

**THE ROYAL COLLEGE OF GENERAL PRACTITIONERS**  
**NORTH WEST ENGLAND FACULTY BYE-LAWS**

**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 mean the same in these Bye-Laws.

**Faculty name**

3. The name of the Faculty shall be the *North West England 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 principally Greater Manchester, Lancashire and areas of Cheshire. The Faculty is sub-divided into district sub-Faculties.

**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-Law 4 of these Bye-Laws or, if retired or otherwise not practising or employed, residing within that area. The Board may in addition grant the 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. Associates are entitled to vote at Faculty Board meetings.

**General meetings**

8. (1) Subject to the provisions of paragraph (2), 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. The Annual General Meeting will normally be held at least 4 weeks before the Annual General Meeting of the College. 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.

(2) 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 doings. 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 days before the date 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 decisions as could have been taken by the Annual General Meeting, and the provisions of these Bye-Laws shall apply as necessary.

9. The business of the Annual General Meeting shall be:

- (1) To approve the minutes of the previous Annual General Meeting;
- (2) To receive the results of elections to the Board;
  - i. Faculty Officers
  - ii. District Sub Faculty Representatives
- (3) To receive the Annual Report of the Board;
- (4) To approve the Accounts of the Board for the preceding financial year to 31 March;
- (5) Members' motions; and
- (6) Such other business as the Chairman may allow.

10. Any 15 members of the Faculty 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 15. If within 45 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 have been 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 both the Provost and the designated officer, any other officer designated by the Board to do so shall preside. In the absence of the Provost and 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 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, Vice Chairman (who is normally the Chairman elect), 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 not exceed three years at a time. However, they may be re-elected after that time. The term of office of Provost and Chairman will normally be 2 years and they will be elected in alternate years.
16. The Provost, Chairman, Honorary Secretary and Honorary Treasurer of the Board shall be elected by the members of the Faculty. In their last year of office, nomination forms for these officer posts will be sent to all members. Nominations must reach the Honorary Secretary no later than one week before the Annual General Meeting. 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.

### **Faculty Board**

17. The management of the 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, Honorary Treasurer, Immediate Past Chairman and Vice Chairman
  - Fellows and Members of the College who are also Members of the College Council
  - One Representative, who must be a Fellow, Member or Associate, elected by each District sub-Faculty
  - One Local AiT Representative, elected by the trainees of the Region
  - One First Five Representative
  - Not more than six other Members and two other Associates of the Faculty to be appointed by the Board
  - Other persons co-opted by the Board for special purposes in an advisory capacity, these may include the Dean, the Director of Postgraduate General Practice Education, the Specialty Training Committee Representatives the Regional Local Medical Committee Representative and a lay member.

All members of the Faculty Board are elected for one year at a faculty board meeting held immediately following the Faculty's Annual General Meeting and are eligible for re-election by the constituencies. District sub faculty representatives are elected by the district sub faculties annually and nominations must reach the Honorary Secretary no later than one week before the Annual General Meeting.

19. The Board may appoint such committees or sub-committees for such purposes as it thinks fit.
20. 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 *eight*.

### **Faculty representatives on College Council**

21. The Board shall be responsible for nominating the Faculty representatives on the College Council.

### **Accounts and financial arrangements**

22. 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.
23. The banking accounts of the Faculty shall be held at the National Westminster Bank, or such other Bank as the Board may from time to time decide, subject to the approval of the Honorary Treasurer of the College. Procedures for signing cheques, as set by the board, must be approved by the Honorary Treasurer of the College.

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

24. 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