

Royal College of Physicians of Edinburgh

Regulations

As approved by the Trustees at a meeting held on 15th May 2026

Effective 5th June 2026

1. Citation and Commencement

- 1.1. The Regulations shall be known as the Royal College of Physicians of Edinburgh Regulations, made pursuant to Law 5.15.3.1 of the Laws, and come into force on [same date as the GM].
- 1.2. The Regulations will be reviewed annually by the Board of Trustees.

2. Definitions

In the Regulations, unless the context provides otherwise, the following definitions shall apply:-

- 2.1. "Accessioned Collection" means books, objects or manuscripts belonging to the College and forming part of the Library, Museum and Archive, referred to in Law 6.2.4 of the Laws.
- 2.2. "Associate" means an individual awarded a licence by Council pursuant to Regulation 16.1.
- 2.3. "Board of Trustees" means the governing body of the College constituted under Law 5.3 of the Laws.
- 2.4. "Charities Act" means the Charities and Trustee Investment (Scotland) Act 2005.
- 2.5. "Charter" means the Royal Charter of the College granted on 28th August 1978 (As amended on 6th May 2025) in substitution for several Charters, the first being granted on 29th November 1681.
- 2.6. "Clear Days" means complete days, excluding the day on which the notice is given or the day on which the event for which it is given takes place.
- 2.7. "College" means the Royal College of Physicians of Edinburgh, Scottish registered charity (SC009465).
- 2.8. "Collegiate Member" means an individual admitted to the College pursuant to Regulation 7 of the Regulations.
- 2.9. "Council" means the body constituted under Law 4.2 of the Laws.
- 2.10. "Effective Date" means the 6th May 2025 being the date on which the amendments to the Charter were allowed by His Majesty in Council.
- 2.11. "Electronically" means, in relation to the sending or supply of a document or information, the sending or supply by electronic means or by any other means while in an electronic form.
- 2.12. "Fellow" means an individual elected as such pursuant Regulations 3.1 to 3.12 of the Regulations.
- 2.13. "First Meeting Date" means the date of the first Meeting of Council or the Board of Trustees after the Annual Meeting whichever is the earlier.

- 2.14. "General Meetings" means Annual Meetings and Extraordinary Meetings of the College.
- 2.15. "Laws" means the Laws of the College as may be in force from time to time.
- 2.16. "Member" means a Fellow or a Collegiate Member.
- 2.17. "Member of Council" means a member of the Council of the College constituted under Law 4.2 of the Laws.
- 2.18. "Observers" means Foundation Observers and Student Observers appointed under Regulation 7.8 of the Regulations.
- 2.19. "Office-bearers" means the office-bearers in Law 4.14.1 of the Laws.
- 2.20. "President-Elect" means the Fellow elected as President but prior to taking up office in terms of Law 4.5.11.
- 2.21. "Present" means, where the context allows, either in person or participating by suitable electronic means under the Regulations.
- 2.22. "Regulations" means the Regulations made by the Board of Trustees in furtherance of the power granted to it under Law 5.15.3.1 of the Laws.
- 2.23. "Regional Representative" means an individual elected to Council to represent a geographical constituency pursuant to Regulation 10.5 of the Regulations."
- 2.24. "Recently Appointed Consultant Representative" means an individual elected to Council to represent the Recently Appointed Consultants' constituency pursuant to Regulation 10.5 of the Regulations.
- 2.25. "Student and Foundation Member" means an individual admitted under Regulation 16.2 of the Regulations.
- 2.26. "Term" means a period of three Years.
- 2.27. "Trainees and Members' Committee" means the Trainees and Members Committee constituted under Regulation 7 of the Regulations.
- 2.28. "Trustee(s)" means a member of the Board of Trustees
- 2.29. "Writing" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods whether sent or supplied electronically.
- 2.30. "Year" means:-
- 2.30.1. For the President a calendar year from 1st March.
- 2.30.2. For Members of Council the period between a First Meeting Date and the next First Meeting Date
- 2.30.3. For Lay trustees a calendar year from the date of their appointment.

- 2.31. Words or phrases defined in the Charter and the Laws shall have the same meanings herein.
- 2.32. References to any Act of Parliament, or order or instrument thereunder, include any statutory modification or re-enactment thereof.
- 2.33. Words in the singular include the plural and vice versa, and words importing persons include corporations.
- 2.34. In the event of any inconsistency between the provisions of the Laws and the Regulations, the provisions of the Laws shall prevail.

3. Fellowship

3.1. Eligibility Requirements for Admission

3.1.1. All nominations shall be examined by the Fellowship Committee.

3.1.2. The Fellows of Council shall consider those recommended by the Fellowship Committee for election to the Fellowship. A decision to recommend a candidate for advancement to Fellowship under this Law will require a three quarters majority of the Fellows of Council present and voting. Council shall then submit to the Fellows of the College the names, qualifications and appointments held by those candidates they recommend for election under this Regulation.

3.1.3. The Fellows of the College may comment on each candidate for advancement proposed by Council under this Regulation 3.1. Such comments must be addressed to the Secretary of the College and received within one month of the date of nomination (which shall be the date the nomination was posted by the College).

3.1.4. In the event that no comments are received, the candidate shall be deemed conditionally elected upon the following:-

3.1.4.1. receipt of the candidate's declaration form, which form shall be in such terms as shall be determined by Council from time to time;

3.1.4.2. acceptance of the form by the Secretary (which acceptance shall be in the Secretary's sole discretion);

3.1.4.3. written confirmation of the candidate's desire to proceed with advancement to Fellowship;

3.1.4.4. payment of any fee payable under Law 2.3 of the Laws;

3.1.4.5. written confirmation that the candidate will pay any annual fee payable under the Laws; and

3.1.4.6. acceptance of the Declaration in Regulation 18.

3.1.5. If the candidate's declaration, confirmation, payment and acceptance is received within four weeks of the date of posting of the Secretary's letter advising of the conditional election of the candidate, the candidate shall be deemed to have been elected to the Fellowship at the Council Meeting at which their conditional election took place.

3.1.6. If the candidate's declaration, confirmation, payment and acceptance of the Declaration is not received within four weeks, the Secretary shall write to the candidate to give a further four weeks for their receipt or an explanation of their failure.

- 3.1.7. If the candidate's confirmation, payment, declaration and acceptance of the Declaration is received within the second four-week period, and if the declaration is accepted by the Secretary, the candidate shall be deemed to have been elected to the Fellowship at the Council Meeting at which their conditional election took place.
- 3.1.8. If no timeous response is received, the nomination shall lapse but if an explanation of a candidate's failure to make a complete response is received by the Secretary they may, at their discretion, refer the nomination to the next available Council Meeting. At that Meeting, the Fellows of Council may, by a three quarters majority decision of the Fellows of Council present and voting:-
- 3.1.8.1. elect the candidate and decide whether or not to exempt them from payment of the fee (or fees as Council may resolve) payable under Law 2.3 of the Laws. in which case, the Fellow shall be deemed to have been elected at the date of the said Council Meeting;
- 3.1.8.2. postpone the candidate's advancement to allow the Secretary to write to the candidate to advise of Council's decision and invite them to satisfy conditions (1)-(6) in Regulation 3.1.4 of the Regulations. The candidate's nomination shall be considered at a Council Meeting after the candidate has satisfied the conditions, which Council Meeting shall be taken as the date of their election; or
- 3.1.8.3. reject their explanation whereupon their nomination shall lapse.
- 3.1.9. If comments are received, Council may seek further advice and defer a decision on the nomination pending further investigation. Once that investigation is completed, Council shall proceed to take a decision on the nomination at a subsequent Meeting of Council and, if Council approves the nomination, the candidate shall be deemed elected at that meeting so long as the conditions in Regulation 3.1.4 of the Regulations have been met.
- 3.1.10. Every Fellow on election shall have their name and date of election placed on the List of Fellows maintained at the College.
- 3.1.11. Fellows shall have their names placed on the List according to the date of their election. When two or more Fellows are elected on the same day their seniority shall be determined according to the date of their Diploma of MRCP (UK) or the date of their Diploma of MRCPCH, but if these are of the same date, according to the date of their original qualification in medicine. Fellows elected on the same day who do not have MRCP (UK) or MRCPCH will be listed after those with MRCP (UK) or MRCPCH according to the date of their original qualification in medicine.
- 3.1.12. Subject to acceding to the Declaration a duly elected Fellow (the conditions of their election having been met) shall have all the rights and privileges of Fellowship, intimation to this effect being sent to them by the Secretary. The Diploma presented by the College to its Fellows shall be in the form given in Regulation 18.

3.2. Honorary Fellowship

- 3.2.1. Honorary Fellowship (Hon FRCP Edin) may be conferred on individuals (both medically qualified and non-medically qualified) at the discretion of Fellows of Council after approval by the Fellowship Committee.
- 3.2.2. Honorary Fellows will be automatically exempt from payment of any annual fee for the term of their life.
- 3.2.3. Nominees for Honorary Fellowship should demonstrate excellence in at least one of the following areas:
 - 3.2.3.1. Altruism/Charity in the Healthcare area: The individual has been involved in, and recognized for, raising the profile of an area of healthcare or medicine through example/lived experience, fundraising or donations.
 - 3.2.3.2. Wellbeing: The individual, through their work or example, has made a significant and recognised contribution to wellbeing of those within healthcare, and provided a better understanding of the practice of medicine. This may be, for example, through the arts, writing or broadcasting.
 - 3.2.3.3. Management: The individual has shown exceptional leadership qualities in healthcare (e.g. Hospital, Board or Trust management), education (e.g. University), or an allied field.
 - 3.2.3.4. Teaching/Training: The individual has demonstrated exceptional skills in an educational environment. This may be in an area allied to healthcare directly or indirectly – e.g. University role, or under-graduate / post-graduate assessment role.
 - 3.2.3.5. Research: The individual is an internationally recognised leader in research, ideally in healthcare research.
- 3.2.4. Two Fellows in good standing may nominate an individual for Honorary Fellowship by completing the online form, one of whom must be a Member of Council.
- 3.2.5. The nomination will be considered initially by the Fellowship Committee and then, if approved by the Committee, by the Board of Trustees and Council.
- 3.2.6. A majority of 75% of Fellows of Council present and voting at a duly constituted Meeting of Council shall be required to approve recommendations from the Fellowship Committee.

3.3. Fellowship with Distinction

- 3.3.1. The Council of the College may elevate Fellows to "Fellowship with Distinction" to recognise those who have served the College with distinction over a sustained period. A majority of 75% of elected Fellows of Council present and voting at a duly constituted Meeting of Council shall be required to approve nominations from the Fellowship Committee.
- 3.3.2. Two Fellows in good standing may submit a nomination.

- 3.3.3. The award of Fellowship with Distinction is conferred no more than annually in recognition of exceptional service to the College.
- 3.3.4. Fellowship with distinction is considered on an annual basis with the call for nominations and the deadline for receipt of completed nomination forms being set by the Secretary to ensure that they are considered by the Fellowship Committee and approved by Council in advance of the Annual Meeting.

4. Members of the Royal Colleges of Physicians of the United Kingdom (MRCP (UK))

- 4.1. The Royal Colleges of Physicians of the United Kingdom comprise the Royal College of Physicians of Edinburgh, the Royal College of Physicians and Surgeons of Glasgow, and the Royal College of Physicians of London. A Member of the Royal Colleges of Physicians of the United Kingdom is a person who has been admitted and passed an examination which satisfies the requirements of each of the Colleges, and who has been elected by each of them to Membership of the Royal Colleges of Physicians of the United Kingdom.
- 4.2. Every candidate for election to the MRCP(UK) shall have passed an examination arranged in accordance with the Regulations approved by the Royal Colleges of Physicians of the United Kingdom.
- 4.3. Council shall be responsible for the selection of such examiners as may be required.
- 4.4. Every candidate for the MRCP(UK) shall have paid (a) Examination Fees and when successful (b) a Diploma Fee and after election shall pay any other fees required by the College in accordance with the Regulations approved by the College.
- 4.5. Amendments to the Regulations and the Instructions for the Examination for the Diploma of Membership of the Royal Colleges of Physicians of the United Kingdom shall be approved by Council and reported to the College at any Meeting of the College.
- 4.6. Every Member of the Royal Colleges of Physicians of the United Kingdom shall on election by the three Colleges, have their name placed on the List of Members of the Royal Colleges of Physicians of the United Kingdom maintained in the College.

5. Collegiate Members

5.1. Eligibility Requirements for Admission as a Collegiate Member

5.1.1. A holder of the Diploma of MRCP(UK) or MRCPCH on acceptance of their application to the Secretary of the College, and having acceded to the Declaration in Regulation 18 of the Regulations and paid the required fee is entitled to be admitted a Collegiate Member and have their name placed on the List of Collegiate Members maintained in the College.

5.2. Rights, Privileges and Obligations

5.2.1. Collegiate Members shall conform to the Laws and Regulations of the College.

5.2.2. Collegiate Members shall be entitled to use the post-nominal MRCP Edin. in addition to MRCP(UK) and to other privileges as determined by Council.

5.2.3. Collegiate Members who have signed the Declaration may attend General Meetings of the College, propose motions and vote on motions other than those relating solely to the Fellowship.

6. Disciplinary Procedure

- 6.1. The College's disciplinary procedures and policies shall be published and maintained on the College's website.
- 6.2. The Code of Conduct for Fellows, Members, Associates and Student and Foundation Members is set out in Appendix B: Code of Conduct.

7. The Trainees and Members' Committee

- 7.1. The Trainees and Members' Committee represents elected Trainees and Members (post-MRCP(UK)), Associates (pre-MRCP(UK)) and Students and Foundation Members of the College. The Committee's purpose is to provide support for trainees and ensure that the views of trainees are represented in all College discussions and to represent trainees in external discussions, such as with the Joint Royal Colleges of Physicians Training Board (JRCPTB).
- 7.2. The Trainees and Members' Committee shall be elected biennially by Collegiate Members. It shall consist of:
- 7.2.1. Collegiate Members, elected from those Collegiate Members who are not consultants, working in the geographical areas or practising in the categories and in the numbers indicated in the table in Regulation 7.3 and Regulation 7.5 of the Regulations.
- 7.2.2. One Associate, who must have a valid GMC licence, shall be elected from and by their number in accordance with the table in this Regulation 7.2 and in Regulation 7.4 below and practising in the geographical areas listed in the table in Regulation 7.3.
- 7.2.3. An Associate or Collegiate Member elected to the Specialist, Associate Specialist and Specialty Doctor Grade seat.
- 7.3. The boundaries of the geographical areas listed below may be altered by the Board of Trustees, in consultation with Council. All candidates must be eligible to stand for the constituency they seek to represent at the date of the election. In the first instance, all questions of entitlement to stand shall be determined by the Secretary. A Collegiate Member denied the right to stand by the Secretary's decision may appeal in writing to the President within 14 days of the Secretary's decision. The President's decision shall be final.

Constituency	Area	Number of Seats
A	Scotland	11
B	England and Wales	10
C	Northern Ireland	1
D	Specialist, Associate Specialist and Specialty Doctor	1
E	Associates (UK)	1

- 7.4. The same Collegiate Member or Associate may be elected biennially as a member of the Trainees and Members' Committee for three successive two-year terms but not for any longer consecutive period. Any Collegiate Member or Associate may be re-elected after having been out of office for one year. Any Collegiate Member or Associate who ceases to qualify mid-term may serve out that term.

- 7.5. Biennially, the Secretary of the College shall intimate to Collegiate Members and Associates that nominations for membership of this Committee must be made. Only Collegiate Members and Associates resident within the United Kingdom and who satisfy the conditions of Regulation 7.2 will be eligible for nomination. It shall be competent for any Collegiate Member to nominate one or more Collegiate Members and any Associate or Collegiate Member to nominate one or more Associates. The Secretary of the College shall, on receipt of the nomination, notify the Collegiate Member or Associate concerned. It shall also be competent for a Collegiate Member or Associate to self-nominate but they must approach a member of the Trainees and Members' Committee to second their nomination. The Secretary shall thereafter issue voting papers by post or electronic equivalent to Collegiate Members and Associates, listing those nominated who have not withdrawn their names. Each eligible Collegiate Member and Associate shall vote in accordance with the accompanying voting instructions. The voting papers or electronic equivalent must be returned to the College by a date specified by the Secretary and not less than two working weeks before the Annual Meeting. The Secretary shall ensure that a minimum of four weeks is given for nomination and voting.
- 7.6. The votes shall be counted by the Secretary or in their absence by any other Office Bearer of the College. Those Collegiate Members or Associates up to the number required in each category who received the largest number of votes shall be elected. Should the number of nominations be equal to or fewer than the number of vacancies which exist in any category any Collegiate Member so proposed shall be deemed to have been elected to membership of the Trainees and Members' Committee. In the event of insufficient nominations having been received to fill all the vacancies in any Collegiate Member category the elected members of the Trainees and Members' Committee may co-opt another Collegiate Member who is eligible to stand in the particular constituency to fill these vacancies.
- 7.7. Additional co-opted Members may also be appointed to the Trainees and Members' Committee periodically, for one year, by a majority vote of the Trainees and Members' Committee, ensure the ongoing delivery of the College's operational objectives.
- 7.8. The Committee shall appoint two Foundation Observers and two Student Observers. These posts will be filled through application. Applicants for a Foundation Observer must be working in the UK as a Foundation doctor at the time of application. Applicants for Student Observers must be undertaking their primary medical qualification at a UK medical school at the time of application. If there are more applications than available positions, then a ballot will be held amongst the Committee.
- 7.9. All co-opted Members and Observers shall assume the same rights as elected Members, but there should always be a majority of elected Members both on the Trainees and Members' Committee and participating in any votes.
- 7.10. Where an elected member of the Trainee and Members' Committee resigns mid-term, the Committee may request a mid-term election to preserve the required majority of elected Members. The election shall be called at the discretion of the Secretary and follow the procedures laid out in this Regulation 7.

- 7.11. The newly appointed Committee shall meet before the Annual Meeting of the College to elect a Chair, and up to three Vice-Chairs any two of whom can attend as Members of Council. The Committee shall nominate one or more committee members to membership of each committee of the College other than the Fellowship Committee.
- 7.12. In addition to the meeting to elect a Chair and up to three Vice-Chairs, the Trainees and Members' Committee shall meet at such other times during the year as the proper discharge of their duties may require. The role of Chair can be shared between two co-Chairs. Vice-Chairs can be shared between co-Vice-Chairs. The sharing of the Chair and Vice-Chairs is at the discretion of the Committee. Four elected Collegiate Members of the Committee shall constitute a quorum.
- 7.13. The Trainees and Members' Committee shall prepare an annual report on its activities for submission to the Board of Trustees and Council.
- 7.14. A meeting of Collegiate Members may be called by the Trainees and Members' Committee at any time.

8. Amendments to Motions

8.1. Subject to Regulation 20 of the Regulations,

- 8.1.1. When a motion is under consideration at a Meeting of the College any amendment shall be put in writing by the proposer and seconder and before it is spoken to by other Fellows or Collegiate Members, it shall be read from the Chair.
- 8.1.2. All amendments shall be framed so that they may be read as independent motions.
- 8.1.3. No amendment shall be withdrawn after having been read from the Chair unless by permission of the Fellows and Collegiate Members.
- 8.1.4. The seconder of an amendment may reserve their speech until any stage of the debate, but the proposer of the motion alone has the right of reply, provided always that a Fellow or Collegiate Member may speak to a point of order or in explanation of some material part of a speech made by them which they believe to have been misunderstood.
- 8.1.5. If an amendment is proposed it shall be disposed of before any other amendment is moved. All amendments shall be disposed of before the original motion is put to the vote.
- 8.1.6. The amendment shall be put to the vote. If it is rejected a second amendment may be moved and shall be disposed of in the same way; and so on until no further amendment is proposed.
- 8.1.7. If every amendment is rejected the original motion shall be put to the vote.
- 8.1.8. If any amendment is carried it shall then be regarded as the substantive motion and treated, as to further amendments and the right of speaking in reply and in all other respects, as an original motion.
- 8.1.9. It shall not be competent to move a direct negative to any motion.
- 8.1.10. If a Fellow or Collegiate Member is unwilling that the College should come to a decision on any motion the President or Chair shall ask the Meeting whether the motion should be considered further. If the Meeting answers in the negative then the motions shall not be considered further.

9. Minutes

- 9.1. Any Fellow or Collegiate Member present at a General Meeting may object to a decision reached by the Fellows and Collegiate Members. Their dissent shall be recorded in the Minutes if they so request at the Meeting.
- 9.2. It shall not be lawful to take any exception to the Minutes, except on the grounds that either:-
 - 9.2.1. their narrative of things done or transacted is inaccurate; or
 - 9.2.2. that the Meeting in question had not been properly summoned.

10. The Election of the President, Vice-President(s) and Council

- 10.1. The President and Vice-President(s) shall not be entitled to represent a constituency.
- 10.2. No Member of Council shall represent more than one constituency.
- 10.3. The election of the President, Vice-President(s) and Fellows to serve on Council, shall be by postal vote (or by electronic ballot as Council may direct) taken prior to the Annual Meeting.
- 10.4. The result of the election shall be announced at the Annual Meeting or at a time of the Board of Trustees' choosing in consultation with Council.
- 10.5. Subject to the following provisions of this Regulation 10, Fellows on Council shall be elected from and by those Fellows working in the constituencies in the table in this Regulation 10.5, and in the numbers indicated for each constituency. No Fellow may stand for more than one constituency. In the first instance all questions of entitlement to stand or vote shall be determined by the Secretary. A Fellow denied the right to vote or to stand by the Secretary's decision may appeal in writing to the President within fourteen days of notification of the Secretary's decision. In the absence of a President the decision shall be made by the longest- serving Vice-President. The President or Vice-President's decision shall be final.

Where a constituency is geographical its physical boundaries shall be displayed on the College's website and be available on request to the Secretary. Geographical boundaries may be altered by the Board of Trustees in consultation with Council. Where a constituency is geographical, only those Fellows paying a subscription or exempted from payment upon election and working principally in the constituency, or if retired domiciled in it, may stand, nominate or vote.

Only Fellows appointed to their Consultant posts within the last 10 years and paying a subscription or exempted from payment upon election and working principally in the constituency shall be entitled to stand for, nominate and vote in the Recently Appointed Consultants' constituency.

Eligibility to vote in any constituency shall be determined at the date of issue of voting papers. A candidate must be eligible to stand for the constituency they seek to represent at both the date of this nomination and at the date of the election.

Constituency	Area	Number of Seats
A	Lothian, Fife and the Borders	3
B	West of Scotland	1
C	Central Scotland	1
D	Northern Scotland	1
E	North of England	1
F	West of England	1

G	Central England	1
H	South of England	1
I	Northern Ireland	1
J	Recently Appointed Consultants	2
K	Greater London	1
L	Wales	1

- 10.6. At least three months prior to the expiry of the term of the President or Vice-President the Secretary of the College shall invite all Fellows who have paid one of the rates of subscription applicable to Fellows or who are exempt from such to nominate one or more Fellows as President and Vice-President(s).
- 10.7. At the same time, the Secretary shall invite all such Fellows who are eligible to vote in Council constituencies to nominate Fellows to fill the vacancies which occur in the number of elected Fellows serving on Council at the forthcoming Annual Meeting. The said invitations shall include a note of the duties and responsibilities of each office.
- 10.8. The number of vacancies occurring in Council shall be listed separately for each category.
- 10.9. Each nomination shall state the constituency for which the candidate is nominated and be signed by two Fellows of the College who, as at the date of nomination, must be eligible to vote for the candidate they propose. The candidate must sign and complete a Consent Form giving details of career, appointments, place of work and details of any office held within or for the College. This Consent Form shall be received by the Secretary by a date specified by the Secretary in the accompanying explanatory papers.
- 10.10. If a sitting Vice-President or Elected Member of Council is eligible and willing to stand again for election the original nomination as a candidate for that post shall continue to be valid and no new nomination or Consent Form will be required.
- 10.11. The Secretary shall indicate on the call for nominations the names of all those sitting elected officers who are eligible and willing to stand again for the posts they presently occupy and shall inform Fellows that these persons need not be nominated again and that, should any of them be the only candidate for the post that they currently hold, they will be re-elected unopposed to that post for one year.
- 10.12. Nomination papers duly completed must be returned to the Secretary of the College to reach them by a date determined by the Secretary. A list of Fellows nominated for election as President, Vice-President(s) and to Council, the office for which each candidate is nominated, and the names of the proposers shall be published by the College.
- 10.13. On receipt of duly completed nominations, the Secretary of the College shall arrange for the preparation of voting papers or their electronic equivalent for the election of the President, Vice-President(s) and the vacancies on Council showing the names of those

nominated for election to fill these vacancies and the place of work, with a precis of their career and appointments, of each nominee.

- 10.14. The voting paper shall be sent by post or electronically to all Fellows eligible to vote, together with instructions as to the voting procedure. Fellows may vote for any number of candidates up to the number of vacancies in each category. The voting paper (or electronic vote as the case may be) shall be returned by post or by hand to the Clerk or, with the approval of the Board of Trustees, to an outside agency in the envelope provided, to reach either the College or outside agency by a date specified by the Secretary and not less than two weeks prior to the Annual Meeting of the College. The Secretary shall ensure that a minimum of four weeks is given for nomination and voting.
- 10.15. Prior to the Annual Meeting the Secretary will arrange for the votes to be counted. This may be by three Fellows not being candidates together with the Clerk or, with the approval of the Board of Trustees, by an outside agency. Should any voting paper be found to be not in accordance with the Regulations it shall be destroyed. After the vote is declared by the President at the Annual Meeting of the College all voting papers shall be destroyed by the Clerk or, under their direction by the said outside agency.
- 10.16. Should the number of nominations for any office be equal to or fewer than the number of vacancies which exist for that office, any Fellow so proposed shall be deemed to have been elected to that office. In the event of insufficient nominations having been received to fill all the vacancies in any category on Council, the vacancies shall remain unfilled until the next election. If more than two nominations are received for President, or Vice-President, or for a seat on Council, the election shall be by single transferable vote. In the event of a tie, the Fellow or Fellows most senior on the List shall be elected. If a Fellow is nominated for more than one office for which there is a vacancy their candidature shall be considered first for President, next for a Vice-Presidency and then for any vacancy on Council for which they are nominated.
- 10.17. If no written nominations for the election to the office of President or Vice-President have been received by the deadline set out in election communications then at the Annual Meeting any Fellow may propose one of the Fellows as President or Vice-President and on this motion being seconded by another Fellow and no other being proposed the Fellow so nominated shall be elected President or Vice-President. If more than one Fellow has been duly proposed and seconded as either President or Vice-President, an election will be held amongst the Fellows present and eligible to vote, in accordance with the process set out from time to time by the Trustees. Should two of the Fellows receive an equal number of votes, the senior of them on the List shall be President or Vice-President.
- 10.18. Vacancies in office of President, Vice-President or Elected Member of Council
 - 10.18.1. Should the office of President or Vice-President or Elected Member of Council fall vacant during a Term the Board of Trustees will hold an election to fill the vacancy. The procedure shall be as set out in this Regulation 10 but the Secretary shall call for nominations forthwith and shall announce the result as soon as is practicable after the election.
- 10.19. The rules for election nominations and canvassing in elections to Council positions is set out in Appendix A: Election Nominations and Canvassing.

11. Appointment of Secretary, Deans, Honorary Librarian(s) and Heritage Trustee and other Council positions

11.1. With the exception of the President and Vice-President(s), who are elected, and the Treasurer who is appointed by the Board of Trustees, Office-bearers shall be appointed by Council for a Term and then be eligible for re-appointment for one further Term.

11.2. The Office-bearers appointed under Regulation 11.1 must be a Fellow or a Collegiate Member.

11.3. Chair of the Equality and Diversity Committee

11.3.1. The Chair of the Equality and Diversity Committee, shall be appointed by Council for a Term and then be eligible for re-appointment for one further Term.

11.4. International Council Members

11.4.1. Up to two International Council Members shall be appointed by Council for a Term and then be eligible for re-appointment for one further Term.

11.4.2. An International Council Members appointed under Regulation 11.4.1 must be a Fellow not resident in the United Kingdom as the Board of Trustees may determine from time to time.

12. Duties of Council

12.1. In addition to the general purpose of Council set out in Law 4.1 Council shall:-

- 12.1.1. at its first meeting following the Annual Meeting appoint two elected Fellows of Council as members of the Fellowship Committee, one of whom should ideally be a Vice-President who will act as Convener of the Committee;
- 12.1.2. appoint an elected Member to serve as its representative on the following committees:
 - 12.1.2.1. College Committee on Examinations;
 - 12.1.2.2. College Lay Advisory Committee;
 - 12.1.2.3. Education Executive;
 - 12.1.2.4. Equality Diversity and Inclusivity (EDI) Committee;
 - 12.1.2.5. Finance Committee;
 - 12.1.2.6. Library Committee;
 - 12.1.2.7. Myre Sim Fund Committee; and
 - 12.1.2.8. The Symposium Committee.
- 12.1.3. report to a Meeting of the College amendments to the Regulations and the Instructions for the Examination for the Diploma of Membership of the Royal Colleges of Physicians of the United Kingdom;
- 12.1.4. arrange in accordance with the Regulations and Instructions approved by the Royal Colleges of Physicians of the United Kingdom such parts of the examination for the Diploma of Membership of the Royal Colleges of Physicians of the United Kingdom as may be within its jurisdiction;
- 12.1.5. from time to time determine the nature of the privileges additional to those of Members to which Collegiate Members and Associates shall be entitled;
- 12.1.6. from time to time, as it sees fit, appoint representatives of the College to act on other medical and charitable boards.

13. Specific Duties of the Board of Trustees

- 13.1. In addition to its general duties as the governing body of the College set out in the Laws and Regulations, the Board of Trustees shall:-
 - 13.1.1. report to a Meeting of the College amendments to the Regulations and the Instructions for the Examination for the Diploma of Membership of the Royal Colleges of Physicians of the United Kingdom;
 - 13.1.2. manage the investments of the College in accordance with the Charter, the Laws and Regulations;
 - 13.1.3. have responsibility for any other trusts held by the College, with different rules and powers;
 - 13.1.4. shall agree financial budgets and monitor financial performance;
 - 13.1.5. shall review the performance of the College and, where necessary, determine steps to improve performance;
 - 13.1.6. in consultation with Council, from time to time determine the nature of the privileges additional to those of Members to which Collegiate Members and Associates shall be entitled.

14. Powers and duties of the Office Bearers

14.1. Powers and Duties

14.1.1. The powers and duties of the Office Bearers are:-

14.2. President

14.2.1. The President:

14.2.1.1. shall sign the Diplomas granted by the College;

14.2.1.2. shall have responsibility for leadership of the Board of Trustees and Council;

14.2.1.3. shall represent the College on the Board of the Federation of the Royal Colleges of Physicians;

14.2.1.4. shall take a leading strategic role in the development of College policy and also have a critical representative role at a senior level in a wide range of organisations and fora;

14.2.1.5. shall preside at a wide range of College functions (educational, policy and ceremonial) and attend those of other national and international organisations;

14.2.1.6. shall steer the production of regular communications with the wider membership through electronic newsletters and personal messages;

14.2.1.7. shall represent the College's fundraising and philanthropic activities;

14.2.1.8. shall act as an ambassador and represent the College at educational, civic and ceremonial events held by medical and other related organisations around the UK and internationally.

14.3. Vice-Presidents

14.3.1. In the absence of the President their duties and powers including the signing of Diplomas shall be exercisable by the Vice-President or if there are two or more, the Vice-President who has held office as Vice-President for the longest period or in the event of a tie, the senior on the List ("the senior Vice-President").

14.3.2. In the absence of the President, the senior Vice-President shall carry out the duties of the President and shall have the powers of the President including the signing of Diplomas, but the senior Vice-President may, at their discretion, authorise another Vice-President to carry out any of their duties.

14.4. The Treasurer

14.4.1. The Treasurer:-

14.4.1.1. shall receive, disburse and be accountable for the funds of the College and shall be responsible for the safe keeping of all titles and securities;

- 14.4.1.2. may pay, without any special order, the ordinary expenses of the College but shall not pay or disburse any other sum without previous direction to that effect from the Board of Trustees;
- 14.4.1.3. shall prepare the Accounts of the College and Trust Funds as at the Thirty First day of January or such other date as may be determined by the Board of Trustees in each year, on behalf of the Board of Trustees implement Law 6.5, and shall present or cause to be presented to a College Meeting each year, a Statement of the Accounts duly audited;
- 14.4.1.4. shall keep accounting records sufficient to disclose at any time the financial position of the College;
- 14.4.1.5. may retain in their hands such a sum not to exceed a maximum to be determined from time to time by the Board of Trustees, but any surplus above the maximum sum shall be lodged in the Bank. When the funds so lodged are more than is necessary for current requirements, the balance shall be placed in an interest-bearing account in the name of the College;
- 14.4.1.6. shall not overdraw the current account of the College without the authority of the Board of Trustees;
- 14.4.1.7. may expend a sum not to exceed a maximum to be determined from time to time by the Board of Trustees on such repairs to the building as may be necessary. When the estimated expense exceeds that sum they shall obtain the prior authority of the Board of Trustees;
- 14.4.1.8. shall after the Accounts of the College and Trust Funds have been approved and audited, arrange for them to be filed in the College;
- 14.4.1.9. on demitting office shall hand over all documents and papers in their custody, with a proper inventory thereof, to their successor in office whose receipt for the same shall free them from all further responsibility regarding them;
- 14.4.1.10. shall be a Member of Council, if a Fellow of the College.

14.5. The Secretary

14.5.1. The Secretary(s) shall:-

- 14.5.1.1. summon all Meetings of the College, the Board of Trustees and Council by Billets on which they shall enter the business proposed to be transacted;
- 14.5.1.2. at all Meetings of the College, the Board of Trustees or Council take, or cause to be taken, Minutes of the Proceedings including the names of the Fellows, Trustees and Collegiate Members attending;
- 14.5.1.3. make available prior to their approval their Minutes of College Meetings for inspection by Fellows and Collegiate Members within the College and electronically;

- 14.5.1.4. at all times allow Fellows and Collegiate Members access to the Minutes of the College Meetings. Other persons shall be permitted to inspect them only on making written application to the Board of Trustees and receiving its sanction;
- 14.5.1.5. when directed by the Board of Trustees, submit to a Meeting of the College the opinion of the Board of Trustees on motions or other matters of business which have been considered by it and shall give such explanations at Meetings of the College as the Board of Trustees may direct;
- 14.5.1.6. be responsible for the count of the votes for the annual election of the Trainees and Members' Committee. In their absence, this shall be done by any other Office-Bearer as may be determined by them, whom failing the President, whom failing the Senior Vice-President.

14.6. The Dean of Examinations

14.6.1. The Dean of Examinations shall:-

- 14.6.1.1. have charge of all correspondence regarding the qualifications granted by the College after examination;
- 14.6.1.2. subject to the oversight of the Board of Trustees in consultation with Council, make plans for examinations held under the auspices of the College and make the necessary arrangements for candidates to attend for such examinations.

14.7. The Honorary Librarian and Heritage Trustee

- 14.7.1. The Honorary Librarian and Heritage Trustee, who shall be Convener of the Library Committee, shall have the general oversight of the Library, Museum and Archive.
- 14.7.2. The Honorary Librarian and Heritage Trustee shall have power to co-opt to the Library Committee.
- 14.7.3. Amendments to the Regulations governing the use of the Library, Museum and Archive may be submitted for approval to any Meeting of the College, having first been considered by the Board of Trustees in consultation with Council.

14.8. The Dean of Education

- 14.8.1. The Dean of Education shall be responsible for the organisation of all educational activities of the College subject to the oversight of the Board of Trustees in consultation with Council.

14.9. The Dean of Training

- 14.9.1. The Dean of Training shall be responsible for all training related activities of the College subject to the oversight of the Board of Trustees in consultation with Council.

15. Standing Committees

15.1. Fellowship Committee

- 15.1.1. The Fellowship Committee shall be made up of two Members of Council selected by the Fellows of Council from those Members of Council elected by the Fellows, and two Fellows elected for that purpose at the Annual Meeting who shall not be Members of Council. The election shall take place as provided for in Law 3 of the Laws.
- 15.1.2. The Fellowship Committee shall make recommendations to the Fellows of Council concerning each candidate nominated for advancement to the Fellowship.

15.2. Library and Heritage Committee

- 15.2.1. The President and Honorary Librarian and Heritage Trustee together with four other Fellows elected annually at the Annual Meeting and one Collegiate Member or Associate nominated annually by the Trainees and Members' Committee shall form a Committee for the management of the Library, Museum and Archive including the purchase of books, objects or manuscripts and the making of recommendations to the Board of Trustees for the disposal of books, objects or manuscripts.
- 15.2.2. The Library Committee shall meet at least once each year. Three members shall form a quorum.
- 15.2.3. The Board of Trustees shall determine annually in consultation with the Library Committee the sum available from the general funds of the College for expenditure by the Library Committee. The Library Committee shall be entitled to propose to the Board of Trustees expenditure in excess of this sum if it considers that such would be in the best interests of the College.
- 15.2.4. The Library Committee shall review annually the Library Regulations governing the use of the Library, Museum and Archive and shall submit any proposed amendments to the regulations to the meeting of the Board of Trustees immediately preceding the Annual Meeting of the College. The Library Committee's proposals shall be presented for approval to the College at that Annual Meeting of the College on the motion of the Honorary Librarian and Heritage Trustee.
- 15.2.5. The Library Committee may at other times make amendments to the Library Regulations. Such amendments shall be submitted at the next convenient meeting of the Board of Trustees and shall not be effective until approved by the Board of Trustees.
- 15.2.6. No manuscript or any item of the Accessioned Collection shall be issued on loan except with the approval of the President, or a Vice-President, and the Honorary Librarian and Heritage Trustee following advice from the Librarian and under such conditions as may be appropriate. Intimation of the loan of any manuscript or any item of the Accessioned Collection shall be made to the next meeting of the Board of Trustees

16. Associates, Student and Foundation Members

16.1. Associates

- 16.1.1. Council may award licences to non-Members on such terms as they may prescribe from time to time, to be known as "Associates".
- 16.1.2. Associates shall not be Members of the College.
- 16.1.3. An Associate shall upon acquisition of MRCP(UK), cease to be an Associate. All Associates must sign the relevant Declaration in Regulation 18 of the Regulations.
- 16.1.4. All Associates shall comply with this Declaration as it shall be expressed from time to time whether or not they have signed it or otherwise acceded to it.

16.2. Student and Foundation Members

- 16.2.1. Council may admit non-Members on such terms and entitled to such privileges as Council may prescribe from time to time, to be known as "Student and Foundation Members".
- 16.2.2. Student and Foundation Members shall not be Members of the College.

16.3. All Student and Foundation Members must sign the relevant Declaration in Regulation 18 of the Regulations.

- 16.3.1. All Student and Foundation Members shall comply with this Declaration as it shall be expressed from time to time whether or not they have signed it or otherwise acceded to it.

17. Faculties or Joint Faculties of the College

Powers of the Board of Trustees

17.1. The Board of Trustees shall have power in relation to any Faculty in the College:-

- 17.1.1. to grant a Diploma of Membership in that Faculty and to charge reasonable fees therefor and to appoint duly qualified examiners and to make Regulations for the examination of candidates for such Membership and to confer the said Diploma without examination on a limited number of suitably qualified persons;
- 17.1.2. to grant a Diploma of Fellowship in that Faculty with or without examination and to charge reasonable fees therefor and to appoint duly qualified examiners and to make Regulations for the examination of candidates for such Fellowship;
- 17.1.3. to combine with the relevant other body or bodies in granting a Diploma of Membership in that Faculty and in charging reasonable fees therefor and also in appointing duly qualified examiners and making Regulations for the examination of candidates for such Membership and in conferring the said Diploma without examination on a limited number of suitably qualified persons;
- 17.1.4. to combine with the relevant other body or bodies in granting a Diploma of Membership or Fellowship in that Faculty with or without examination and in charging reasonable fees therefor and in appointing duly qualified examiners and making Regulations for the examination of candidates for such Membership or Fellowship;
- 17.1.5. to designate the first Members and Fellows and appoint the first officers and convene the first meeting of the said Faculty or Joint Faculty.

Management and Administration

- 17.2. The affairs of each Faculty or Joint Faculty shall be managed and administered by a Board of Faculty composed as provided for in the Standing Orders of the said Faculty or Joint Faculty. Council shall appoint annually at least one Fellow or Collegiate Member of the College to serve on the Board of the said Faculty or Joint Faculty.
- 17.3. The affairs of any Faculty or Joint Faculty and the rights and obligations of its Members and Fellows shall be regulated by Standing Orders approved by the Board of Trustees in consultation with Council and it shall be expressly provided in any such Standing Orders that no change shall be made in them without the approval of the Board of Trustees in consultation with Council.
- 17.4. Any Faculty or Joint Faculty shall submit any proposed amendments to its Standing Orders to the Board of Trustees for approval in furtherance of Regulation 17.3. Such amendments shall be considered first by Council, then to Trustees if considered necessary.
- 17.5. The Board of any Faculty or Joint Faculty, may, and if requested by the College, shall make recommendations to the College in furtherance of the objects of the Faculty with special reference to research, lectures, awards, examinations and other matters related to its specially.

18. Diplomas and Declarations

18.1. Every Member or Fellow of a Faculty or Joint faculty in the College shall after their admission be presented with a Diploma in such form as shall from time to time be approved by the Council (and in the case of a Joint Faculty by the other body or bodies) and the Board of the said Faculty.

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

I hereby faithfully promise to abide by the Standing Orders of the Faculty and the Laws and Regulations of the Royal College of Physicians of Edinburgh as they apply to Members or Fellows of the Faculty of..... and every person prior to their admission as a Fellow or Member of any Joint Faculty shall make and subscribe their name to such declaration as may be approved by the College and the other body or bodies concerned.

18.3. Every Fellow before taking their seat in the College shall make and subscribe their name to the following declaration:

I, ..., a Fellow of the Royal College of Physicians of Edinburgh, incorporated by Royal Charter on 29th Day of November 1681, agree to adhere to all the present and future laws of the College, to promote and contribute to fellowship and to the work of the College, to vote conscientiously when required and to conduct myself with the highest level of probity personally and in all affairs related to the College and to the profession of Medicine.

18.4. Every Member before taking their seat in the College shall make and subscribe their name to the following declaration:

I, ..., a Member of the Royal College of Physicians of Edinburgh, incorporated by Royal Charter, agree to adhere to all the present and future laws of the College, to promote and contribute to fellowship and to the work of the College, to vote conscientiously when required and to conduct myself with the highest level of probity personally and in all affairs related to the College and to the profession of Medicine.

18.5. A DIPLOMA in the following terms shall be granted to every FELLOW of the College:

'COLLEGIUM Regium Medicorum Edinburgense, rogante Praeside, Sociisque annuentibus, decrevit ornatissimam personam A.B. in Societatem suam co-optare, et Collegam adsciscere. Ipsam ideo in societatem co-optat, Socium adsciscit omniumque honorum atque privilegiorum quibus Socii ejusdem Collegii fruuntur, participem facit. In cujus Rei fidem, hoc diploma, sigillo suo, Praesidis, Secretarii que chirographis munitum, expediri jussit.

'Actum Edinburgi, in Conventu Sociorum. die,' etc.

18.6. Every Associate and Student and Foundation Member shall sign the following declaration:

I, one of the Associates / Student and Foundation Members of the Royal College of Physicians of Edinburgh hereby faithfully declare,

1. That I shall uphold the rights and privileges of the College and promote the interests of the College to the best of my ability.
2. That I shall obey the Laws, Bye-Laws and Regulations of the College made or to be made.
3. That I shall never divulge or publish anything that is acted or spoken or proposed to be transacted in any meeting of the College, or Council or Committee thereof, without leave asked and obtained from the President or the Secretary of the College.
4. That I will conduct myself with the highest level of probity personally and in all affairs related to the College and to the profession of Medicine.

19. The Clerk

- 19.1. The Clerk, who shall normally be the Legal Adviser to the College, shall be a solicitor in practice in Scotland.
- 19.2. The Clerk shall be appointed annually by the Board of Trustees.
- 19.3. The Clerk shall attend all the General Meetings of the College.
- 19.4. The Clerk shall review and advise on Billets for General Meetings and shall, if requested attend meetings of the Board of Trustees where the Billets are considered.
- 19.5. For these services the Clerk shall receive a salary the amount of which shall be determined annually by the Board of Trustees. For other services they shall be entitled to charge the appropriate professional fees.
- 19.6. In the event of the Clerk being unavoidably prevented from attending a Meeting, they shall depute a competent person to perform their duties who shall be approved by the President.

20. Proxy Voting: Designated Motions

- 20.1. No amendment shall be made at a General Meeting to a Designated Motion as set out as such in the notice calling that General Meeting.
- 20.2. An instrument appointing a proxy shall be in such form as the Board of Trustees shall prescribe for the General Meeting.
- 20.3. An instrument appointing a proxy must be received by the College not less than 48 hours before the time appointed for holding the General Meeting or adjourned General Meeting as the case may be. Any instrument which is in default of the provisions of the Laws or Regulations is invalid.
- 20.4. An appointment under a proxy notice may be revoked by delivering to the College a notice given by the Member by whom the proxy notice was given.
- 20.5. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the General Meeting or adjourned General Meeting to which it relates.
- 20.6. A Member of the College who is entitled to vote on the Designated Motion 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 Member. If such a Member attends the General Meeting in person, their proxy appointment shall be automatically terminated.

21. Transitional Provisions

Members of Council in office at the Effective Date shall continue in office as follows:

- 21.1. Sunil Bhandari shall serve as a Vice-President until the day before the First Meeting Date after the AGM in 2026, and shall then be ineligible for re-election to this role;
- 21.2. Conor Maguire shall serve as a Vice-President until the day before the First Meeting Date after the AGM in 2026, and shall then be ineligible for re-election to this role;
- 21.3. Kathleen White shall serve as Treasurer until the day before the First Meeting Date after the AGM in 2025, and shall then be ineligible for re-appointment to this role, unless at least one Year has elapsed;
- 21.4. Lesley Dawson shall serve as Secretary until the day before the First Meeting Date after the AGM in 2027, and shall then be eligible for re-appointment to this role for one further Term, after which she shall be ineligible for re-appointment to this role unless at least one Year has elapsed;
- 21.5. Kerri Baker shall serve as:
 - 21.5.1. Dean of Training until the day before the First Meeting Date after the AGM in 2027, and shall then be eligible for re-appointment to this role for one further Term, after which she shall be ineligible for re-appointment to this role unless at least one Year has elapsed, and
 - 21.5.2. Dean of Education until the day before the First Meeting Date after the AGM in 2027, and shall then be ineligible for re-appointment to this role, unless at least one Year has elapsed;
- 21.6. Matthew Thomas shall serve as Dean of Examinations until the day before the First Meeting Date after the AGM in 2026, and shall then be eligible for re-appointment to this role for one further Term, after which he shall be ineligible for re-appointment to this role unless at least one Year has elapsed;
- 21.7. Alison Falconer shall serve as a Regional Representative until the day before the First Meeting Date after the AGM in 2026, and shall then be ineligible for re-election to this role, unless at least one Year has elapsed;
- 21.8. Catherine Labinjoh shall serve as a Regional Representative until the day before the First Meeting Date after the AGM in 2026, and shall then be ineligible for re-election to this role, unless at least one Year has elapsed;
- 21.9. Hasnain Jafferbhoy shall serve as a Regional Representative until the day before the First Meeting Date after the AGM in 2026, and shall then be eligible for re-election to this role for one further Term;
- 21.10. Soon Song shall serve as a Regional Representative until the day before the First Meeting Date after the AGM in 2026, and shall then be eligible for re-election to this role for one further Term;

- 21.11. Sharan Ramakrishna shall serve as a Regional Representative until the day before the First Meeting Date after the AGM in 2026, and shall then be eligible for re-election to this role for one further Term;
- 21.12. Arjune Sen shall serve as a Regional Representative until the day before the First Meeting Date after the AGM in 2027, and shall then be ineligible for re-election to this role, unless at least one Year has elapsed;
- 21.13. Kevin O'Kane shall serve as a Regional Representative until the day before the First Meeting Date after the AGM in 2027, and shall then be ineligible for re-election to this role, unless at least one Year has elapsed;
- 21.14. Nicola Zammit shall serve until the day before the First Meeting Date after the AGM in 2027, and shall then be eligible for re-election to this role for one further Term;
- 21.15. The terms of office of the Chair of the Lay Advisory Committee, the Representatives of the Trainees and Members' Committee and any Representatives of Faculties shall be as determined by the relevant Committee or Faculty;
- 21.16. The term of office of the Chair of the Equality and Diversity Committee shall be as determined by Council;
- 21.17. Any individual referred to in Regulations 3 of this Regulation shall, subject to Law 4.6 of the Laws, be eligible for election or appointment to any role on Council other than the role referred to in the paragraph relevant to the individual.

APPENDIX A: ELECTION NOMINATIONS AND CANVASSING.

APPENDIX B: CODE OF CONDUCT