

THE FACULTY OF FORENSIC AND LEGAL MEDICINE



OF

THE ROYAL COLLEGE OF PHYSICIANS OF LONDON

STANDING ORDERS

Approved by the Council of the Royal College of Physicians of London on 14th September 2005, and subsequently amended.

Edition : 2020.1

FOR APPROVAL BY RCP(London) COUNCIL

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EXECUTIVE SUMMARY

- Most changes are essentially small and cosmetic / typographical
- Most major change in paras 7.3 & 7.4 dealing with management of non-payment (or incorrect payment) of subscriptions
- Series of repeated para changes (3.3.5/6; 3.4.2/3; 3.5.5/6; 4.7.6/7) dealing with management of elections for Officers
- Appendices : Role descriptions of Senior Officers have been updated.
- The Revalidation Committee has been disbanded (B4)

FOR 2020 AGM

NOTE : PROPOSED CHANGES ARE IN RED AND ITALICS

1 FUNCTION, OBJECTS AND POWERS

FUNCTION

- 1.1 The Faculty of Forensic and Legal Medicine (hereafter called “the Faculty”) is a faculty of the Royal College of Physicians of London (hereafter called “the College”), set up by these Standing Orders under and subject to Bye-Laws 172-187 of the College. The Faculty’s function is to share in the College’s effort for the advancement of medical knowledge and care, and it shall consult and collaborate with the College on all appropriate measures. The business of the Faculty shall be managed as provided in these Standing Orders, by its board of trustees (“the Board”).

OBJECTS

- 1.2 The Faculty has the following objects:
- 1.2.1 To promote for the public benefit the advancement of education and knowledge in the field of forensic and legal medicine in all its classes (“Forensic and Legal Medicine”).
 - 1.2.2 To develop and maintain for the public benefit the good practice of Forensic and Legal Medicine by ensuring the highest professional standards of competence and ethical integrity.

POWERS

- 1.3 For the purpose of achieving its objects the Faculty has the following powers:
- 1.3.1 To set professional standards for admission to membership of the Faculty.
 - 1.3.2 To promote training and research in Forensic and Legal Medicine for the public benefit.
 - 1.3.3 To conduct examinations and award certificates and diplomas.
 - 1.3.4 To establish lectures in Forensic and Legal Medicine and award prizes and scholarships.
 - 1.3.5 To disseminate, in any appropriate way, information on matters affecting Forensic and Legal Medicine.
 - 1.3.6 To hold such meetings and courses as may be desirable in order to promote the work of the Faculty.
 - 1.3.7 To advise on matters affecting Forensic and Legal Medicine.

- 1.3.8 To represent the specialty of Forensic and Legal Medicine on appropriate councils and committees.
- 1.3.9 To secure and maintain recognition as the body responsible for professional standards in Forensic and Legal Medicine under any scheme or schemes for specialist registration and/or certification (provided always that any benefit obtained by membership of the Faculty as a result of such recognition should be incidental to the achievement of the charitable objectives of the Faculty and of the College).
- 1.3.10 To provide a forum for registered medical practitioners working in Forensic and Legal Medicine who are not eligible for membership of the Faculty.
- 1.3.11 To liaise with other bodies concerned with Forensic and Legal Medicine.
- 1.3.12 To promote international communication in the field of Forensic and Legal Medicine.
- 1.3.13 To undertake and execute any charitable trusts which may lawfully be undertaken by the Faculty.
- 1.3.14 To invest the monies of the Faculty not immediately required for its purposes in the purchase of or at interest upon the security of such stocks, funds, shares, securities, land, chattels or other investment or property of any nature and in any part of the world including the purchase of freehold or leasehold land and buildings and whether involving liabilities or producing income or not as the Board shall in its absolute discretion think fit to the intent that the Faculty shall have the same power of investing and transposing investments in all respects as if it were absolute beneficial owner.
- 1.3.15 To invest or hold or allow to remain in the name or under the control of any person, persons or corporation as nominee or nominees of the Faculty the whole or such part of the investments, money or other property forming part of the funds of the Faculty on such terms as the Board shall in its discretion think fit and no member of the Board shall subject to the provisions of Standing Order 4.21 be liable for any loss to the Faculty occasioned by the exercise of this power.
- 1.3.16 To accumulate income for as long as the law allows.
- 1.3.17 In furtherance of the objects of the Faculty to establish, support and aid any charitable associations or institutions and to subscribe and guarantee money for their charitable purposes.
- 1.3.18 To borrow and raise money for the purposes of the Faculty.

1.3.19 Subject to such consents as may be required by law, to operate bank accounts, buy and sell land, take leases, enter into contracts, employ staff or agents, effect insurance policies, provide pensions and generally conduct the affairs of the Faculty.

2 THE MEMBERSHIP

THREE CATEGORIES OF MEMBERSHIP

2.1 There shall be three categories of membership of the Faculty, namely Licentiates (who are elected to Licentiate), Members (who are elected to Membership) and Fellows (who are elected to Fellowship). In these Standing Orders, to avoid unnecessary repetition, where all categories of members are intended, they are referred to as either “the members of the Faculty” or “the membership of the Faculty”. The Academic Committee and the Membership and Fellowship Committee are committees of the Board established for the purposes described below.

2.2 *Membership of the Faculty entitles the individual to the full range of academic, educational and other facilities as defined from time to time by the Board.*

LICENTIATESHIP

2.2 The Board may elect as Licentiate persons from the following categories:

By examination

2.2.1 Qualified practitioners who satisfy the examiners in an examination set in accordance with the examination regulations for Licentiate as determined from time to time by the Academic Committee.

2.2.2 Licentiate Members of the Faculty are entitled to the full range of academic, educational and other facilities available to Members and Fellows and have full membership voting rights.

MEMBERSHIP

2.3 The Board may elect as Members persons from the following categories:

By examination

2.3.1 Medically qualified practitioners who satisfy the examiners in an examination set in accordance with the examination regulations for Membership as determined from time to time by the Academic Committee.

By equivalent qualification

2.3.2 Medically and Legally qualified practitioners who hold a substantive coronial post in England, Wales, Northern Ireland or a substantive post of Procurator Fiscal in

Scotland or a Medically qualified practitioner who holds a substantive coronial post in the Republic of Ireland.

- 2.3.3 Forensic pathologists who hold specialist registration with the GMC as a Forensic Pathologist.
- 2.3.4 Forensic psychiatrists who hold specialist registration with the GMC as a Forensic Psychiatrist.
- 2.3.5 Forensic odontologists who are judged by the Membership and Fellowship Committee to hold a relevant postgraduate qualification and who have made a notable contribution to Forensic and Legal Medicine through practice, research or training.

Foundation Membership

- 2.3.6 The original intake of Foundation Members route closed in October 2009.
- 2.3.7 The Foundation Membership route is now only available to Dento-Legal Advisers and applications must be received before 23.59 on 31st July 2021.
- 2.3.8 Foundation Membership (DLA) will be restricted to doctors or dental practitioners who are registered with the GDC / GMC or equivalent, who have a relevant qualification as determined from time to time by the Membership & Fellowship Committee of the Faculty and who have at least three years' experience as a Dento-Legal Adviser employed by a medical or dental defence organisation.
- 2.3.9 The Foundation Fellowship route is now only available to Dento-Legal Advisers and applications must be received before 23.59 on 31st July 2021.
- 2.3.10 Foundation Fellowship (DLA) will be restricted to doctors or dental practitioners who are registered with the GDC / GMC or equivalent, who have a relevant qualification as determined from time to time by the Membership & Fellowship Committee of the Faculty and who have at least five years' experience as a Dento-Legal Adviser employed by a medical or dental defence organisation and who can provide evidence of the significant contribution they have made to their specialty.

DIPLOMAS OF LICENTIATE & MEMBERSHIP

- 2.4 Each person admitted or elected to Licentiate shall be entitled to a Diploma of Licentiate under the seal of the College and, unless that person's name is removed from the list by the Board under Standing Order 2.16, the person is not in good standing as defined in Standing Order 2.17, or has resigned as a Licentiate, may be described as a Licentiate of the Faculty of Forensic and Legal Medicine of the Royal College of Physicians of London and may use the designation LFFLM.

- 2.5 Each person admitted or elected to Membership (including Membership by equivalent qualification) shall be entitled to a Diploma of Membership under the seal of the College and, unless that person's name is removed from the list by the Board under Standing Order 2.14, the person is not in good standing as defined in Standing Order 2.14 or has resigned as a Member, may be described as a Member of the Faculty of Forensic and Legal Medicine of the Royal College of Physicians of London and may use the designation MFFLM.

ADMISSION OF FELLOWS

- 2.6 Fellows (other than Foundation Fellows) are elected by the Board. Only those members of the Board who are Fellows may vote in Fellowship elections. Criteria for the election of Fellows are determined by the Board. Fellows are elected from Members who have made a distinguished contribution to Forensic and Legal Medicine. Fellows may also be appointed as follows:

Foundation Fellowship

2.6.1 The College in Council shall name persons, otherwise eligible for Foundation Membership, who are of eminence and have made a distinguished contribution to Forensic and Legal Medicine to be the first Fellows. Such persons may be known as Foundation Fellows (who are appointed to Foundation Fellowships). This route closed in the year 2006.

2.6.2 The College in Council shall name Dento-Legal Medicine practitioners, otherwise eligible for Foundation Membership, who are of eminence and have made a distinguished contribution through dento-legal practice to Forensic and Legal Medicine to be the Foundation Fellows. These Foundation Fellows will provide expertise and leadership for development of formal academic standards for Dento-Legal Advisors and contribute to the establishment of the dento-legal component of the MFFLM examination. This route will close on 31st July 2021.

2.6.1.2 Fellowship by nomination

Candidates for Fellowship will normally self nominate, although they may receive encouragement and support from Fellows to do so.

Fellows can be elected from:

2.6.1.3 Members of the Faculty of at least 5 years' standing (or in the case of Foundation Members, those who have been eligible for Foundation Membership for at least five years) who are making significant contributions to the practice of Forensic and Legal Medicine.

2.6.1.4 Members of the Faculty of less than five years' standing (or in the case of Foundation Members, those who have been eligible for Foundation Membership for less than five years) whose distinction in any department of Forensic and Legal Medicine is such as to warrant early and exceptional admission to Fellowship.

Honorary Fellowship

- 2.6.2 The Board may, without examination, elect individuals to be Honorary Fellows of the Faculty deemed by the Membership and Fellowship Committee to have demonstrated exceptional services to the science or practice of Forensic and Legal Medicine promoting the values and furthering the objectives of the Faculty.
- 2.6.3 Honorary Fellows should not otherwise be eligible to be elected as Fellows or Members of the Faculty.
- 2.6.4 Honorary Fellows need not be medically qualified or registered.
- 2.6.5 Honorary Fellows may be nominated via the nomination form on the Faculty website and applications will be assessed by the Membership and Fellowship Committee before seeking formal Board approval.

PROPOSALS FOR FELLOWSHIP

- 2.7 Fellows will be given the opportunity of proposing new Fellows in each calendar year. Each proposal must be made in the form prescribed by the Board and must state clearly the reasons. Such proposals will be considered in the first instance by the Membership and Fellowship Committee.

DIPLOMA OF FELLOWSHIP

- 2.8 Each Fellow on admission to the Faculty shall be entitled to a Diploma of Fellowship under the seal of the College and, unless the Fellow's name is removed from the list by the Board under Standing Order 2.16, the Fellow is not in good standing as defined in Standing Order 2.17 or has resigned as a Fellow, may be described as a Fellow of the Faculty of Forensic and Legal Medicine of the Royal College of Physicians of London and use the designation FFFLM. In the case of Honorary Fellows, the designation is Hon FFFLM.

DECLARATION OF FAITH

- 2.9 Each person shall sign a copy of the following declaration before admission to membership of the Faculty:

I hereby faithfully promise to abide by the Standing Orders of the Faculty of Forensic and Legal Medicine and the relevant Bye-Laws, Statutes and Regulations of the Royal College of Physicians of London as they apply to members of the Faculty of Forensic and Legal Medicine.

REGISTER OF MEMBERS

- 2.9.1 A register of members of the Faculty, their addresses (*both postal and email*) and other relevant details will be maintained by the Faculty. Addresses and other details in this register will be used for matters pertaining to the work of the Faculty, in accordance with *relevant current legislation*.

- 2.9.2 Every official letter or notice which shall be sent by an appointed Officer, to any Fellow, Member, Licentiate, Affiliate or Associate addressed to them by name, at the given address as entered on the Faculty register, shall be considered to have been received and that person shall be deemed to have sufficient notice of the contents of such letter or notice, and shall be bound thereby.

AFFILIATES AND ASSOCIATES

2.10 Affiliate Membership

Individuals who are ineligible for Membership of the Faculty, and who are not ready to sit the Licentiate or Membership examinations, may wish to Affiliate. Affiliating with the Faculty entitles the individual to the full range of academic, educational and other facilities available to full Members. The ~~only~~ distinctions as defined from time to time by the Board are that Affiliates do not have voting rights and are not able to use their affiliation as a designator and Nurse and Paramedic Affiliates in addition do not receive the journal by post reflecting their reduced Affiliateship fees.

Affiliation with the Faculty is open to those who *satisfy one of the following criteria:*

2.10.1 qualified and registered healthcare professional, and **are** working in Forensic and Legal Medicine, either full-time or part-time; for this purpose, "Forensic and Legal Medicine" covers the core groups that the FFLM was established to cover: forensic physicians, nurses and paramedics working in forensic medicine, medico-legal medicine doctors, dento-legal medicine doctors and dentists, and medically-qualified coroners;

2.10.2 working as Medical Reviewers in Scotland or as Medical Examiners in the other devolved countries;

2.10.3 working as **a** court appointed, medically qualified members of a Tribunal;

2.11 Student Affiliate Membership

Student Affiliate Membership with the Faculty entitles the individual to the full range of academic, educational and other facilities available to full Members. The distinction is that Student Affiliate Members do not receive the Journal, do not have voting rights and are not able to use their Student Membership as a designator.

Student Affiliate Membership with the Faculty is open to those who:

2.11.1 are full-time students enrolled at an accredited university

2.11.2 are studying in a field and at an educational institution that the Board determines is appropriate for the purpose of Student Associateship.

Associate Membership **Criteria**

2.12 Associateship is not a formal membership category as individuals *will be* working or studying outside the four core groups (Forensic Physicians, ~~*including Sexual-Offence Examiners*~~, Medico-Legal Advisers, Dento-Legal Advisers and Medically-Qualified Coroners).

2.12.1 It is open to those with an interest in the educational aspects of Forensic and Legal Medicine and to those who are not practising in areas that would entitle them to apply for Affiliate status.

2.12.2 Associating with the Faculty entitles an individual to ~~the range~~ *a range of the* academic, educational and other facilities available to members. The distinction is that Associates do not receive the Journal, ~~do not have access to the CPD diary, are not able to use the Faculty as a revalidation route, and~~ do not have voting rights and are not able to use their association as a designator.

MISCONDUCT

2.13 If it shall at any time become known to the Board that any Fellow, Member, Licentiate, Nurse Member, Paramedic Member, Student Member or one of those affiliating or associating with the Faculty has gained admission to, or affiliated or associated with the Faculty by fraud, false statement or imposition, or has acted in any respect in a dishonourable or unprofessional manner, or has violated any Standing Order or regulation of the Faculty, the Board may determine that the person's name shall be removed from the list of Fellows, Members or those affiliating *or associating* with the Faculty for such limited time or altogether as it shall determine. The Board will establish a procedure for disciplinary processes and appeals procedures.

GOOD STANDING

2.14 The phrase 'in good standing' in these Standing Orders means that the member of the Faculty so designated has duly paid all fees and subscriptions due from them to the Faculty, has signed a declaration as required by Standing Order 2.9 and complies with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme.

2.14.1 In addition, any applicant for membership or licentiatehip by examination must be in good standing with the GMC, GDC, NMC or HCPC or overseas equivalent.

VOTING AND OTHER RIGHTS

2.15 All members of the Faculty and those affiliating or associating with the Faculty are entitled to receive the papers referring to General Meetings of the Faculty (Chapter 8). They are also entitled to attend such meetings and to put forward written questions for reply.

2.16 Honorary Fellows and those affiliating or associating with the Faculty have no rights to speak or vote at General Meetings of the Faculty; neither do they have the right to participate in

the electoral process for Officers and Board members or the nomination process for Fellowship.

2.17 Only Fellows, Members and Licentiates of the Faculty who are in good standing shall be entitled to vote at General Meetings of the Faculty, or to vote or otherwise participate in any elections provided for in these Standing Orders.

2.18 No candidate shall canvass for votes directly or indirectly for Membership, Fellowship or any office, distinction, advancement or promotion in the Faculty except as may be expressly permitted by the Council of the College

RESIGNATION

2.20 A member may at any time resign by notification to the Registrar.

FOR 2020 AGM

3 OFFICERS OF THE FACULTY

THE OFFICERS

- 3.1 The Officers of the Faculty shall be the President, three Vice-Presidents, the Registrar, the Academic Dean, and the Treasurer. The Officers collectively or individually as appropriate have delegated authority to deal with business of the Faculty between meetings of the Board and shall report such actions to the Board. No new office shall be established unless it has been recommended by the Board and approved by a resolution duly passed at a General Meeting of the Faculty.

RETURNING OFFICER

- 3.2 Before any election a returning officer shall be appointed by the Board to supervise the election. The returning officer need not be an Officer.

For all elections, nominations shall be reported to the Board, which will have the right to add names of eligible candidates to the ballot paper.

ELECTION OF PRESIDENT AND VICE-PRESIDENTS

- 3.3 The President, who shall be a Fellow, will normally serve for two years, preceded by a six-month period as President-Elect. The President shall be elected from the list of Fellows, including the Vice-Presidents, by ballot of all Licentiates, Members and Fellows (not including Honorary Fellows) in the following manner:

Nominations

- 3.3.1 At least 10 calendar months before the Annual General Meeting at which the President's office becomes vacant, the Registrar shall send to all Licentiates, Members and Fellows a circular containing the nominations of the Board (if any) and calling for further nominations for this office. Nominations must be made in writing on a Faculty nomination form only. Each candidate shall be proposed by a Member or Fellow, seconded likewise and must confirm in writing a willingness to serve if elected.

Nominations must be received by the returning officer at least nine months before the Annual General Meeting at which the President will take office. Any nomination which reaches the returning officer outside the stipulated period shall be null and void.

Ballot

- 3.3.2 A ballot paper and details, as given on the nomination form of each candidate for election to President, shall be sent by email to all Licentiates, Members and Fellows using their registered email address. A security system designed to ensure the integrity of the voting system will be in place. The ballot paper shall be sent not less than eight calendar months before the Annual General Meeting.
- 3.3.3 The ballot paper shall be constructed in such a way as to be used in a transferable voting procedure designated by the Board.
- 3.3.4 Ballot papers shall be returned either by email to a specified Faculty email address or by post to the Faculty Offices so as to reach the returning officer on or before the date and time notified and in accordance with any direction set out on the ballot paper. This date shall be not less than four weeks after their distribution failing which any votes cast will be null and void.

Custody of ballot papers

- 3.3.5 Ballot papers shall be kept in the custody or control of the returning officer and counted within two weeks of the specified return date. The result of the election shall be communicated to the membership of the Faculty.
- 3.3.6 In the event that the candidate receiving the highest number of votes is unwilling or unable to take office, the candidate with the next highest number of votes shall be deemed elected.*

Installation of President

- 3.3.7 The President shall be installed at the conclusion of the next Annual General Meeting following the election.

No consecutive terms of office

- 3.3.8 A President is not eligible for immediate re-election at the end of their term of office.

ELECTION OF VICE-PRESIDENTS

- 3.4 The three Vice-Presidents, who shall each be Fellows, will serve for three years. There will be one Vice-President elected by each representative of practice of Forensic and Legal Medicine, which are forensic medicine, medically qualified coroners and legal medicine practitioners. They shall be elected by ballot of all Licentiates, Members and Fellows of the electorate they represent (not including Honorary Fellows) in the following manner:

Nominations

- 3.4.1 At least four months before the Annual General Meeting in each year the Registrar will notify the relevant electorate if the office of their representative Vice-President requires to be filled that year and seek nominations. Nominations must be made in writing on a Faculty nomination form only and nominees must be from the electorate for which they are nominated. Each candidate shall be proposed by a Fellow or Member from the relevant electorate, seconded likewise and must confirm in writing a willingness to serve if elected. Nominations must be received by the returning officer not less than three calendar months before the Annual General Meeting. Any nomination which reaches the returning officer outside the stipulated period shall be null and void.

Ballot

- 3.4.2 A ballot paper and details, as given on the nomination form of each candidate for election to Vice President, shall be sent by email to all Licentiates, Members and Fellows using their registered email address. A security system designed to ensure integrity of the voting system will be in place. The ballot paper shall be sent not less than two calendar months before the Annual General Meeting.
- 3.4.3 The ballot paper shall be constructed in such a way as to be used in a transferable voting procedure designated by the Board. Licentiates, Members and Fellows may only vote for one representative class.
- 3.4.4 Ballot papers shall be returned either by email to a specified Faculty email address or by post to the Faculty Offices so as to reach the returning officer on or before the date and time notified and in accordance with any direction set out on the ballot paper. This date shall be not less than four weeks after their distribution failing which any votes cast will be null and void.

Custody of ballot papers

- 3.4.2 *Ballot papers shall be kept in the custody or control of the returning officer and counted within two weeks of the specified return date. The result of the election shall be communicated to the membership of the Faculty.*
- 3.4.3 *In the event that the candidate receiving the highest number of votes is unwilling or unable to take office, the candidate with the next highest number of votes shall be deemed elected.*

Commented [RS1]: Amended to fit with President

No consecutive terms of office

- 3.4.4 No Vice-President is eligible for immediate re-election as Vice-President at the end of their term of office.

ELECTION OF REGISTRAR AND TREASURER

- 3.5 The Registrar, who shall be a Fellow, and the Treasurer, who shall be either a Member or Fellow, shall subject to Standing Order 3.5.4 serve for three years, with the potential to serve a further two at the discretion of the Board. They shall be elected by ballot of all Licentiates, Members and Fellows (not including Honorary Fellows, Nurse Members and Student Members) in the following manner:

Nominations

- 3.5.1 At least four months before the Annual General Meeting in each year the Registrar will notify all Licentiates, Members and Fellows of each office that requires to be filled that year and seek nominations. Nominations must be made in writing on a Faculty nomination form only. Each candidate shall be proposed by a Fellow or Member, seconded likewise and must confirm in writing a willingness to serve if elected. Nominations must be received by the returning officer not less than three calendar months before the Annual General Meeting. Any nomination which reaches the returning officer outside the stipulated period shall be null and void. The Board has the right to add names to the ballot paper at its discretion.

Ballot

- 3.5.2 A ballot paper and details, as given on the nomination form of each candidate for election to Registrar and / or Treasurer, shall be sent by email to all Licentiates, Members and Fellows using their registered email address. A security system designed to ensure integrity of the voting system will be in place. The ballot paper shall be sent not less than two calendar months before the Annual General Meeting.
- 3.5.3 The ballot paper shall be constructed in such a way as to be used in a transferable voting procedure designated by the Board.
- 3.5.4 Ballot papers shall be returned either by email to a specified Faculty email address or by post to the Faculty Offices so as to reach the returning officer on or before the date and time notified and in accordance with any direction set out on the ballot paper. This date shall be not less than fourteen days before the Annual General Meeting failing which any votes cast will be null and void.

Custody of ballot papers

- 3.5.5 *Ballot papers shall be kept in the custody or control of the returning officer and counted within two weeks of the specified return date. The result of the election shall be communicated to the membership of the Faculty.*

Commented [RS2]: Amended to fit with Pres and VP

- 3.5.6 *In the event that the candidate receiving the highest number of votes is unwilling or unable to take office, the candidate with the next highest number of votes shall be deemed elected.*

Consecutive terms of office

- 3.5.2 For each office, no person shall serve for more than two consecutive elected terms, comprising a total of five years, and shall not then be eligible for re-election to that office until a period of one year has elapsed.

ELECTION OF ACADEMIC DEAN

- 3.6 The Academic Dean, who shall be a Fellow, will serve for three years, with the potential to serve a further two at the discretion of the Board. The Academic Dean shall be elected by the Board at the last regular meeting of the Board before the Annual General Meeting.

Nomination

- 3.6.1 At least four months before the Annual General Meeting in each year the Registrar will notify all Members and Fellows if that office requires to be filled that year and invite suitably qualified individuals to nominate themselves in a format approved by the Board. A committee appointed by the Board will then short-list and interview applicants and will make a recommendation to the Board for its consideration and decision.

Term of office

- 3.6.2 No person shall serve as Academic Dean for more than two consecutive elected terms, comprising a total of five years, and shall not then be eligible for re-election to that office until a period of one year has elapsed.

NO PERSON TO HOLD MORE THAN ONE OFFICE

- 3.7 No person may at any one time hold more than one of the offices specified in Standing Order 3.1.

OFFICER CEASING TO BE A FELLOW OR A MEMBER

- 3.8 Any Officer who ceases to be a Member or a Fellow shall cease to hold office.

VACANCY OF OFFICE

- 3.9 In the event of the office of President becoming vacant, the President-Elect (if any) shall become President. In the absence of a President-Elect, the Registrar will act as President and arrange an immediate election (see Standing Order 3.3) to appoint a

President who will serve until the third Annual General Meeting following appointment.

- 3.10 The Board may at any time elect a Member or a Fellow to fill a vacancy in any other office until the next Annual General Meeting.

REMOVAL OF OFFICERS

- 3.11 The President, Vice-Presidents, Registrar, Academic Dean and the Treasurer may be removed from office at any time by a resolution passed at an Annual General Meeting or Extraordinary General Meeting.

EX-OFFICIO MEMBERS OF COMMITTEES

- 3.12 The President, Registrar and Treasurer shall be ex-officio members of all committees of the Board.

DUTIES OF THE OFFICERS

- 3.13 The Board shall define the duties of the Officers and revise them from time to time as appropriate.

FACULTY STAFF

- 3.14 The recruitment, retention and terms and conditions of service of staff may be delegated or determined by the Board.

FIRST OFFICERS

- 3.15 The College in Council shall name the first Officers.

ASSISTANT REGISTRAR

3.15 The Assistant Registrar, who shall be a Member or Fellow, will serve for three years, with the potential to serve a further two at the discretion of the Board.

3.15.1 The Assistant Registrar shall automatically be appointed a member of the Board for the duration of his/her tenure.

3.15.2 The Assistant Registrar shall support the activities of the Registrar and the Board.

3.15.3 The Registrar may delegate the Assistant Registrar to substitute for their role where appropriate and relevant.

3.15.4 No person shall serve as Assistant Registrar for more than two consecutive elected terms, comprising a total of five years, and shall not then be eligible for re- appointment to that office until a period of one year has elapsed

4 THE BOARD

CONSTITUTION

- 4.1 The Board shall consist of the President, the immediate Past-President *or the* President- Elect when elected, who shall replace the immediate Past-President, the other-Officers, the President of the College or a nominee of the President of the College, one other representative of the College, four ordinary members, one nurse or paramedic member together with two lay members and up to three co-opted members.
- 4.2 No member shall hold more than one position on the Board. The fact that the Board may not comprise at any particular time all of the persons designated in this Standing Order 4.1 shall not invalidate or otherwise affect any decision or action properly decided or taken by the Board
- 4.3 It is the responsibility of all Board members, all committee members and all sub-committee members to declare any conflict or potential conflict of interest as and when this arises. It shall also be necessary for all these individuals to complete an annual declaration to this effect at the first Board/committee Meeting of that year or on appointment.

CHAIRING THE BOARD

- 4.4 The President (of the Faculty) shall preside at every meeting of the Board, but if the President is not present within ten minutes of the appointed time, the Registrar shall take the Chair. If the Registrar is also absent, the members of the Board shall choose one of their number who is a Fellow to take the Chair.

4.5 ELECTION OF ORDINARY MEMBERS OF THE BOARD

Ordinary members

- 4.5.1 Ordinary members of the Board shall be elected by a vote of Members and Fellows in a manner provided in Standing Order 4.6.1. An ordinary member shall be a Member or Fellow.
- 4.5.2 One Nurse and One Paramedic members of the Board shall be elected by a vote of the Licentiates who are registered with the Nursing and Midwifery Council or Health and Care Professions Council or overseas equivalent in a manner provided in Standing Order 4.6.2.

Electorate

- 4.5.3 For all the purposes of Standing Orders 4.6-4.8 references to Fellows shall not include Honorary Fellows.

4.6 NOMINATION OF CANDIDATES FOR ELECTION

Ordinary members and nurse or paramedic members

4.6.1 At least four calendar months before the Annual General Meeting the Registrar shall send to all Members and Fellows a circular stating the number of places for ordinary members of the Board requiring to be filled that year. It shall give the Board's nominations (if any) of candidates to fill such places and call for further nominations from these classes of membership. If the total number of nominations does not include sufficient Members and Fellows to satisfy Standing Order 4.5.1, the Board shall forthwith nominate others, to permit compliance with that Standing Orders.

4.6.2 At least four calendar months before the Annual General Meeting the Registrar shall send to all nurse and paramedic Licentiates a circular stating if the nurse or paramedic Licentiate positions on the Board require to be filled that year. It shall give the Board's nominations (if any) of *any candidates* to fill the place and call for further nominations from this class of membership. If the nominations do not include a nurse or paramedic Licentiate to satisfy Standing Order 4.5.2, the Board shall co-opt a suitable person to fulfil that role on the Board.

Form of nominations

4.6.3 All nominations for Board members shall be made in writing on a Faculty nomination form only. Each nominee must be proposed and seconded and confirm in writing a willingness to serve if elected. Nominations must be received by the returning officer not less than three calendar months before the Annual General Meeting. Any nomination which reaches the returning officer outside the stipulated period shall be null and void.

4.7 BALLOT

4.7.1 A ballot paper and details, as given on the nomination form of each candidate for election to as an Ordinary Member, shall be sent by email to all Licentiates, Members and Fellows to their registered email address. A security system designed to ensure integrity of the voting system will be in place. The ballot paper shall be sent not less than two calendar months before the Annual General Meeting.

4.7.2 A ballot paper and details, as given on the nomination form of each Nurse or Paramedic candidate for election to as an Nurse or Paramedic Member, shall be sent by email to all Nurse and paramedic Licentiates to their registered email address. A security system designed to ensure integrity of the voting system will be in place. The ballot paper shall be sent not less than two calendar months before the Annual General Meeting.

4.7.3 The ballot paper shall be constructed in such a way as to be used in a transferable voting procedure designated by the Board.

4.7.4 Ballot papers shall be returned either by email to a specified Faculty email address or by post to the Faculty Offices so as to reach the returning officer on or before the date and time notified and in accordance with any direction set out on the ballot paper. This date shall be not less than fourteen before the Annual General Meeting failing which any votes cast will be null and void.

Return of ballot papers

4.7.5 Ballot papers shall be returned so as to reach the returning officer before the date and in accordance with any directions specified on the ballot paper which shall not be less than fourteen days before the Annual General Meeting, failing which any votes cast on it shall be null and void.

CUSTODY OF BALLOT PAPERS

4.7.6 Ballot papers shall be kept in the custody or control of the returning officer and counted within two weeks of the specified return date. The result of the election shall be communicated to the membership of the Faculty.

4.7.7 In the event that the candidate receiving the highest number of votes is unwilling or unable to take office, the candidate with the next highest number of votes shall be deemed elected.

4.8 LAY AND CO-OPTED MEMBERS OF THE BOARD

Lay members

4.8.1 The two lay members of the Board shall be appointed by using one or both of the following methods:

- a) Approaching the Co-ordinator of the Patient and Carer network of the Royal College of Physicians to canvass their membership for suitable candidates
- b) Placing an advertisement in news or on other media inviting applications

In each case the Board will determine and oversee the process of selection from the available candidates. In practice this may simply be appointment at the discretion of the President.

Co-opted members

- 4.8.2 The Board may co-opt up to three additional members for a specified period, which shall be no more than three years in the first instance.

PERIOD OF SERVICE AND VACATION OF PLACES

- 4.9 Subject to the provisions of Standing Order 4.10 persons elected to be ordinary members of the Board shall serve as such until the third Annual General Meeting following the one at which their election is announced.

CONSECUTIVE TERMS OF SERVICE

- 4.10 No ordinary member of the Board shall serve as such for more than two consecutive elected terms, of three and then two years, making a maximum total of five, and shall not then be eligible for re-election as an ordinary member until a period of one year has elapsed.

RESIGNATION AND DISQUALIFICATION OF BOARD MEMBERS

- 4.11 A member's seat on the Board shall be vacated automatically if:
- 4.11.1 the Board member, if a member of the Faculty, ceases to be in good standing, or
 - 4.11.2 by notice in writing to the Registrar, membership of the Board is resigned, or
 - 4.11.3 without good cause there is a failure to attend three consecutive meetings of the Board, or
 - 4.11.4 the criteria either for election as a representative of the particular constituency or appointment as a Board member are no longer fulfilled.

CASUAL VACANCY

- 4.12 The Board may at any time appoint a member of the Faculty to fill a casual vacancy provided that in relation to an elected member of the Board the person so appointed would be eligible to be elected in the same category as the vacating member of the Board. Any person so appointed shall retire at the next Annual General Meeting unless formally elected to the Board before that date.

POWERS OF THE BOARD

4.13 The business of the Faculty shall be managed by the Board which may act on behalf of the Faculty in all matters that are not, by law or by these Standing Orders, required to be enacted by the Faculty in General Meeting.

REGULATION OF MEETINGS AND VOTING

4.14 The Board may meet, adjourn and otherwise regulate its meetings as it thinks fit. The Board must meet face-to-face on at least two occasions a year. In relation to any additional meetings which are not held wholly face to face, any member of the Board may participate in the meeting by means of conference telephone or other communications equipment (including televisual means) which allows all persons participating in the meeting to hear each other. Questions arising at any meeting and requiring decision shall be decided by a majority of votes of those taking part. Questions needing a decision between formal meetings may be decided in the same manner (including the casting of votes by electronic communication) provided that all members of the Board are notified of the question to be decided and the number of them voting on the question would constitute a quorum. In case of an equality of votes the Chairman of the meeting shall have a casting vote.

ACTIONS WITH REDUCED NUMBERS AND WITHOUT QUORUM

4.15 The Board may act notwithstanding any vacancy in its body, but if less than a quorum of five members be present, they shall act as a Board only for the purposes of filling vacancies in the Board, admitting persons to membership of the Faculty, or summoning a General Meeting. When a quorum is not present no vote shall be taken, but discussions may be held and recommendations made which shall then be reported to the next full meeting of the Board for its decision. For the purpose of determining whether a quorum is present all persons whose participation in a meeting conforms to the requirement of Standing Order 4.13 shall be deemed to constitute persons present at such meeting.

CONVENING BOARD MEETINGS

4.16 The Registrar shall convene a meeting of the Board at any time upon a requisition from the President or from any four members of the Board, stating the purposes for which the meeting is to be held. At least one week's clear notice (exclusive both of the day on which it is served and of the day for which it is given) shall be sent to each member of the Board.

ACTS DONE IN GOOD FAITH

4.17 All acts done in good faith by any meeting of the Board or by any person acting as a member of the Board shall be valid and binding, even if it be discovered later that there was some defect in the appointment, election or continuance in office of any member or members of the Board carrying out such acts.

MINUTES

- 4.18 Minutes shall be made of the proceedings of all meetings of the Board and all business transacted at such meetings. The minutes of any meeting, when adopted at the next meeting, shall be sufficient evidence of the facts therein stated.

RESOLUTIONS IN WRITING - VALIDITY

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

FAITH

- 4.20 Every member of the Board shall at the earliest opportunity give assent to the following words spoken by the President in the presence of members of the Board:

“You give your faith that you will not divulge any of the proceedings of the meetings of the Board held for the nomination and election of Fellows, Members, or Officers, or any of the proceedings of any meeting which you shall be required to keep secret by the President, and that you will faithfully discharge the duties entrusted to you in strict accordance with the Standing Orders of the Faculty and with the relevant Laws, Bye-Laws and Regulations of the Royal College of Physicians of London.”

FACULTY REPRESENTATION

- 4.21 The method of nominating any permitted representative of the Faculty on the Council of the College shall be determined by the Board. The Board may nominate representatives of the Faculty, who need not be members of the Board, to serve on other bodies as appropriate.

BOARD LIABILITY

- 4.22 No member of the Board shall be liable for any loss to the Faculty arising by reason of any improper investment made in good faith (so long as he/she shall have sought professional advice before making such investment) or for the negligence or fraud of any agent employed by him/her or by any other member of the Board in good faith (provided reasonable supervision shall have been exercised) although the employment of such agent was strictly not necessary or expedient or by reason of any mistake or omission made in good faith by any member of the Board or by reason of any other matter or thing other than fraud, wrongdoing or wrongful omission on the part of the Board member who is sought to be made liable.

INSURANCE

4.23 The Board shall insure its members at the expense of the Faculty against personal liability for acts properly undertaken in the administration of the Faculty and acts undertaken under an honest mistake during their period of service as Board members.

FURTHERANCE OF OBJECTS

4.24 The Board 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, the appointments of examiners and other matters related to Forensic and Legal Medicine.

FORM OF DIPLOMA

4.25 Diplomas shall be in such form as agreed from time to time between the College and the Board.

5 COMMITTEES OF THE BOARD

COMMITTEES

5.1 The Board shall appoint such committees as required under these Standing Orders and may appoint other committees, sub-committees or working parties as seem desirable. The initial appointment of these may be at any time considered appropriate by the Board. Persons appointed shall cease to serve on the date of the last regular meeting of the Board before the Annual General Meeting unless then re-appointed. The constitution and terms of reference of each such committee shall be approved and published by the Board.

MEMBERSHIP OF COMMITTEES

5.2 Members of a committee of the Board need not be members of the Board. All members of committees who are members of the Faculty should be in good standing.

CO-OPTED MEMBERS

5.3 Any committee of the Board may add to its number with the approval of the Registrar. The names of co-opted members of committees shall be reported to the next meeting of the Board.

CASUAL VACANCY ON COMMITTEE

5.4 The Board may at any time appoint a member of the Faculty to a committee to fill a casual vacancy.

POWERS DELEGATED BY THE BOARD

- 5.5 The Board may delegate such powers as it thinks fit to committees appointed by it and any such committee shall, in the exercise of its powers, conform to any conditions imposed on it by the Board, and report regularly to the Board as required. The meetings and proceedings of any such committee shall be governed by the provisions of these Standing Orders. The Board may at any time, by notice in writing to all members of any committee, revoke any powers delegated by it to such committee.

REGULATION OF COMMITTEE MEETINGS AND VOTING

- 5.6 Subject to any instructions by the Board a committee may meet for the dispatch of business, adjourn and otherwise regulate its meetings as its Chair shall determine, including meetings held in such a manner as conforms to the requirement of Standing Order 4.13. Questions arising at any meeting shall be decided by a majority of votes of those taking part. The method of voting shall be at the discretion of the Chair who, in the case of an equality of votes, shall have a second or casting vote.

ACTS DONE IN GOOD FAITH

- 5.7 All acts done in good faith by any meeting of a committee of the Board may be ratified by the Board at its discretion, even if it be discovered later that there was some defect in the appointment, election or continuance in office of any member, or members, of the committee carrying out such acts.

MINUTES

- 5.8 Minutes or other appropriate written records shall be made of the proceedings of all meetings of committees including all actions agreed and decisions made at such meetings. The minutes of any meeting when adopted at the next meeting shall be sufficient evidence of the facts stated therein.

6 EXAMINERS

APPOINTMENT

- 6.1 The Board shall appoint a Chief Examiner and such Deputy Chief Examiners as are required to conduct each examination it may approve. The Chief Examiner and Deputy Chief Examiners shall be Fellows except that one Deputy Chief Examiner may be a Member.

- 6.1.1 No Chief Examiner nor Deputy Chief Examiner shall serve as such for more than two consecutive appointed terms, of three and then two years, making a maximum total of five, all this being at the discretion of the Board. They shall

not then be eligible for re-appointment to this post until a period of one year has elapsed.

- 6.2 Other examiners shall be appointed by the Chief Examiner and an appropriate Officer, acting on behalf of the Board, and such appointments must be ratified by the Board.

FAITH

- 6.3 On being appointed, examiners shall give their Faith in writing to the Board in the following

"I faithfully promise that I will perform all the duties, as defined by the Board, of an examiner, and that I will not divulge any of the proceedings of meetings at which examination papers or other tests are set, or at which the results of the examination are considered, or of any other meeting the proceedings of which I am required to keep secret. I also undertake not to divulge any aspects of the Faculty's examinations in which I participate as an examiner, nor to disclose any details pertaining to candidates or their performance during the examinations to anyone not involved in the examination process on behalf of the Faculty. In addition, I agree to adhere to the Faculty's policy of non-discrimination and that in my capacity as an examiner I will not discriminate on grounds of gender, ethnic origin, sexual orientation, religion or physical disability."

DUTIES OF THE CHIEF EXAMINER

- 6.4 The Board shall define the duties of the Chief Examiner and revise them from time to time as appropriate.

7 FEES AND SUBSCRIPTIONS

REGISTRATION FEE, ANNUAL SUBSCRIPTION

- 7.1 Associates, Affiliates, Licentiates, Members and Fellows, shall pay such registration fees and annual and other subscriptions as may be determined by the Board.

ANNUAL SUBSCRIPTIONS – DATE AND METHOD OF PAYMENT

- 7.2 Annual subscriptions shall be payable to the Faculty **on demand** by any method ~~and at any time~~ agreed by the Board.

ANNUAL SUBSCRIPTION IN ARREARS

- 7.3 Any member who is more than **three months in arrears with payment of any annual subscription (or part) shall forfeit all rights and privileges (including the use of the Faculty postnominals) of the Faculty and any office, appointments or positions in the Faculty, until all outstanding annual subscriptions have been paid.**
- 7.4 **Any member who is more than six months in arrears with payment of any annual subscription (or part) shall forfeit all rights and privileges of the Faculty and any office, appointments or positions in the Faculty, until the applicable rejoining fee and all outstanding annual subscriptions have been paid.**

REDUCTION AND REMISSION OF FEES

- 7.5 The Treasurer may at any time remit or reduce the fees or subscriptions to be paid by an individual.

EXAMINATION FEES

- 7.6 Examination entry fees shall be determined by the Board.

OTHER FEES

- 7.7 The Faculty may charge fees for other functions as agreed by the Board.

HONORARY FELLOWS

- 7.8 Honorary Fellows are exempt from the provisions of Standing Orders 7.1 to 7.4.

8 GENERAL MEETINGS

ANNUAL GENERAL MEETING

- 8.1 The Faculty shall hold an Annual General Meeting at such time and place as may be determined by the Board. Each Annual General Meeting shall be held not less than eleven nor more than fourteen months after the date of the last preceding Annual General Meeting.

EXTRAORDINARY GENERAL MEETING

- 8.2 Extraordinary General Meetings may be convened by the Board or on the requisition of ten percent or more of the total number of members of the Faculty having at the date of the deposition of the requisition with the Faculty a right to vote at General Meetings of the Faculty. Any such meetings shall be convened by the Registrar on the instructions of the Board or, in default thereof, those members of the Faculty themselves may convene one.

NOTICE OF GENERAL MEETINGS

- 8.3 Save where longer notice is required pursuant to other provisions of the Standing Orders at least three weeks' notice of every Annual or Extraordinary General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given) specifying the place, the day and the hour of the meeting, and the nature of the business, shall be given to all members of the Faculty.

ACCIDENTAL OMISSION TO GIVE NOTICE

- 8.4 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed, or business transacted at any meeting.

QUORUM FOR GENERAL MEETINGS

- 8.5 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as provided in Standing Order 8.6 twenty members of the Faculty personally present shall be a quorum.

DISSOLUTION AND ADJOURNMENT OF GENERAL MEETINGS

- 8.6 If within half-an-hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened at the request of members of the Faculty, shall be dissolved. In any other case it shall stand adjourned until another time, date and place determined by the Board. If at such adjourned meeting a quorum is not present within half-an-hour of the time

appointed for holding the meeting the members of the Faculty present shall be a quorum.

CHAIR AND ALTERNATE CHAIR AT GENERAL MEETING

8.7 The President shall take the Chair at every General Meeting. If the President is absent, the Chair shall be taken by the Registrar or, if both are absent, by some other Fellow elected by the members of the Faculty present at the meeting who are entitled to vote thereat.

ADJOURNMENT

8.8 The Chair of the meeting may with the consent of any meeting at which a quorum is present (and shall, if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no additional business shall be introduced at any adjourned meeting. Whenever a meeting is adjourned for one month or more, notice of the adjourned meeting shall be given in the same manner as for the original meeting (see Standing Order 8.3).

METHOD OF VOTING AT GENERAL MEETING

8.9 At any General Meeting a resolution put to the vote of the meeting shall be decided by a show of hands. If in the opinion of the Chair the show of hands is inconclusive, or on the prior written demand of ten members of the Faculty present, a ballot shall be held. Unless otherwise required by the provisions of other Standing Orders a resolution shall be passed if a simple majority of those voting (being entitled to do so) vote in favour.

CHAIR'S CASTING VOTE

8.10 In the case of an equality of votes, whether on a show of hands or ballot, the Chair of the meeting shall be entitled to a casting vote.

ENTITLEMENT TO VOTE

8.11 Subject to the provisions of Standing Order 8.10 every member of the Faculty present and entitled to vote shall have one vote.

CONDUCT OF GENERAL MEETING

8.12 Subject to the provisions of these Standing Orders the Chair of a General Meeting of the Faculty shall have authority to direct and control the conduct of business at that meeting, including the discretion to decide that a matter might lead to a change in Standing Orders. Those entitled to speak at a General Meeting of the Faculty shall address the Chair; shall speak to the subject before the meeting, and once only; shall speak as briefly as possible; and, if requested by the Chair, shall preserve silence.

9 STANDING ORDERS

PROPOSALS FOR CHANGE

9.1 The Board may make, or accept from members of the Faculty, proposals for additions or amendments to the Standing Orders.

NOTICE OF ALTERATIONS

9.2 Not less than two months' notice shall be given to all members of the Faculty of proposed alterations to the Standing Orders.

APPROVAL OF ALTERATIONS

9.3 No alterations to the Standing Orders shall come into effect unless approved by the College and also approved at a General Meeting of the Faculty by the affirmative votes of a two-thirds majority of such members of the Faculty present at the meeting and entitled to vote thereat.

STATUS OF THE COLLEGE AND FACULTY AS CHARITIES

9.4 No alteration to the Standing Orders shall be made which would prejudice the status of the College, or the Faculty as charities.

INTERPRETATION OF STANDING ORDERS

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

9.6 Any matters concerning the activities of the Faculty which are not covered by these Standing Orders shall be dealt with according to the Bye Laws and Customs of the College.

REVOCAION OF POWERS

- 9.7 The College in Council shall be entitled at any time in writing to revoke the delegation of any of the powers delegated to the Faculty by these Standing Orders and shall also be entitled to exercise all other rights reserved to it under its Bye-Laws.

10 ELECTRONIC COMMUNICATIONS AND WRITTEN COMMUNICATIONS

- 10.1 Notifications required or permitted under the Standing Orders to be sent to members of the Faculty or to other persons having rights pursuant to the Standing Orders, may be sent using electronic communications, subject to compliance with Standing Order 10.3.
- 10.2 Any document referred to in a notification sent pursuant to Standing Order 10.1 may, subject to compliance with Standing Order 10.3, be sent or provided to members of the Faculty or other persons having rights pursuant to the Standing Orders by publishing the document in question on a web site. The notification referring to the document must specify the address of the web site and the place on that web site where the document may be accessed, and the document must remain published on the web site throughout the publication period. For this purpose, the publication period shall mean:
- 10.2.1 In the case of a document referred to in a notice convening a meeting, the period running from the date when such notice is sent until the conclusion of the meeting convened by it;
 - 10.2.2 In any other case a period of not less than 28 days beginning on the day after the notification is sent.
- 10.3 An electronic communication pursuant to Standing Orders 10.1 and 10.2 shall only be sent to such members of the Faculty or other persons having rights pursuant to the Standing Orders as have notified an electronic communications address to the Faculty and where the electronic communication in question is sent to such address.
- 10.4 Notifications required or permitted under the Standing Orders to be sent to the Faculty, the Board, committees sub-committees or working parties of the Board or the Officers may be sent using electronic communications provided that they are sent to the Faculty's most recently published electronic communications address and that the notification clearly indicates the intended recipient and the purpose of the notification.
- 10.5 Notwithstanding any other provision of the Standing Orders a notification sent using electronic communications which complies with Standing Orders 10.1 and 10.3 or Standing Order 10.4 (as the case may be) shall be deemed to be given on

APPENDICES

Duties of Officers as determined by the Board and Terms of Reference of Committees as approved and published by the Board on 4th March 2020

A. Faculty Officers

A1. President

The President is the directly elected chief officer of the Faculty who is answerable to the Board and to Members.

Key role-specific responsibilities of the President

These duties of the President of the FFLM are inherently open ended; the duties and reporting arrangements of other Officers should be such that the President is aware of, but not concerned with, the details of routine business

- 1. Oversight and direction of all aspects of the work of the Faculty - particularly long-term strategic issues*
- 2. Chair of Faculty Board & AGM*
- 3. Ex-officio membership of all Faculty committees*
- 4. Communication with members about Faculty matters*
- 5. The senior Faculty representative on any relevant medical bodies and the Specialist Training Authority*
- 6. Liaison with senior members of external organisations to enhance the work and standing of the Faculty*

A2 President-Elect & Immediate Past President

The President-Elect and the Immediate Past President will support the work of the President. The President-Elect while becoming familiar with the duties will be an ex-officio member of all Faculty Committees. The Immediate Past President will remain a member of the Board till the President-Elect is in post in order to provide background and continuity.

A3 Vice-Presidents

The 3 Vice-Presidents' duties will be determined by the President.

All Vice-Presidents will be entitled to sit on the Academic committee and Membership and Fellowship committee.

A4 Registrar

The Registrar is a directly elected Senior Officer of the Faculty who is answerable to the President.

Key role-specific responsibilities of the Registrar

The Registrar shall be responsible for:

- 1. Maintaining the Register of Fellows, Members, Licentiates, Affiliates, Associates and Diplomates of the Faculty, publication of the Faculty List of members and maintaining the official copy of the Standing Orders.*
- 2. Managing the day to day operation of the FFLM including the management of the staff and office space.*
- 3. Ex-officio membership of all Faculty committees.*
- 4. Convening and issuing notices of General Meetings of the Faculty and meetings of the Board and of Committees and coordinating the preparation and retention of the minutes of all such meetings.*
- 5. Co-ordinating the preparation of the Annual Report and rendering that report to the Annual General Meeting of the Faculty and to the Royal College of Physicians of London*
- 6. Submitting the Annual return to the Charities Commission*
- 7. Ensuring that decisions of the Board and its committees are implemented.*
- 8. Ensuring proceedings of Membership and Fellowship Committee are conducted fairly and with due process.*
- 9. Preparing the Faculty Bulletin.*

A5 Academic Dean

The Academic Dean is an appointed Senior Officer of the Faculty who is answerable to the President.

Key role-specific responsibilities

The Academic Dean shall be responsible for:

- 1. Arrangement and conduct of examinations held by, or on behalf of, the Faculty.*
- 2. Recommending to the Board any change in the list of examiners, including the appointment of a Chief Examiner and Deputy Chief Examiners.*
- 3. Maintenance of a register of examiners appointed by the Board, together with a record of their service as examiners and a list of all examiners at each Faculty examination.*
- 4. Reviewing the eligibility of applicants for Faculty examinations and for Membership.*
- 5. Approving Diploma Courses in Forensic and Legal Medicine on behalf of the Faculty.*
- 6. Establishing any sub-committees necessary to affect the aims and objectives of the Faculty.*
- 7. To lead the coordination, development and delivery of the FFLM's learning and educational programme, to develop and train members.*
- 8. Coordinate regular reviews of FFLM guidance publications.*

A6 Treasurer

The Treasurer is a directly elected Senior Officer of the Faculty who is answerable to the President.

Key role-specific responsibilities

The Treasurer shall be responsible for:

- 1. Ensuring that the financial affairs of the Faculty are conducted in the most prudent and cost-effective manner.*
- 2. Ensuring that satisfactory book keeping systems are set up and maintained by the*
- 3. Payment of salaries of the administrative staff employed by the Faculty.*
- 4. Reporting to the Faculty Officers and Board on the Faculty's financial state and investments.*
- 5. Ensuring that the Faculty's accounts are prepared for an annual audit by an independent auditor, or, where the Faculty's turnover does not exceed £1 million and its assets do not exceed £3.26 million in the relevant financial year (or such other financial limits the Charity Commission for England and Wales shall from time to time apply) an independent examination by an independent examiner, appointed at the Annual General Meeting.*
- 6. Presenting the audited accounts to the Annual General Meeting of the Faculty.*
- 7. Ensuring that surplus funds are invested appropriately and in accordance with the direction of the Board.*
- 8. Ensuring that there is appropriate liaison on financial matters with the Royal College of Physicians of London and other relevant organisations.*

A7 The Chief Examiner

The Chief Examiner is an appointed position within the Faculty who is answerable to the Academic Dean and whose role is to assist the Academic Dean in the discharge his/her duties to the Board with respect to the administration and conduct of Faculty examinations.

The Chief Examiner shall be responsible for:

- 1. Chair the Chief Examiner's Committee and ensure that the Committee complies with its Terms of Reference*
- 2. Assist the Academic Dean in the appointment of the Chairs of the respective examination management committees. The appointments will be made in accordance with the regulations agreed by the Academic Committee and the Board of the Faculty.*
- 3. Ensure the probity of the conduct of examinations. He/she will adjudicate on matters relating to the performance of candidates in Faculty examinations, in conjunction with the relevant chair of the examination management committee.*
- 4. The Chief Examiner and Chairs of Examination Committees will ensure that the Faculty examinations are held as advertised, and in accordance with the*

respective regulations. He/she will work closely with the Faculty's secretariat to ensure the smooth running of the examinations.

A8 The Assistant Registrar

The Assistant Registrar is an Officer of the Faculty who is answerable to the Registrar.

The Assistant Registrar will be responsible for:

1. Support the Registrar in their key responsibilities as delegated which can include assisting with:
 - a. coordinating the FFLM General meetings, Board and committee meetings
 - b. preparing the FFLM's Annual Report for presentation to the Annual General Meeting (AGM) and to the College
 - c. ensuring that decisions of the Board and its committees are implemented
 - d. ensuring that proceedings of the Membership and Fellowship Committee are conducted fairly and with due process
 - e. preparation of the FFLM Bulletin
2. Deputise for the Registrar as requested and in their absence.
3. Responsible for liaison with CRM and website teams
4. Manage and deliver regular and ad hoc projects aligned to the FFLM objectives and strategic goals.
5. Support the other Senior Officers in their key responsibilities as delegated.
6. Chair of the Conference subcommittee

B. Committees

B1 Senior Officers and Vice Presidents

The Faculty Senior Officers are:

President
3 Vice Presidents
Registrar (Chair)
Academic Dean
Treasurer
President-Elect / Immediate Past President

Appointment

Annual at last regular meeting of the Board before the Annual General Meeting

Terms of Reference

The Senior Officers act as the executive arm of the Board and are responsible for:

- overseeing the management of the day to day operational business of the Faculty, including personnel employed by the Faculty.
- overseeing the financial management of the Faculty.
- consideration of proposals for new policy development and preparation of recommendations for Faculty Board.
- implementation of policy decisions and launch of new initiatives agreed by Faculty Board.
- co-ordination of the work of the Faculty's committees.
- the management and co-ordination of services to members
- the development and delivery of the Faculty's public relations and external communications strategy.
- consideration of matters relevant to relationships with external bodies not falling under the specific remit of another committee.

B2 Academic Committee

The composition of the Faculty Academic Committee is:

Academic Dean (Chair)
 President
 3 Vice-Presidents
 Registrar
 Treasurer
 Chief Examiner
 Editor of the Faculty Journal
President-Elect / Immediate Past President
 Nurse or paramedic Licentiate *member of the Board*
 Up to 4 additional members co-opted by the Board

Appointment

Annual at last regular meeting of the Board before the Annual General Meeting.

Terms of Reference

- To consider all matters relevant to the examinations of the Faculty.
- To report the results of the Faculty's awards following examinations.

- To consider all matters relating to the award of Diplomas, Licentiatehip & Membership of the Faculty.
- To refer to the Membership and Fellowship Committee applications for Membership falling outside the current Regulations.
- To consider all matters relating to the formulation and interpretation of the Regulations for Membership.
- To recommend to the Board the appointment of representative(s) to examination Boards established by other bodies, for examinations which have been approved by the Board as being of value, or interest, to the specialty where those bodies have sought such appointment, or where it is thought to be in the interest of the Faculty.
- To determine the syllabus for each Faculty examination, appoint examiners and appoint a committee, or committees, to arrange and supervise the Faculty's examinations.
- To consider all matters relating to research with which the Faculty may be associated.
- To prepare an annual budget of projected income and expenditure for consideration by the Treasurer and other Senior Officers.
- To recommend fees for examinations and to recommend payments to examiners for consideration by the Senior Officers.
- An officer will be appointed by the Committee to be responsible for the budgeting for the costs of the examinations.
- To develop a U.K. research agenda for forensic and legal medicine. The agenda will reflect any nationally agreed research priorities and the need to develop evidence-based forensic and legal medical practice.
- To identify suitable research topics to implement the research agenda.
- To advise the Faculty on strategic direction of forensic and legal medical research.

B3 Membership and Fellowship Committee

The composition of the Membership and Fellowship Committee is:

President
Registrar
Three Vice-Presidents

Co-opted Pathologist
Nurse Licentiate/Affiliate member
Paramedic Licentiate/Affiliate member

- The committee will elect from its own number a chairman at the start of each meeting or part way through the meeting to enable the President to withdraw from discussions about an appeal to the committee so that it is possible at a later date for a second level and final appeal to be made to the President in person.
- If the President is disqualified by virtue of previous involvement in making decisions relating to the matter under final appeal, then a past President or failing them a past Vice-President or failing them another past Senior Officer of the FFLM with no previous involvement will be asked to hear the final appeal.
- The past President or past Vice-President or past Senior Officer so approached will be deemed to be co-opted to the Board for the purposes of indemnity.

Appointment

Annual at last regular meeting of the Board before the Annual General Meeting.

Terms of Reference

- *To consider and confirm all applications for Licentiate and Membership following satisfaction of the Faculty examiners.*
- *To consider applications for Membership by Equivalent Qualification for Coroners, Pathologists, Psychiatrists, Odontologists ~~and Anthropologists~~*
- *To consider applications made from Dento-Legal Medicine doctors for Foundation Membership or Fellowship*
- *To consider and then recommend to the Board applications for promotion to Fellowship*
- *To consider applications for Affiliation or for Association to the Faculty.*
- *To make proposals to the Board for the award of Honorary Fellowships of the Faculty.*

B4. Revalidation Committee

This committee has now been disbanded.