

# THE ROYAL COLLEGE OF GENERAL PRACTITIONERS

## SOUTH WEST WALES FACULTY BYE-LAWS

(Approved by the College Council under Bye-Law 50)

### Interpretation

1. The Interpretation Act 1978 applies to these Bye-Laws as to an Act of Parliament.
2. Words and phrases used in the Charter, Ordinances and Bye-Laws of the College means the same in these Bye-Laws.

### Faculty Name

3. The name of the Faculty shall be the South West Wales Faculty of the Royal College of General Practitioners (referred to in these Rules as "the Faculty").

### Area of the Faculty

4. The area of the Faculty shall be South West Wales.

### Terms of Reference

5. The terms of reference of the Faculty are to further the College object in the area referred to in Bye-Law 4 of these Bye-Laws, subject to the Charter, Ordinances and Bye-Laws of the College.

### Membership of the Faculty

6. The members of the Faculty shall be those members of the College practising or employed in the area referred to in Bye-Law 4 of these Bye-Laws or, if retired or otherwise not practising or employed, residing within that area. The Board may in addition permit the privileges of membership of the Faculty to be made available to members of the College not qualified for membership of the Faculty under the previous provisions of this Bye-Law.

### Associateship of the Faculty

7. The associates of the Faculty shall be those associates of the College practising or employed in the area referred to in Bye-Laws 4 of these Bye-Laws or, if retired or otherwise not practising or employed, residing within that area. The Board may in addition grant privileges of associateship of the Faculty to individual associates of the College not qualified for associateship under the previous provisions of this Bye-Law. Associates may attend general meetings of the Faculty but shall not be entitled to vote.

### General Meetings

8. The Annual General Meeting of the Faculty shall be held once in each Faculty year (defined for this purpose as running from 1<sup>st</sup> November in one year to the next

following 30<sup>th</sup> October) on a date and time decided by the Board. Notice of the Annual General Meeting shall be sent to all members and associates of the Faculty not less than 21 clear days before the meeting.

The Board may, not less than 28 days before the date on which an Annual General Meeting of the Faculty is due to be held, resolve to dispense with the Annual General Meeting if it appears unlikely that a quorum will be obtained or that there are other good reasons for doing so. Notice of the fact that the Annual General Meeting has been dispensed with shall be sent to all members and associates not less than 14 day before the dates on which the Annual General Meeting would have been held. Where the Board has dispensed with the Annual General Meeting, the Board may take such decision as could have been taken by the Annual General Meeting and the provision of these Bye-Laws shall apply as necessary.

9. The business of the Annual General Meeting shall be:
- a) To approve the minutes of the previous general meeting;
  - b) To receive results of the elections of the Board;
  - c) To receive the Annual Report of the Board;
  - d) To approve the Accounts of the Board for the preceding financial year to 31 March
  - e) Members' motions; and
  - f) Such other business as the Chairman may allow.
10. Any 10 members of the Faculty, or by one-third of the Faculty membership, whichever is less, and stating the exact terms of the resolution(s) to be proposed, may by requisition to the Chairman or Honorary Secretary demand that an Extraordinary General Meeting of the members of the Faculty be convened, on not less than 28 days' notice, for the purpose of considering any motion set out in the requisition.
11. The quorum of general meetings of the Faculty shall be 5. If within 15 minutes of the time appointed for the beginning of the meeting a quorum is not present, the meeting shall be abandoned and, in the case of an Annual General meeting, the Board may take such decisions as could be reached by that meeting as if the meeting had been dispensed with under Bye-Law 8 of these Bye-Laws.
12. The Provost or other officer designated by the Board shall chair all general meetings of the Faculty. In the absence of the Provost, the other officer designated by the Board to do so shall preside. In the absence of the Provost any officer designated to preside, the members present at the meeting shall elect one of their number to chair the meeting.
13. The rules of the debate at general meetings of the Faculty shall, subject to the discretion of the Chairman of the meeting, be those applicable to general meetings of the College, with the necessary adaptations.

14. All questions at general meetings of the Faculty shall be decided by a majority of the members present and voting and the Chairman of the meeting shall have a second or casting vote, regardless of whether he or she has already voted.

#### Officers of the Faculty

15. The Officers of the Faculty shall be a Provost, Chairman, Honorary Secretary and Honorary Treasurer and such other Officers as the Board shall decide from time to time. The term of office of the Officers shall be 3 years. Honorary Treasurer and Secretary shall be eligible for re-appointment annually.
16. The Chairman and Honorary Treasurer of the Board shall be elected by the members of the Faculty, in such manner as the Board shall decide, and every member shall be entitled to vote. No election need take place if only one candidate is duly nominated for any particular vacancy. If a system of single transferable voting is adopted, it shall be carried out in accordance with the procedures advised by the Electoral Reform Society. Secretary and Vice-Chairman also to be elected.

#### Faculty Board

17. The management of affairs of the Faculty shall be vested in a Faculty Board (referred to as "the Board" in these Bye-Laws), which is empowered, subject to the provisions of the Charter, Ordinances and Bye-Laws of the College and any directions of the Council, to act on behalf of the College and the Faculty. The Board may regulate its own procedure, subject as previously stated.
18. The members of the Board shall be the Provost, Chairman, Honorary Secretary and Honorary Treasurer
  - a) Five to twenty-eight members of the Faculty to be elected by the Faculty partly on a regional representative basis as determined in the Faculty's Byelaws. Changes to the composition on the Faculty Board will be determined at the Annual General meeting of the Faculty.
  - b) If the full number of the members of the Board is not appointed by the Faculty or if a vacancy occurs on the Board, the Board shall have power to appoint members of the Faculty to fill such vacancies until the next Annual General Meeting.
  - c) Up to five associates of the Faculty to be appointed annually by the associates of the Faculty. If the full number of associates is not appointed, or if a vacancy occurs on the Board of the Faculty, the Board shall have power to appoint associates of the Faculty to fill any vacancies until the next Annual General Meeting.
  - d) The Board of the Faculty may co-opt other persons for special purposes in an advisory capacity.
19. The Board may appoint such committees or sub-committees for such purposes as it thinks fit.

The Board and any of its committees or sub-committees may if the Chairman of the Body concerned agrees, meet wholly or partly by telephone or video conference, provided all members have been sent the papers for the meeting (including by electronic means). The quorum for meetings of the Board shall be five.

#### Faculty Representative(s) on College Council

20. The Board shall be responsible for nominating the Faculty representative(s) on the College Council.

#### Accounts and Financial Arrangements

21. The Honorary Treasurer of the Faculty shall be responsible for drawing up the Accounts of the Faculty for the previous 12 months to 31 March, including a balance sheet and profit and loss account. The Accounts as so drawn up shall be sent to the Honorary Treasurer of the College, for inclusion in the Annual Financial Report of the College.
22. The banking account(s) of the Faculty shall be held at the HSBC Bank, Cardiff, or such other Bank as the Board may from time to time decide, subject to the approval of the Honorary Treasurer of the College. Appropriate procedures shall be put in place by the Board, subject to the approval of the Honorary Treasurer of the College, for signature of cheques.

#### Amendment, revocation or re-making of Bye-Laws

23. These Bye-Laws may, subject to the approval of the College Council, be amended, revoked, and re-made by resolution of the members of the Faculty in general meeting, passed by not less than two-thirds of the members present and voting.

Reviewed Summer 2012