between her or his duty to act solely in the interests of the College and any personal interest (including but not limited to any personal financial interest).

12.12 The Chief Executive shall be invited to attend all meetings of the Board of Trustees (except where the Board of Trustees directs that she or he should withdraw from a part of a meeting).

12.13 In the case of emergency and of it being impossible to summon a meeting of the Board of Trustees in time to deal with such emergency, the Chair, or in her or his absence the Vice Chair, shall take such immediate action as may seem necessary to her or him in the circumstances, and shall report the matter to the next meeting of the Board of Trustees.

13 NOTICES

- 13.1 A notice may be served by the College upon any College member, personally or by sending it through the post in a prepaid letter, envelope or wrapper, addressed to such College Member at her or his Address or by electronic mail to an Address for the time being notified to the College by the College member.
- 13.2 Any notice or document required to be given by the College to the College members or any of them shall be sufficiently given if given by inclusion on the College website (unless these Regulations provide otherwise) provided that the College has notified the relevant College members of the presence of the notice or document on the website.
- 13.3 All notices to College members shall be signed by, or have printed at the foot thereof, the name of the Chief Executive or such other person in her or his place as the Board of Trustees shall appoint, except in the case of a General Meeting convened by requisition in accordance with these Regulations, and in that case shall be signed by, or have printed at the foot thereof, the names of the Fellows or Members convening the General Meeting.
- 13.4 Proof that an envelope or wrapper containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope or wrapper containing it was posted or, in the case of a notice contained in electronic mail, at the expiration of 48 hours after the time it was sent.

14 COMMITTEES

- 14.1 The Board of Trustees may appoint one or more Committees consisting of three or more persons appointed by them for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Board of Trustees would be more conveniently undertaken or carried out by a committee.

The Board of Trustees has established the following Standing Committees pursuant to this Regulation 14.1:

- Audit and Risk Committee;
- Appointments and Remuneration Committee;
- Finance and General Purposes Committee
- Equality and Diversity Committee

- 14.2 The Board of Trustees authorises Council to establish Committees to perform any function or duty within the authority of Council.
- 14.2A The Council has established the Disciplinary, Removal and Reinstatement Committee pursuant to Regulation 14.2 which shall be chaired by the Chair of the College's Women's Network. All other members of this Committee shall be appointed by Council except that alternates may be appointed in accordance with regulations or directions made under Regulation 14.4.
- 14.3 No person shall be appointed to a Committee established by Council (excluding the Disciplinary, Removal and Reinstatement Committee) unless approved by the Officers and ratified by Council.
- 14.4 Any Committee established by the Board of Trustees or the Council shall in the exercise of the powers so delegated conform to any regulations or directions which the Finance and General Purposes Committee produce and which are approved by the Board of Trustees or the Council respectively.
- 14.5 Each of the Board of Trustees and the Council shall ensure that each Committee established by it respectively shall be aware of the scope of the College's powers and shall inform each Committee established by it of the terms of its delegated authority.
- 14.6 Each of the Board of Trustees and Council shall take all reasonable care to ensure that each Committee established by it complies with the terms of its delegated authority.
- 14.7 The Disciplinary, Removal and Reinstatement Committee has the power to take the decisions binding on the College as set out in these Regulations. Any other Committee or Sub-Committee of either the Board of Trustees or the Council shall not have the power to take any decision binding on the College without the approval of the Board of Trustees.
- 14.8 A Committee may only co-opt members with the prior approval of the President, or in her or his absence another Officer, and in accordance with any directions made by the Board of Trustees.
- 14.9 Each Committee shall have a Chair who (excluding the chair of the Disciplinary, Removal and Reinstatement Committee) shall either be appointed by whichever of the Board of Trustees or the Council established it or by competitive interview.
- 14.10 A Committee of the Board of Trustees shall not be entitled to constitute a Sub-Committee without the prior approval of the Board of Trustees and a Committee of the Council shall not be entitled to constitute a Sub-Committee without the prior approval of the Council.

- 14.11 No expense shall be incurred by any Committee unless a sum of money has been voted by the Board of Trustees for the special purpose of the Committee.
- 14.12 Each Standing Committee will, where appropriate, include a Member.
- 14.13 The Officers will be ex-officio members of all Committees of Council (excluding the Disciplinary, Removal and Reinstatement Committee) and the Finance and General Purposes Committee. The Chair and Vice Chair will be ex-officio members of Committees of the Board of Trustees.
- 14.14 A Trainee representative shall be appointed to every Committee which reports directly to Council and to every other Committee where Trainees' interests are discussed.
- 14.15 All acts and proceedings of a Committee established by the Board of Trustees shall be promptly reported to the Board of Trustees and all acts and proceedings of a Committee established by the Council shall be promptly reported to the Council.

15 FINANCE

- 15.1 The Board of Trustees shall prepare annually in accordance with the Charities Act 2011 and Charities SORP 2005 Financial Statements of the College for its previous financial year and a Report on the College's activities during such financial year. Such Financial Statements shall be audited by a person prescribed for the audit of charity accounts under section 144(2) of the Charities Act 2011 and such Report shall be made available to every College member on the College's website on or prior to the date the College delivers its annual report and accounts to the Charity Commission for England and Wales.
- 15.2 The Annual Accounts shall be audited in accordance with the Charities Act 2011 notwithstanding such Act may only require such Accounts for a financial year to be examined by an independent examiner.
- 15.3 The Board of Trustees shall appoint Auditors for each financial year of the College.
- 15.4 The books and accounts of the College shall be open to the inspection of the members of Council during office hours.
- 15.5 The Board of Trustees may authorise any person or persons to act as agent of the Board of Trustees in the management of the investments. Where Board of Trustees delegates the decision on the selection of investments, the delegation must be under a written investment policy and a written agency control agreement providing for regular review by Board of Trustees of the performance of the investment managers.

16 MINUTES

- 16.1 The Board of Trustees must keep, or procure to be kept, minutes of all:
 - 16.1.1 elections of Officers by Council;
 - 16.1.2 proceedings at General Meetings of the College;
 - 16.1.3 meetings of the Board of Trustees, Council and committees of the Board of Trustees and Council including:
 - 16.1.3.1 the names of the persons present at the meeting;
 - 16.1.3.2 the decisions made at the meetings; and
 - 16.1.3.3 where appropriate the reasons for the decisions.
- 16.2 Any minutes of any meeting, if purporting to be signed by the chairman of that meeting, or by the chairman of the next succeeding meeting, shall be sufficient evidence without further proof of the facts stated in such minutes.

17 DIPLOMA EXAMINATION

- 17.1 Application for the Diploma (DRCOG) examination shall be made in accordance with such regulations and subject to such conditions as the Council may from time to time by regulation prescribe.
- 17.2 The College awards a Diploma (DRCOG) to fully registered medical practitioners - who satisfy its examiners. The Diploma is intended to recognise a general practitioner's interest in obstetrics and gynaecology; it is not a specialist qualification.
- 17.3 Candidates for the Diploma examination must be entered as limited or full registered medical practitioners in the Register of Medical Practitioners maintained by the General Medical Council or by the Medical Council of Ireland. The date of entry should be given and a copy of the current certificate of registration submitted.
- 17.4 Candidates must confirm that they are not currently suspended or removed from medical practice by any authorising body or involved in disciplinary proceedings related to medical practice in any country.
- 17.5 Council may refuse to allow a candidate to attempt the Diploma examination or become a Diplomate of the College. Under such circumstances the candidate will be advised of the appeals procedure.
- 17.6 No candidate may attempt the Diploma examination more than five times.
- 17.7 Candidates who withdraw their applications for a particular Diploma examination after the closing date or who fail to appear shall forfeit the examination fee.

- 17.8 Candidates must provide evidence of identification, which includes name and photograph, for inspection prior to commencement of the examination. Candidates who fail to provide satisfactory evidence will not be allowed to attend the examination.
- 17.9 Candidates must pay an entry fee determined by Council in sterling at the time of application.
- 17.10 By applying to sit the DRCOG examination the candidate agrees to all the terms of the Diploma Examination Regulations and to the transfer of all copyright subsisting in examination material produced by the candidate to the College.

18 MEMBERSHIP EXAMINATION

- 18.1 Application for Membership shall be made in accordance with such regulations and subject to such conditions as the Council may from time to time prescribe.
- 18.2 The Council shall establish an Education Board to recommend procedures for the conduct of the Membership Examination. Council will consider and, if appropriate, approve the Regulations and procedures and any amendments to these as proposed by the Education Board.
- 18.3 Membership of the College (MRCOG) is conferred on medical practitioners following an examination.

Candidates for Membership are required:

- 18.3.1 To comply with the Regulations related to medical registration.
- 18.3.2 To undertake the periods of training set out in the Regulations published from time to time.
- 18.3.3 To pass the Part 1 examination, the Part 2 examination and Part 3 examination.
- 18.3.4 To fulfil the requirements of the Regulations in relation to declaration of conduct, election pursuant to Regulation 3.3 and payment of the prescribed fees.
- 18.4 Candidates must confirm that they are not currently suspended or removed from medical practice by any regulatory body or involved in disciplinary proceedings related to medical practice in any country.
- 18.5 Council may refuse to allow a candidate to attempt any part of the MRCOG examination or to become a Member of the College. Under such circumstances the candidate will be advised of the appeals procedure.

Part 1

- 18.6 Candidates are eligible to enter for the Part 1 examination when they have obtained their medical degree.
- 18.7 The acceptance of a candidate's application to attempt the Part 1 examination does not imply acceptance of a subsequent or coincidental application by that candidate to attempt the Part 2 examination.

Part 2

- 18.8 Candidates who have completed the requirements for entry to the Part 2 examination should:
- 18.8.1 have held for not less than four years a medical qualification recognised by the General Medical Council under section 19 of the Medical Act 1983; and
- 18.8.2 have, for not less than three years had their name, or have been entitled to have their name, entered as a fully registered medical practitioners in the Register maintained by the General Medical Council.
- 18.9 Council may waive the provision for candidates whose degrees do not qualify them for entry in the above Register (Regulation 18.8).
- 18.10 The minimum period of post-registration training in obstetrics and gynaecology required for the Part 2 examination is reviewed by Council from time to time. A minimum of six consecutive months in any single post is required.
- Part 3

- 18.11 Candidates are eligible to sit the Part 3 examination once they have:
- 18.11.1 passed the Part 2 examination
- 18.11.2 satisfied all other eligibility requirements regarding currency and attempts
- 18.12 Candidates must attempt the Part 3 examination on at least one occasion within seven years of passing the Part 2 examination. Those candidates failing to comply with this regulation will be required to pass the Part 2 examination again.
- 18.13 Candidates are permitted a maximum of four attempts of the Part 3 examination. After four attempts, candidates will be required to pass the Part 2 examination again.
- 18.14 By applying to sit the Part 1, Part 2 or Part 3 MRCOG examination the candidate agrees to all the terms of the Membership Examination Regulations and to the transfer of all copyright subsisting in examination material produced by the candidate to the College.

19 ASSOCIATE STATUS

- 19.1 The Council has the power to appoint persons as an Associate.
- 19.2 Eligibility
- 19.2.1 Medical practitioners worldwide who are working in field of women's healthcare but who do not hold the MRCOG and wish to be linked with, and support, the activities of the College.
- 19.2.2 Applicants must have a primary medical degree.
- 19.2.3 Applicants who wish to become an Associate must submit an application form which includes an undertaking to uphold and promote the aims of the College to the best of their ability and while in practice to undertake continuing professional development.
This category only applies to those applicants who are not eligible for any other category of College membership.
- 19.2.4 No individual who has been removed from the Register of Fellows and Members or deprived of membership privileges, for whatever reason, shall be eligible to apply.
- 19.3 The benefits of Associate status will be reviewed by Council from time to time.
- 19.4 A Register of Associates will be maintained.
- 19.5 The following will not be allowed:
- 19.5.1 designatory letters (post nominals);
- 19.5.2 voting rights within the College.
- 19.6 Applicants for Associate are required to provide:
- 19.6.1 A completed application form;
- 19.6.2 Proof of primary medical degree;
- 19.6.3 Confirmation that they are not currently suspended, or removed, from medical practice by any authorising body, involved in professional disciplinary proceedings, or under any investigation related to medical practice in any country;
- 19.6.4 An annual subscription will be required.
- 19.7 The College reserves the right to refuse an application for reasons that the Council of the College in its absolute discretion thinks fit.

20 AFFILIATE STATUS

20.1 The Council has the power to appoint persons as an Affiliate.

20.2 Eligibility

20.2.1 Those working for the benefit of women's healthcare and who wish to be linked with the activities of the College.

Whilst not an exhaustive list this category includes:

20.2.1.1 embryologists

20.2.1.2 assistant practitioners and peri-operative care workers

20.2.1.3 ultrasonographers

20.2.1.4 members of specialist societies (e.g. BFS, BMS etc)

20.2.1.5 scientists and research academics

20.2.1.6 midwives

20.2.1.7 nurses

20.2.2 This category does not apply to those holding a medical degree.

20.3 The benefits of Affiliate status will be reviewed by the Council from time to time.

20.4 A Register of Affiliates will be maintained.

20.5 The following will not be allowed:

20.5.1 designatory letters (post nominals)

20.5.2 voting rights within College

20.6 Applicants for Affiliate are required to provide:

21.6.1 A completed application form.

21.6.2 Confirmation that they are not currently suspended, or removed, from medical practice by any authorising body, involved in professional disciplinary proceedings, or under any investigation related to medical practice in any country.

21.6.3 An annual subscription will be required

20.7 The College reserves the right to refuse an application for reasons that the Council of the College in its absolute discretion thinks fit.

21 CONTINUING PROFESSIONAL DEVELOPMENT

- 21.1 The College operates a programme of Continuing Professional Development (CPD), a continuing process, outside formal undergraduate and postgraduate training, that enables individual doctors to maintain and improve standards of medical practice through the development of knowledge, skills, attitudes and behaviour.
- 21.2 In the UK, all doctors who have a licence to practise will be required to provide documentation for the purposes of revalidation. Revalidation requires doctors to demonstrate on a regular basis that they are up to date and fit to practise in their specialty and able to provide a good level of care. By participating in the RCOG-CPD programme, licensed doctors may provide evidence that they are meeting the standards set by the relevant College and the GMC. UK practitioners who are not Fellows or Members of the College can register as an Associate member and participate in the CPD programme.
- 21.3 Fellows and Members who do not meet the requirements of the RCOG CPD programme (or a programme run by another appropriate Royal College or Faculty) are ineligible to sit on College Committees, examine for College examinations or hold any office in the College. Members of the College must be up-to-date with their CPD programme in order to be elevated to the Fellowship.
- 21.4 Those practising within the specialty of obstetrics and gynaecology outside the UK can participate in the RCOG CPD Programme on an optional basis as an Associate member.
- 21.5 Council will, from time to time, consider amendments or additions to the Regulations or procedures for CPD as submitted by the Education Board and, if appropriate, approve such changes.

22 POSTGRADUATE TRAINING

- 22.1 The College is responsible for prescribing eligibility and procedures for both entry to training in the specialty and the award of the Certificate of Completion of Training in obstetrics and gynaecology. Council has established a Specialty Education Advisory Committee to advise on such procedures. The College, through the Specialty Education Advisory Committee will advise the appropriate authority in the United Kingdom on those who have completed training satisfactorily.
- 22.2 The College will prescribe the procedures for subspecialty training programmes. The procedures will be approved by Council and will include details of eligibility criteria, syllabus, assessments and the award of certificates.

- 23 REMOVAL FROM THE COLLEGE REGISTER PURSUANT TO REGULATION 2.6.4**
- 23.1 Before the Disciplinary, Removal and Reinstatement Committee takes any decision to remove a College member from the Register under Regulation 2.6.4, or to suspend any of her or his membership rights under Regulations 2.7.1 or 2.7.2, the provisions of this Regulation 23 must be applied.
- 23.2 The President, or (if the President has a conflict of interest in respect of the complaint) another Officer, may refer to the Disciplinary, Removal and Reinstatement Committee a complaint alleging that a College member has acted to the detriment of women's health or rights, or in a way to bring the College into disrepute.
- 23.3 On a referral by the President or another Officer, the Disciplinary, Removal and Reinstatement Committee must meet to consider whether the College member should be removed from the Register or any of her or his membership rights be suspended. Its meetings shall be held in private and its proceedings and deliberations will be kept confidential.
- 23.4 Pending a decision by the Disciplinary, Removal and Reinstatement Committee on a College member referred to it, the President may suspend, on terms she or he sets, the College member concerned from:
- 23.4.1 membership of any Committee;
- 23.4.2 representing and speaking on behalf of the College at internal or external events.
- 23.5 Before making a decision at the meeting in respect of a College member:
- 23.5.1 at least twenty-eight days' written notice of the meeting, its purpose and the case against the College member that she or he has acted to the detriment of women's health or rights, or in a way to bring the College into disrepute, has been served on the College member; and
- 23.5.2 the notice invites the College member to make representations in writing, and to attend the meeting to make representations in person, as to why she or he should not be removed from the Register or any of her or his membership rights should not be suspended; and
- 23.5.3 the Disciplinary, Removal and Reinstatement Committee must consider at the meeting any representations which the College member makes as to why she or he should not be removed from the Register or any of her or his membership rights should not be suspended; and

- 23.5.4 the College member has the right to attend, and present her or his case as to why she or he should not be removed from the Register or any of her or his membership rights should not be suspended, at the meeting; and
 - 23.5.5 the College member has the right to be accompanied at the meeting by one individual chosen by her or him for support purposes who shall not be a lawyer and who shall not be permitted to make any representations on behalf of the College member.
- 23.6 If the Disciplinary, Removal and Reinstatement Committee determines at the meeting that the College member has acted to the detriment of women's health or rights, or in a way to bring the College into disrepute, the Disciplinary, Removal and Reinstatement Committee may decide to:-
- 23.6.1 remove her or him from the Register under Regulation 2.6.4; or
 - 23.6.2 suspend those of her or his membership rights, and for the period, specified in the decision in accordance with Regulation 2.7.
- 23.7 The Disciplinary, Removal and Reinstatement Committee will report its decisions under Regulation 23 to Council.
- 23.8 If the Disciplinary, Removal and Reinstatement Committee resolves that a College member is removed from the Register pursuant to Regulation 2.6.4, or that any of her or his membership rights are suspended under Regulation 2.7, the President will notify in writing the College member of the decision and the reasons for it and her or his right of appeal. If the College member appeals, at the conclusion of that appeal hearing the College member shall have no further right of appeal in respect of that determination of the Disciplinary, Removal and Reinstatement Committee. The College reserves the right to inform the body responsible for the regulation of medical practitioners in any country in which she or he practises and any employer of the College Member of the removal from the Register, or the suspension, after the decision takes effect under Regulation 2.13. In addition, the College may make a public statement of the removal or suspension, after the decision takes effect under Regulation 2.13.
- 23.9 The Council may make additional rules for the process in connection with meetings of the Disciplinary, Removal and Reinstatement Committee as long as not inconsistent with Regulations 23.1 to 23.8.

24 REINSTATEMENT TO THE COLLEGE REGISTER FOLLOWING REMOVAL UNDER REGULATION 2.6.4

24.1 Applications for reinstatement pursuant to Regulation 2.11 will be considered by the Disciplinary, Removal and Reinstatement Committee.

24.2 The following process must be applied by the Disciplinary, Removal and Reinstatement Committee:

24.2.1 the written request for reinstatement should set out in full the grounds for reinstatement.

24.2.2 the Disciplinary, Removal and Reinstatement Committee must meet to consider whether or not the College member concerned should be reinstated to the Register. Its meetings shall be held in private and its proceedings and deliberations will be kept confidential.

24.2.3 before making a decision at the meeting in respect of a College member:

24.2.3.1 at least twenty-eight days' written notice of the meeting and its purpose has been served on the College member; and

24.2.3.2 the notice invites the College member to make representations in writing, and attend the meeting to make representations in person, as to why she or he should be reinstated to the Register; and

24.2.3.3 the Disciplinary, Removal and Reinstatement Committee must consider at the meeting the grounds for reinstatement provided by the applicant and any representations which she or he makes as to why she or he should be reinstated; and

24.2.3.4 the College member has the right to attend, and present her or his case as to why she or he should be reinstated, at the meeting; and

24.2.3.5 the College member has the right to be accompanied by one individual chosen by her or him for support purposes who shall not be a lawyer and who shall not be permitted to make any representations on behalf of the College member.

24.3 The Council may make additional rules for the process in connection with meetings of the Disciplinary, Removal and Reinstatement Committee as long as not inconsistent with Regulation 24.2;

- 24.4 The Disciplinary, Removal and Reinstatement Committee will report its decisions to Council.
- 24.5 The President will notify the College member of a decision by the Disciplinary, Removal and Reinstatement Committee that she or he is reinstated to the Register.
- 24.6 If the Disciplinary, Removal and Reinstatement Committee determines not to reinstate the College member, the applicant will be notified in writing by the President of the reasons for the Disciplinary, Removal and Reinstatement Committee's decision and her or his right of appeal.
- 24.7 If the Disciplinary, Removal and Reinstatement Committee determines not to reinstate the College member and, if the applicant appeals, the panel hearing the appeal upholds that determination, the person concerned may apply one further time for reinstatement as a College member at any time after the expiry of one year, but not later than five years, from the date of the Disciplinary, Removal and Reinstatement Committee's decision or, if an appeal is made, from the date of the decision of the appeal panel. The person's request for reinstatement will not be accepted unless it sets out evidence which was not submitted by the applicant to the meeting at which the Disciplinary, Removal and Reinstatement Committee made the original determination. No further applications for reinstatement are allowed.

25 APPEALS AGAINST DETERMINATIONS BY DISCIPLINARY, REMOVAL AND REINSTATEMENT COMMITTEE PURSUANT TO REGULATION 2.12

- 25.1 The written request for an appeal must be received by the Chief Executive of the College within 10 working days from the date of receipt by the applicant of the written notice of the Disciplinary, Removal and Reinstatement Committee's decision. The notice shall be deemed to be received by the applicant in accordance with Regulation 13.4. The written request must include the following information:
- 25.1.1 name, address, telephone and email of the applicant;
- 25.1.2 the grounds upon which the appeal is based with a detailed explanation.
- 25.2 Upon receipt of an appeal which has been received within the period specified in Regulation 25.1, if the appeal relates to a determination of the Disciplinary, Removal and Reinstatement Committee listed in Regulation 2.12, the Secretary to the Disciplinary, Removal and Reinstatement Committee must acknowledge acceptance of the written request within 10 working days of its receipt by the College.

- 25.3 “Working day” in Regulation 25 means any day except a Saturday, Sunday or statutory bank holiday in England and Wales.
- 25.4 The Council shall appoint the members of the appeal panel from persons recommended by the Finance and General Purposes Committee who shall comprise:
- 25.4.1 one person who is not a registered medical practitioner;
 - 25.4.2 a member of another Royal Medical College;
 - 25.4.3 an Executive Director of the College;
 - 25.4.4 a Fellow of the College (not being a current member of the Council or the Disciplinary, Removal and Reinstatement Committee);
 - 25.4.5 a Member of the College (not being a current member of the Council or the Disciplinary, Removal and Reinstatement Committee).
- 25.5 No person who has been involved in the original determination by the Disciplinary, Removal and Reinstatement Committee which is the subject of the appeal shall be appointed to the appeal panel.
- 25.6 The Fellow on the appeal panel shall be its chair.
- 25.7 The Secretary to the Disciplinary, Removal and Reinstatement Committee will appoint an investigating manager who has not been involved in the original determination by the Disciplinary, Removal and Reinstatement Committee which is the subject of the appeal, who will collate the relevant facts specific to the appeal and submit these to the appeal panel.
- 25.8 Before the appeal panel makes a decision at a meeting in respect of the applicant:
- 25.8.1 at least twenty-eight days’ written notice of the meeting has been served on the applicant; and
 - 25.8.2 the notice invites the applicant to attend the meeting to make representations in person and to nominate a lawyer to make representations on her or his behalf at the meeting; and
 - 25.8.3 the applicant, and on her or his behalf any lawyer nominated by her or him, has the right to attend, and make representations, at the meeting.
- 25.9 The quorum for a meeting of the appeal panel shall be four members, of which one must be the Fellow.
- 25.10 The appeal panel will base its deliberations on:
- 25.10.1 the written request submitted by the applicant; and

- 25.10.2 the facts submitted by the investigating manager; and
- 25.10.3 any representations made at the meeting of the appeal panel by the applicant or on her or his behalf by a lawyer.
- 25.11 The meeting of the appeal panel shall be held in private and its proceedings and deliberations will be kept confidential.
- 25.12 The decision of the appeal panel will be communicated to the President who will notify in writing the applicant of the decision. The College may make a public statement, and/or inform the applicant's employer, of the decision of the appeal panel.
- 25.13 The Council may make additional rules for the process in connection with submitting, investigating and hearing appeals as long as not inconsistent with any of the provisions of Regulation 25.

26 THE SEAL

The Board of Trustees shall provide a seal. It shall bear such design as the Board of Trustees may from time to time determine. The Board of Trustees shall provide for the safe custody of the seal, and the seal shall not be affixed except by the authority of the Board of Trustees or of a Committee of the Board of Trustees to which prior authority has been given by the Board of Trustees. Two Trustees shall attest and sign every instrument to which the seal is affixed, and every such instrument shall be countersigned by the Chief Executive, or some other person appointed by the Board of Trustees.

APPENDIX

THE ROYAL COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS (College)

General Meeting

Proxy Form

Before completing this form, please read the explanatory notes [below OR overleaf]

I being a Fellow or Member of the College appoint the President of the College as my proxy to vote on my behalf on the following resolution[s] at the General Meeting of the College to be held on [DATE] at [TIME] and at any adjournment of the meeting.

I direct my proxy to vote on the following resolution[s] as I have indicated by marking the appropriate box with an 'X'. If no indication is given in respect of a particular resolution the proxy appointment will be invalid for that resolution.

RESOLUTIONS	For	Against
1. [INSERT TEXT OF RESOLUTION]		
2. [INSERT TEXT OF RESOLUTION]		
3. [INSERT TEXT OF RESOLUTION]		

Name of member		Membership No.	
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Signature	Date
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Notes to the proxy form

1. As a Fellow or Member of the College you are entitled to appoint a proxy to vote at the above General Meeting of the College on the resolution[s] shown, but not on any other resolutions. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the General Meeting and voting in person. If you have appointed a proxy and attend the General Meeting in person, your proxy appointment will automatically be terminated.
3. To direct your proxy how to vote on the resolution[s] mark the appropriate box with an "X". If no voting indication is given in respect of a particular resolution, your proxy

appointment is invalid for that resolution. Your proxy has no right to vote on any other matter which is put before the General Meeting.

4. Your proxy has no right to speak on your behalf at the General Meeting.
5. To appoint a proxy using this form, the form must be:
 - completed and signed;
 - sent or delivered to the College at [ADDRESS]; and
 - received by the College no later than [DATE AND TIME].
6. As an alternative to completing this hard-copy proxy form, you can appoint a proxy electronically by completing and authenticating the form at [GIVE WEBSITE DETAILS] in accordance with the instructions there displayed. For an electronic proxy appointment to be valid, your appointment must be received by the College no later than [DATE AND TIME].]
7. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.
8. The President may delegate the exercise of the directions given to her or him in this proxy form to another Officer of the College.