

Royal College of Anaesthetists Regulations

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PART I: Preliminaries

(1) Citation and commencement

(1) These regulations shall be known as the Royal College of Anaesthetists Regulations and came into force as follows:

17 March 1993	Those provisions included in the first Council Regulations made by Council
15 March 1994	Those provisions included in the 1994 amending Regulations
14 March 1995	Regulations 7 and 11
19 March 1996	Regulation 6
15 October 1997	Those provisions included in the 1997 amending Regulations
18 July 2001	Revisions due to amendments of Ordinances to allow additional categories of membership and additional Council members

(2) Transitional provisions

(1) (Revoked 19 March 1997)

(3) Interpretation

(1) Unless the context otherwise requires, in these regulations:

a. The following words and phrases are as described below:

- I. "the Charter" means the Charter granted on 16th March 1992 incorporating the Royal College of Anaesthetists;
- II. "the Ordinances" means the Ordinances scheduled to the Charter and as they may be amended from time to time;
- III. "approved training" means training in a post approved by the College for the purpose of qualifying for the grant of a Certificate of Completion of Specialist Training;
- IV. "the Board of Examiners" means any Board of that name constituted in accordance with these regulations;
- V. "Certificate of Completion of Specialist Training" (or any statutory modification of this) means the certificate by that name granted by the Specialist Training Authority (or any new statutory body) qualifying the recipient for inclusion in the Specialist Register;
- VI. "Consultant Council vacancy" means a vacancy on Council to which a Fellow may be elected in accordance with the provisions of Ordinance 5.1(1)(a), whether for the first time or by way of re-election;
- VII. "Prescribed seniority" has the meaning assigned to it by regulation 11;
- VIII. "election notice" means the notice required to be published by Part IV, regulation 4;
- IX. "the Examination Regulations" means the regulations of the Council regulating eligibility for examinations for Fellowship of the College and the content and conduct of such examinations and all other related matters and as they may be amended from time to time;
- X. "Fixed Day" has the meaning attributed to it in Ordinance 1.1;
- XI. "Full registration", "limited registration" and "Medical Register" have the meanings attributed to them in the Medical Act 1983 and 2003;
- XII. "list of candidates" means the list prepared in accordance with Part IV, section 1, regulation 10;
- XIII. "list of election statements" means the list prepared in accordance with Part IV, section 1, regulation 10;

- XIV. "SAS Council vacancy" means a vacancy on Council to which a Fellow or Member may be elected in accordance with the provisions of Ordinance 5.1(1)(b);
- XV. "Order" means the European Specialist Medical Qualifications Order 1995 or any statutory modification of this;
- XVI. "outright majority" has the meaning given to it in Part V, regulations 15 & 16;
- XVII. "prescribed" means prescribed in the Ordinances, in these regulations, in the Examination Regulations or in such other regulations as may from time to time be made by Council, as appropriate;
- XVIII. "Specialist Register" means the register maintained by the General Medical Council in accordance with the provisions of the relevant statutory Order;
- XIX. "Specialist Training Authority" means the Specialist Training Authority of the Medical Royal Colleges and Faculties designated as the competent authority under the Order for the purpose of the functions specified in the Order;
- XX. "Trainee Council vacancy" means a vacancy on Council to which a Fellow may be elected in accordance with the provisions of Ordinance 5.1(1)(c);
- XXI. "training" means training in the specialty of anaesthesia or critical care or pain management forming part of an approved course for the purpose of qualifying for the grant of a Certificate of Completion of Specialist Training or accepted by the College as equivalent to such training;
- XXII. Membership and Member refer to that category of College Membership and College Member defined in Ordinance 2.4; member of the College or membership of the College has the meaning ascribed by its use when referring to any category defined in Section 2 of the Ordinances;
- XXIII. "Committee" means as described in Part VII, Section 1, Regulation 2;
- XXIV. "Executive Officer" means a member of the College Staff appointed by Council to carry out the functions of an Executive Officer where specified in regulations;
- XXV. The Postgraduate Medical Education and Training Board means the competent authority established in statutory legislation in 2003.

b. Words and phrases defined in the Charter or Ordinances have the meanings there attributed to them.

c. Words importing the male gender shall include the female and vice versa and words importing the singular shall include the plural and vice versa.

(4) Forms of Declaration, Diplomas, Certificates etc.

- (1) Formal declarations necessary for admission to the College and for undertaking duties on behalf of the College are set out in the Schedule of Declarations. The wording of other documents and approval of other duties will be determined by the Council and Officers from time to time.
- (2) The form prescribed in the Schedule of Declarations gives the minimum statement which must be present.
- (3) A Diploma or other Certificate issued by the College confirming admission to a category of College membership is valid only when it carries the College Seal.
- (4) In the absence of the President, a Vice President can sign Diplomas, Certificates and any other documents referred to in these Regulations in his stead.

**PART II: Criteria and procedures for admission or election to
categories of College membership**

(1) Content of application

- (1) Any data or statement provided in support of any application for any category of College membership that is found to be false or materially inaccurate shall invalidate any membership awarded.
- (2) The College reserves the right to review an individual's relevant circumstances and transfer to the appropriate membership category.

(2) Honorary Fellowship

- (1) Persons in the following categories shall be eligible for election by the Council to Honorary Fellowship of the College:
 - a. members of the Royal Family;
 - b. distinguished lay persons and benefactors of the College;
 - c. doctors (other than anaesthetists, critical care specialists and pain management specialists), dentists, veterinary surgeons or scientists, of international repute, who have made outstanding contributions to the advancement of anaesthesia, critical care or pain management;
 - d. anaesthetists, critical care specialists and pain management specialists of international repute.
- (2) A proposal for the election of a candidate to Honorary Fellowship shall be made to the Council or to the appropriate committee of Council by a Member of the Council who has personal knowledge of the candidate.
- (3) Any such proposal shall be considered by Council. If there is not a clear consensus, a candidate who receives a majority of two thirds or more of the votes of members of the Council present at the meeting at which the vote is taken shall be declared to be elected for admission to Honorary Fellowship of the College.
- (4) An Honorary Fellow shall be admitted in accordance with the following procedure:
 - a. at a meeting of the Council, or on such other occasion as the Council may determine;
 - b. a Fellow, who should normally be a member of the Council designated by the President or a Vice President shall read out the citation of the candidate;
 - c. the Fellowship Declaration shall be administered to the candidate who shall sign his name in the Roll of the College and thereby be admitted to the Fellowship;
 - d. the President or Vice President shall welcome the Honorary Fellow who will then or as soon as is practicable be given his Diploma Certificate.

(3) Fellowship by Election

- (1) In determining which persons should be elected to the Fellowship without examination in accordance with the provisions of Ordinance 2.1, the Council shall be guided by the following criteria:
 - a. persons nominated for the honour of such election shall have shown themselves worthy by having made, or having played a significant role in the making of, an outstanding contribution to anaesthesia, critical care, pain management, or any other related field of medicine or science of relevance to the College, whether in the area of practice, education or research, and such contribution shall preferably, in the opinion of the Council, be regarded as of national or international significance; provided that, where such contribution has been wholly or largely made in a country or countries other than

the United Kingdom, the candidate,

- (i) shall normally have identifiable links with British anaesthesia, critical care or pain management or the work of the College; and
- (ii) shall be recognised as being of high standing in any country where the contribution has been made.

b. the election shall be likely, in addition to honouring the person elected, to reflect credit on the reputation of the College.

- (2) The election shall be seen to be entirely disinterested, both as regards the person elected and any other person, and if, in the course of discussion preceding an election, it appears that any Council Member has any particular interest in the election or links with the candidate, that Member shall so declare.
- (3) Any proposal for the election of a candidate to the Fellowship without examination shall be made to the Council or to the appropriate committee of Council.
- (4) Any such proposal for election shall be considered by the Council at a duly constituted meeting. If there is not a clear consensus a candidate receiving the votes of two thirds or more of the elected Council members present at the meeting shall be duly elected.
- (5) A candidate who has been elected to Fellowship without examination shall be admitted in accordance with the following procedure:
 - a. at a meeting of the Council, or on such other occasion as the Council may determine;
 - b. a Fellow, who should normally be a member of the Council designated by the President or a Vice President shall read out the citation of the candidate;
 - c. the Fellowship Declaration shall be administered to the candidate who shall sign his name in the Roll of the College and thereby be admitted to the Fellowship;
 - d. the President or Vice President shall welcome the Fellow by election who will then or as soon as is practicable be given his Diploma Certificate.

(4) Fellowship by Examination

- (1) A person shall be eligible to become a Fellow of the College by examination who shall,
 - a. have reached the age of twenty-five years,
 - b. have a qualification entitling him to full or limited registration in the Medical Register,
 - c. a member of the College,
 - d. comply with the Examination regulations for eligibility to enter for the Final Part of the Fellowship examination,
 - e. have passed the Final Part of the Fellowship examination of the College,
 - f. have complied with the requirements relating to the form of applications, submission of documents and certificates, payment of fees and any other related matters which may be specified in the Examination regulations or otherwise by the College,
 - g. be a fit and proper person.
- (2) A candidate who has passed the examinations and satisfied the other conditions prescribed, including payment of the appropriate examination fees, shall be admitted to Fellowship in accordance with the following procedure:
 - a. following the notification of the candidate's success in the Final Part of the Fellowship examination, the Fellowship Declaration, in the prescribed form, shall, in the presence of the Board of Examiners, be administered to the candidate, who shall thereupon sign his name in the Roll of Fellows of the College, provided that if, for any reason, a candidate is unable to comply in full with the requirements of this paragraph at the time of the examination, such requirements as shall not have been complied with may subsequently be satisfied in the presence of the President or Vice President
 - b. the candidate shall pay the prescribed fee for the Fellowship;

- c. at the next appropriate meeting of the Council after the candidate's success, the Council shall approve the candidate's admission to Fellowship, who shall thereby be admitted;
- d. the College shall give or deliver to the candidate the Diploma in the prescribed form as soon as is practicable.

(5) Fellowship ad eundem

- (1) Entry route
 - a. Any person in bona fide practice of the profession of anaesthesia, critical care or pain management in the United Kingdom, who satisfies the conditions specified in this Regulation, may apply for admission to Fellowship of the College ad eundem, provided that he holds one of the following qualifications:
 - (i) Any specialist qualification in Anaesthesia, Critical Care or Pain Management for the time being accepted under the terms of the European Specialist Medical Qualifications Order for admission to the Specialist Register in the United Kingdom;
 - b. In addition the conditions which must be satisfied by an applicant for the Fellowship ad eundem are that:
 - (i) The applicant is in practice in the United Kingdom in a substantive or honorary consultant post;
 - (ii) Council consider the applicant to have furthered the interests of the College;
 - (iii) The applicant is a fit and proper person.
 - (2) A person who is eligible to be admitted a Fellow ad eundem shall submit his application for election to the College which may also, in any case in which it thinks fit, invite such an application to be made.
 - (3) An application for election to Fellowship ad eundem shall be accompanied by the following documents and such other matters as may be prescribed:
 - a. a Declaration, in the prescribed form, signed by the applicant;
 - b. a curriculum vitae of the applicant;
 - c. a certificate, signed by six Fellows of the College, to the effect that the applicant is a fit and proper person to be admitted to the Fellowship.
- No Fellow who is deprived of privileges, for whatever reason, shall be eligible, while so deprived, to sign a certificate for the purpose of sub-paragraph (c) of this regulation.
- (4) An application, with accompanying documents, shall be submitted to Council through the committee with responsibility for considering such applications which, if satisfied that it meets the requirements of the Charter and these regulations and is otherwise acceptable, may recommend to Council that it should be granted.
 - (5) Council shall consider a recommendation for admission to Fellowship ad eundem. If there is not a clear consensus a candidate's application receiving the votes of two thirds or more of the elected Council members present shall be duly approved.
 - (6) An applicant whose application for admission to the Fellowship ad eundem has been approved by Council shall be required to attend the College or other such location as the Council may determine for the Declaration of Fellowship to be administered to him in the presence of the President or Vice President whereupon, having signed his name in the Roll of Fellows, he shall be admitted to the Fellowship. The President or Vice President shall welcome the Fellow who will then or as soon as is practicable be given his Diploma Certificate.

(6) Associate Fellowship

- (1) Any person on the GMC Specialist Register holding a substantive or honorary consultant post in the UK with sessions in Anaesthesia, Critical Care or Pain Medicine and is not already a Fellow of the College and who is a fit and proper person and is willing and able to comply with all of the specified conditions may apply for admission to Associate Fellowship of the College.
- (2) A person who, in accordance with the provisions of Ordinance 2.2 and the relevant regulations, is eligible to be admitted as an Associate Fellow shall submit his application to the College which may also, in any case in which it thinks fit, invite such an application to be made.
- (3) An application for admission as an Associate Fellow shall be accompanied by the following documents and such other matters as may be prescribed:
 - a. a Declaration, in the prescribed form, signed by the applicant;
 - b. a curriculum vitae of the applicant;
 - c. a certificate, signed by two Fellows of the College, to the effect that the applicant is a fit and proper person to be admitted to the Fellowship.

No Fellow who is deprived of privileges, for whatever reason, shall be eligible, while so deprived, to sign a certificate for the purpose of sub-paragraph (c) of this regulation.

- (4) Any application for Associate Fellowship of the College shall be submitted to the President, or to one of the Vice Presidents or to such other Member of Council as the President or a Vice President may have designated for this purpose who, on being satisfied that the applicant is admissible as an Associate Fellow, shall together with an Executive Officer approve the applicant's admission, who shall thereby be admitted.
- (5) The Associate Fellow's name will be entered in the appropriate College register.
- (6) A Certificate shall be given or sent to the Associate Fellow so admitted as soon as is practicable.

(7) Membership

- (1) Any person who meets the criteria specified in Ordinance 2.4, who is not eligible for any other membership category of the College, who has completed twelve months in a recognised training post within the UK or any other post designated by Council and who has passed the Primary Fellowship examination of the Royal College of Anaesthetists or one of the following examinations:
 - a. Part 1 of the previous three part Fellowship examination of the Royal College of Anaesthetists.
 - b. The Diploma in Anaesthetics of the Faculty of Anaesthetists of the Royal College of Surgeons of England (DA UK).
 - c. The conjoint Diploma in Anaesthetics of the Royal College of Surgeons of England and the Royal College of Physicians of London (pass must be prior to 1985).
 - d. European Diploma in Anaesthesiology and Intensive Care issued by the European Academy of Anaesthesiology.
 - e. The primary examination of the Faculty of Anaesthetists of the Royal College of Surgeons.
 - f. The Final examination of the Faculty of Anaesthetists of the Royal College of Surgeons in Ireland provided that the examination occurred in Ireland.
 - g. The Primary or Part 1 examination of the Faculty of Anaesthetists of the Royal College of Surgeons in Ireland provided that the examination occurred before October 1999.
 - h. The Primary examination of the College of Anaesthetists of the Royal College of Surgeons

in Ireland.

- i. Any other examination that Council considers sufficient for the purpose.

and who is a fit and proper person and is willing and able to comply with all of the specified conditions, shall be entitled to apply for admission as a Member of the College. The College may also invite such an application to be made.

- (2) An application for Membership shall be accompanied by the following documents and such other matters as may be prescribed.
 - a. a Declaration, in the prescribed form, signed by the applicant;
 - b. a curriculum vitae of the applicant;
 - c. a certificate, signed by two Fellows of the College, to the effect that the applicant is a fit and proper person to be admitted to the Fellowship.

No Fellow who is deprived of privileges, for whatever reason, shall be eligible, while so deprived, to sign a certificate for the purpose of sub-paragraph (d) of this regulation.

- (3) Any application for Membership of the College shall be submitted to the President, or to one of the Vice Presidents or to such other Member of Council as the President or a Vice President may have designated for this purpose who, on being satisfied that the applicant is admissible as a Member, shall together with an Executive Officer approve the applicant's admission, who shall thereby be admitted.

- (4) The Member's name will be entered in the appropriate College register.

- (5) A Certificate shall be given or sent to the Member so admitted as soon as is practicable.

(8) Associate Membership

- (1) Any person who meets the criteria specified in Ordinance 2.5 and
 - a. who is employed in the UK in a substantive non consultant career grade post (Associate Specialist, Staff Grade, Clinical Assistant, Hospital Practitioner) or Trust Grade or other post approved by Council for the purposes of this regulation which may be full or part time and
 - b. is not eligible for any other membership category of the College and
 - c. has completed two years of Continuing Education and Professional Development as laid down in the College's regulations for career grade doctors (Consultant and non-Consultant) or a period and content of CPD as specified by Council from time to time and
 - d. is a fit and proper person who is willing and able to comply with all of the specified conditions,

shall be entitled to apply for admission as an Associate Member of the College.

- (2) An application for Associate Membership shall be accompanied by the following documents and such other matters as may be prescribed.
 - a. a Declaration, in the prescribed form, signed by the applicant together with evidence of CPD as specified by Council
 - b. a signed statement from a current supervising Consultant who is a Fellow of the College in good standing confirming that the applicant has completed the required CPD, to the best of the signatory's knowledge and belief.
 - c. a curriculum vitae of the applicant;
 - d. a certificate, signed by two Fellows of the College, (one of whom can be the person completing (b)) to the effect that the applicant is a fit and proper person to be admitted.

No Fellow who is deprived of privileges, for whatever reason, shall be eligible, while so deprived, to sign a certificate for the purpose of sub-paragraph (d) of this regulation

- (3) Any application for Associate Membership of the College shall be submitted to the President, or to one of the Vice Presidents or to such other Member of Council as the President or a Vice President may have designated for this purpose who, on being satisfied that the applicant is admissible as an Associate Member, shall together with an Executive Officer approve the applicant's admission, who shall thereby be admitted.
- (4) The Associate Member's name will be entered in the appropriate College register.
- (5) A Certificate shall be given or sent to the Associate Member so admitted as soon as is practicable.

(9) Affiliate

- (1) Any person who meets the criteria specified in Ordinance 2.6, who is not eligible for any other membership category of the College and who is of good character and is a fit and proper person and is willing and able to comply with all of the specified conditions shall be entitled to apply for admission as an Affiliate of the College. There will be different classes of Affiliate as specified by Council. To commence Affiliate membership of the college there will be three grades as specified below:
 - a. An Affiliate (Clinical Science) will be a non-medically qualified person who has a higher degree (or who can demonstrate achievement to that level) and is working within the UK in a non-clinical post for the benefit of anaesthesia, critical care or pain management.
 - b. An Affiliate (Clinical Practice) will be a non-medically qualified person who has completed a UK nationally validated course of clinically related study in the field(s) of anaesthesia and/or critical care and/or pain management approved by Council that can be deemed to be equivalent in standard to a postgraduate qualification or a higher degree.
 - c. An Affiliate (Veterinary Practice) will be a veterinary surgeon registered in the UK who has completed postgraduate training in veterinary anaesthesia in the UK for a minimum of one year in a post(s) approved by the Royal College of Veterinary Surgeons (RCVS) for that purpose and has obtained one of the following qualifications:
 - The Certificate in Veterinary Anaesthesia of the RCVS
 - The Diploma in Veterinary Anaesthesia of the RCVS
 - Any other postgraduate qualification in veterinary anaesthesia approved by the RCVS and the RCA for the purpose of admission to Affiliate membership of the RCA
- (2) An application for Affiliate membership shall be in the prescribed form, accompanied by the following documents and such other evidence as may be required by Council.
 - a. a Declaration, in the prescribed form, signed by the applicant.
 - b. a curriculum vitae of the applicant;
 - c. a signed statement from two current Fellows of the College confirming that, to the best of the signatories' knowledge and belief, the content of the curriculum vitae is accurate and that the applicant is a fit and proper person to be admitted to the College.

No Fellow who is deprived of privileges, for whatever reason, shall be eligible, while so deprived, to sign a certificate for the purpose of sub-paragraph (c) of this regulation.

- (3) Any application for Affiliate of the College shall be submitted to the President, or to one of the Vice Presidents or to such other Member of Council as the President or Vice President may have designated for this purpose who, on being satisfied that the applicant is

admissible as an Affiliate, shall together with an Executive Officer approve the applicant's admission, who shall thereby be admitted.

- (4) The Affiliate's name will be entered on the appropriate College register.
- (5) A Certificate shall be given or sent to the Affiliate so admitted as soon as is practicable. This will indicate the category of Affiliate membership.

(10) The Voluntary Register

- (1) Any person practising within the United Kingdom who meets the criteria specified in Ordinance 4(a) who is not eligible for any other membership category of the College and who is a fit and proper person and is willing and able to comply with all of the specified conditions, shall be entitled to apply for admission to the Voluntary Register of the College.
- (2) An application shall be in the prescribed form, and shall be accompanied by such documentary evidence as may be required by Council from time to time.
- (3) Any application for admission to the Voluntary Register of the College shall be submitted to the President, or to one of the Vice Presidents or to such other Member of Council as the President or Vice President may have designated for this purpose who, on being satisfied that the applicant is admissible to the Voluntary Register, shall together with an Executive Officer approve the applicant's admission, who shall thereby be admitted.
- (4) The person's name will be entered in the appropriate College register.
- (5) The candidate will be informed of his admission to the Voluntary Register as soon as is practicable.

(11) Seniority of Fellows and Members

- (1) The seniority of all categories of membership shall be determined by:
 - a. The date of admission to membership. A member with an earlier date shall be senior to a member with a later date. Those admitted on the same day shall be determined by:
 - b. The date of their primary medical qualification. A member with an earlier date shall be senior to a member with a later date. Those qualified on the same day shall be determined by:
 - c. The person whose name appears first in the Fellows' book.

(12) Senior Fellows Club

- (1) The Senior Fellows Club is open to all who have membership of the College or Faculties and who have come to the end of a career in substantial employment.

PART III: Rights, privileges, obligations and fees

(1) Fees and Subscriptions

- (1) The fees payable for entry to the respective Parts of the Fellowship examination and to other categories of College membership, shall be such as shall be determined by Council from time to time and shall be published in such manner as Council may direct.
- (2) There shall be no annual subscription payable by Honorary Fellows or Fellows by Election.
- (3) Other than those specified in Part III, section 1, regulation 2, the subscriptions payable for the retention of all categories of College membership shall be as determined by a general meeting from time to time and shall be published in such manner as Council may direct.
- (4) Subscriptions shall be payable on 1st April or 1st October each year, whichever of these two dates shall first fall after the date of seniority of the member. Any member whose subscription is more than three months in arrears after the sending to him of a final notice of reminder, shall be liable to be directed by Council to forfeit all, or such as may be specified, rights and privileges of membership other than the right to retain any Diploma. On payment in full of all sums overdue any rights and privileges so forfeited shall forthwith be restored.
- (5) Notwithstanding the foregoing, the Council may in any particular case remit for one year or for such longer period as it sees fit the whole or part of any subscription payable. The Council may delegate this power to the Finance Committee.

(2) Rights and Privileges of College Members

- (1) The enjoyment of the rights and privileges of all College members will be dependent upon the payment of the prescribed subscription unless it has been waived under Part III, section 1, regulation 5.
- (2) The rights and privileges of Honorary Fellows shall include the following:
 - a. to use the description Fellow of the Royal College of Anaesthetists and the post nominal FRCA;
 - b. to receive copies of the College Bulletin;
 - c. to use the facilities of the College buildings.
- (3) The rights and privileges of Fellows by Examination, Fellows by Election and Fellows ad eundem shall include the following:
 - a. to use the description Fellow of the Royal College of Anaesthetists and the post nominal FRCA;
 - b. to take part in approved training and to benefit from the facilities provided through the medium of the College in connection with such training;
 - c. to vote in relevant College elections provided that, where appropriate, he has any necessary residential qualification;
 - d. to attend General Meetings, and to speak and to vote thereat;
 - e. to be nominated for election to membership of the Council;
 - f. to be nominated by the College for appointment to any Advisory Appointment Committee, constituted in accordance with Regulations made from time to time by the Secretary of State for Health in respect of the Appointment of Consultants, to represent the College;

- g. to be appointed to a Board of Examiners;
- h. to be appointed a Regional or a Deputy Regional Adviser;
- i. to be appointed a College Tutor;
- j. to receive copies of the British Journal of Anaesthesia, the College Bulletin and other publications the College may issue from time to time;
- k. to use the facilities of the College buildings;
- l. to benefit from arrangements organised by the College for participating in continuing education and the recording of such participation.

- (4) The rights and privileges of Associate Fellows shall include the following:
- a. to describe themselves without abbreviation as an Associate Fellow of the Royal College of Anaesthetists ;
 - b. to vote in College elections for Consultant and SAS members of Council;
 - c. to attend General Meetings, and to speak and to vote thereat;
 - d. to receive copies of the British Journal of Anaesthesia, the College Bulletin and other publications the College may issue from time to time;
 - e. to use the facilities of the College buildings;
 - f. to benefit from the arrangements organised by the College for participating in continuing education and the recording of such participation;
 - g. to be appointed a College Tutor.

For the avoidance of doubt, membership in this category does not carry the right or entitlement to use any post nominal letters.

- (5) The rights and privileges of Members shall include the following:
- a. to describe themselves as a Member of the Royal College of Anaesthetists and to use the post nominal of MRCA;
 - b. to be nominated for election to a SAS vacancy of Council;
 - c. to vote for the election of a SAS Member of Council;
 - d. to attend General Meetings and to speak and vote thereat;
 - e. to receive copies of the British Journal of Anaesthesia, the College Bulletin and other publications the College may issue from time to time;
 - f. to receive advice and guidance with regard to training and a career in anaesthesia, critical care or pain management;
 - g. to use the facilities of the College buildings;
 - h. to benefit from the arrangements organised by the College for participating in continuing education and the recording of such participation.

- (6) The rights and privileges of Associate Members shall include the following:
- a. to describe themselves without abbreviation as an Associate Member of the Royal College of Anaesthetists;
 - b. to vote for the election of a SAS Member of Council;
 - c. to attend General Meetings and to speak and to vote thereat;
 - d. to receive copies of the British Journal of Anaesthesia, the College Bulletin and other publications the College may issue from time to time;
 - e. to receive advice and guidance with regard to training and a career in anaesthesia, critical care or pain management;
 - f. to use the facilities of the College buildings;
 - g. to benefit from the arrangements organised by the College for participating in continuing education and the recording of such participation.

For the avoidance of doubt, membership in this category does not carry the right or entitlement to use any post nominal letters.

- (7) The rights and privileges of Affiliates shall include the following:

- a. to describe themselves without abbreviation as an Affiliate of the Royal College of Anaesthetists;
- b. to receive copies of the British Journal of Anaesthesia, the College Bulletin and other publications the College may issue from time to time;
- c. to receive, as is relevant to them, advice and guidance with regard to training and a career associated with anaesthesia, critical care or pain management;
- d. to use the facilities of the College buildings;
- e. to benefit from the arrangements organised by the College for participating in continuing education and the recording of such participation.

For the avoidance of doubt, membership in this category does not carry the right or entitlement to use any post nominal letters.

- (8) The rights and privileges of those on the Voluntary Register shall include the following:
 - a. to receive copies of the British Journal of Anaesthesia, the College Bulletin and other publications the College may issue from time to time;
 - b. to receive advice and guidance with regard to training and a career in anaesthesia, critical care or pain management;
 - c. to benefit from the arrangements organised by the College for participating in continuing education and the recording of such participation.

(3) Obligations of College Members

- (1) All College members have the duty to observe the provisions of the College's Charter, Ordinances and Regulations and any direction the Council may from time to time issue;
- (2) All College members have the duty to pay, within the specified time, any fees, subscriptions or other dues prescribed under the Charter or Ordinances or Regulations or in any other lawful manner.

(4) Modification, suspension or removal of rights and privileges

- (1) A member of the College may be subject to a modification, suspension or removal of rights and privileges if they do not meet their obligations as set out in the Regulations or in Section 8 of the Ordinances.
- (2) When a member of the College is subject to decisions taken by a national regulatory body, the following principles will guide the actions of Council:
 - a. If it becomes known to the College that any person in any grade of College membership is found to be deficient in the standards of their practice or conduct by a national regulatory body but remains on that country's Medical Register (or its equivalent) subject to conditions, the College will offer to assist that practitioner to help them rectify their shortcomings. Council will be notified of the situation and keep the case under review.
 - b. If it becomes known to the College that a person in any grade of College membership is found to be sufficiently deficient in the standards of their practice or conduct by the General Medical Council of the United Kingdom that they are removed from the Medical Register, the College will regard them as having failed to maintain the standards inherent in membership of the College. Following presentation of the case to Council to confirm the details, the President, Vice President or a member of Council appointed by Council will contact the College member and indicate that some or all of the rights and privileges of College membership and professional use of the College's name are suspended until the right to practise (with or without conditions) is restored. Council will keep the case

under review.

- c. If it becomes known to the College that a person in any grade of College membership is found to be sufficiently deficient in the standards of their practice or conduct in a country other than the UK by that country's regulatory body that they are removed from that country's Medical Register (or its equivalent), the College will accept that there is a prima facie case for regarding them as having failed to maintain the standards inherent in membership of the College. Following presentation of the case to Council to confirm the details, unless there are highly unusual circumstances, the President, Vice President or a member of Council appointed by Council will contact the College member and indicate that some or all of the rights and privileges of College membership and professional use of the College's name are suspended until the right to practice (with or without conditions) is restored by the national regulatory body of the country that removed them. Council will keep the case under review.

(5) Register of members

- (1) The Register of Fellows required to be kept by Ordinance 4(a) and registers of other grades of College membership described in Ordinance 2 and the Voluntary Register shall be kept at the College, and, by appointment, shall be open to inspection there on any weekday which is not a public holiday at any time between the hours of 9.30 am and 4.30 pm on payment of a prescribed fee.

PART IV: Election to and tenure and termination of seats on College Council

(1) Election to Council

- (1) After the election of officers the College Chief Executive will invite all existing Council Members, who are not in the last year of their term of office, to confirm that they wish to continue in post.
- (2) The election of Council members will complete in December each year (providing there are vacancies to be filled).
- (3) Vacancies for Consultant, SAS and Trainee council members shall be filled by election, providing there are more eligible candidates than vacancies. Eligibility criteria are specified in College Ordinance 5.
- (4) Notice of election to Council
 - a. Notification of all council vacancies will be advertised on the College website and applications invited. There will be a designated closure date. The notification will also provide details concerning the relevant application procedure.
 - b. The election process will be conducted by an independent organisation using a web based system and by secure post ballot for those members who request it or for those that the College does not hold a valid email address. The College website and ballot information will clearly state the closure date for the election.
- (5) Intention to stand
 - a. The receipt, hardcopy or electronic, of a correctly completed application form, which must be signed by the applicant (an electronic signature is acceptable), at or before the specified closure date constitutes an intention to stand.
 - b. All candidates will be invited to submit a personal statement. This would normally contain relevant autobiographical information as well as any other details the applicant may feel is relevant. Applicants will be invited to submit this statement electronically for inclusion in the ballot paperwork and thus there will be a defined submission date.
 - c. All candidates will be invited to submit other information deemed relevant by the College (eg conflicts of interest, good standing with the GMC, CV and recent photograph).
 - d. No Fellow or Member who is deprived of any of his or her rights and privileges, for whatever reason, shall be eligible to stand as a candidate for election to Council or to become or remain a co-opted member of Council while so deprived.
- (6) Nomination forms
 - a. All applicants must seek the nomination of three Fellows of the College (an electronic signature is acceptable).
 - b. No Fellow who is deprived of any of his or her rights and privileges, for whatever reason, shall be eligible to sign a nomination, while so deprived.
- (7) The Chief Executive or nominated deputy will validate the applications and prepare a final list of applicants. The list(s) (by vacancy type) will be ordered by date of receipt of valid application and contain applicants' full name, date of fellowship (if appropriate) and current place of work.
- (8) The Chief Executive will similarly validate the candidates' election statements and any other information submitted and providing they comply with the designated criteria, consolidate for inclusion in the election material.

- (9) A list of candidates and their election statements will be posted on the College website in support of the formal election process.

(2) Voting in Council elections

- (1) Entitlement to vote is as follows:
- a. The persons entitled to vote for a candidate for election to a Consultant vacancy shall be any Fellow or Associate Fellow of the College.
 - b. The persons eligible to vote for a candidate for election to a SAS vacancy shall be any Fellow, Associate Fellow, Member or Associate Member of the College.
 - c. The persons eligible to vote for a candidate for election to a Trainee vacancy shall be any trainee, as defined by Ordinance 1.1.
 - d. No member who is deprived of any rights or privileges for whatever reason shall be entitled to vote while so deprived.
- (2) Voting papers shall be sent electronically to all those entitled to vote and by secure post for those members who request it or those we do not hold a valid email address for. In each case the voting papers shall comprise:
- a. a covering letter, signed by the Chief Executive;
 - b. a ballot paper;
 - c. details of completion of online ballot;
 - d. and for those receiving details by secure post a stamped addressed envelope.
- (3) The covering letter shall include the following information:
- a. the opening and closing dates of election, which will be at least a calendar month apart;
 - b. the list of candidates;
 - c. a statement of the length of the term of service which the candidates if elected will be eligible to serve;
 - d. instructions as to the method of voting.
- (4) Such reasonable measures as Council may determine, designed to enhance the probity and security of the election process, shall be taken including the numbering of the ballot papers, which whether electronic or paper shall also include the following information:
- a. the name of the College;
 - b. the nature and date of the election;
 - c. the number of vacancies and which election the ballot relates to: Consultant, SAS or Trainee vacancies;
 - d. the instructions as to the method of completing the ballot paper;
 - e. the names of the candidates, in the order given in the list of candidates, set out in such manner as to enable voters to indicate their votes.
- (5) Instructions to voters shall indicate:
- a. In any election to fill a vacancy each voter shall be entitled to vote for as many candidates as there are vacancies to be filled by putting a cross against the name of each candidate for whom they are voting.
 - b. It shall be permissible to vote for a smaller number of candidates than there are vacancies.
 - c. Any other mark on the paper may invalidate the vote.
- (6) The counting of votes submitted, both electronic and postal, will commence following closure of the ballot and be conducted by the designated independent organisation

- (7) At the conclusion of the count the result of the election shall be transmitted by the independent organisation to the Chief Executive who will inform the President or, in his absence, either of the Vice Presidents. The College shall make every endeavour to ensure candidates will be informed of the result of the election prior to it being posted on the College website.

(3) Tenure and termination of membership of Council

- (1) Elected Members of Council shall hold office for the periods calculated in accordance with the relevant provisions of Ordinance 5.
- (2) Resignations
 - a. An elected member of Council may at any time tender his or her resignation before the date on which the completion of the term of office being served would take effect, provided that no such resignation shall be effective until accepted by the Council.
 - b. (b) It is expected that any member of Council who ceases the clinical practice of anaesthesia, critical care or pain management would normally demit office at the next election of Council.
- (3) Any member of the Council who is absent from three or more consecutive meetings of Council, without prior leave of the Council, and who cannot satisfy the Council that he had good reason for any such absence, shall automatically cease to be a member.

PART V: Election of President and Vice Presidents

- (1) The elections shall take place after the meeting of Council in May. The President and Vice Presidents elected or re-elected shall take or resume office respectively at the commencement of the meeting to be held in September following their election.
- (2) The election of the President and Vice Presidents shall be by secret ballot, this may be conducted electronically.
- (3) The election for the office of President shall take place first and shall be followed by the election for the offices of Vice President.
- (4) In each election all elected members of Council are eligible to be nominated unless they have already been elected for the maximum term of office.
- (5) In each election the voting shall be by single transferable vote (STV), by the method recommended by our independent scrutineers and circulated to Council members in advance. However, if it is not possible to transfer votes due to an equality of votes the candidate who is most senior, as defined in Part II, section 11 [reproduced below] shall be declared elected.
- (6) For the election of president this is as follows:
 - a. When the votes have been counted, if one candidate has received an outright majority that candidate shall be declared elected.
 - b. If no candidate receives an outright majority the candidate or candidates with the least votes shall be removed from the election and their votes transferred to the next preference, where stated, and all votes will be counted again.
- (7) For the election of Vice Presidents this is as follows:
 - a. Council Members will vote by ranking the candidates in order of preference. When voting, Council Members must indicate their first preference candidate, but need not allocate preferences to more than one candidate if they do not wish to do so;
 - b. The Chief Executive (or his or her nominee) shall calculate a Quota, which shall be the number of validly submitted votes divided by the number of vacancies plus one;
 - c. The votes shall be sorted according to the first preference votes;
 - d. Any single candidate who receives a number of first preference votes that is equal to or exceeds the Quota shall be elected as Vice President;
 - e. If no single candidate reaches the Quota, votes will be transferred according to the STV rules circulated to the Council in advance until all Vice Presidents have been elected.

PART VI: Meetings of the Council and Council Procedure

(1) Meetings and order of business

- (1) The dates of the meetings of Council shall normally be fixed not later than 31st July for the whole of the ensuing academic year. For meetings held at other times, as determined by the Council or the President or in response to a requisition, normally not less than fourteen days' notice shall be given to members of the date of such meeting.
- (2) Meetings of Council shall be chaired by the President or, in his absence, a Vice President or, in the absence of any of these, the most Senior Member of Council present.
- (3) The business of a meeting of Council shall comprise the minutes of the previous meeting, and may include admissions and presentations, resolutions of condolence, the grant of Diplomas, the receipt of minutes of Committees and of other appropriate bodies, motions in the form of draft resolutions, of which notice has been given, and any other appropriate matter.
- (4) It shall be open to any member of Council to submit a motion, in the form of a draft resolution, for consideration at a meeting.
- (5) No business other than that included in the Agenda shall be conducted at a meeting except, at the discretion of the Chairman.
- (6) All Committee minutes and all other reports to be received, and every notice of motion shall be submitted to the Council Secretary not later than ten days before the date of the meeting. Any notice of motion submitted by an individual member of Council shall be in writing and signed by the member giving notice. Committee minutes shall be signed by the Chairman of the Committee unless they have not yet been approved by the Committee in question, in which case they shall so state clearly on the first page.
- (7) The Chairman shall include in the Agenda all business submitted to him by the date specified in the preceding regulation. Items reaching him after that date can be included at his discretion.
- (8) Copies of the Agenda and accompanying papers shall be sent to members of Council in advance.
- (9) The first business of any meeting of Council shall be the submission of the minutes of the previous meeting for confirmation that they are accurate, or for any correction that may be necessary, and for consideration of any matters arising out of them which do not already feature on the agenda: consideration of the remainder of the business listed in the agenda shall follow in accordance with the principles embodied in Part VI, section 1, regulation 10, together with any emergency business the Chairman may have directed should be dealt with at the meeting.
- (10) The remaining business of any meeting of Council other than the minutes of the previous meeting and any matters arising out of them shall be classified either as ceremonial, formal or informal.
 - a. Ceremonial business shall comprise the report of any Council election conducted since the previous meeting, admissions in person of various kinds (such as new officers, new Members of Council, examiners, Fellows by election), presentations,

motions of condolence and similar matters. Ceremonial business shall be conducted at the most convenient time and not necessarily in the College buildings.

- b. Formal business shall comprise all business requiring a decision of Council and shall normally take the form of a motion embodying a draft resolution. Formal business shall normally be taken at the end of a meeting. It shall be open to Council, in the light of any discussion earlier in the meeting, to revise the terms of any draft resolution appearing on the agenda before it is formally moved. It shall be permissible for any draft resolution relating to a list of names or similar enumeration to refer to a document embodying such but without reproducing the content in full.
- c. Informal business shall comprise all Council business not classified as ceremonial and formal and shall normally appear on the agenda after ceremonial business and before formal business.

(11) The minutes of the meeting of a Committee which are included in the agenda of a meeting of Council may include recommendations in the form of draft resolutions and, where they do, the submission of the minutes to the Council Secretary shall be deemed to include the submission of motions embodying draft resolutions which shall be included in the agenda of the Council meeting as formal business.

(12) An item on the agenda of a Council meeting comprising the minutes of a Committee meeting shall normally be introduced by the Committee Chairman or, in his absence, such other Committee member as the Committee Chairman or, in default of that, the President or Vice President, may designate.

(13) When consideration of the recommendations in a report has been completed the Chairman of the Committee shall move that the recommendations in the report (or the amended regulations as the case may be) shall be adopted as a motion for approval by Council.

(14) A motion which has been stated, or which has been postponed, may, subject to the consent of the meeting, be withdrawn.

(15) When an amendment to an original motion has been moved and seconded, no other amendment shall be moved until the first amendment shall have been disposed of. If an amendment be carried, the motion as amended shall become the substantive motion in place of the original motion, and shall be the question upon which a further amendment may be moved.

(16) Council may adjourn a meeting to any day or any hour. Notice of the adjourned meeting, when the adjournment is to another day, shall be sent to every Member of Council.

(2) Consideration of agenda items

(1) Any person, either elected, co-opted, employed by the College or acting in an observer capacity should disclose to the Chairman of Council any relevant conflicting interest of any kind (financial, professional or otherwise) arising in relation to any item on the agenda. Where a relevant item has been disclosed the member may, subject to the Chairman's discretion remain during consideration of the item and partake in any debate concerning it.

(2) Whenever possible, the Chairman of Council should try to obtain a decision by consensus.

- (3) If a consensus is not possible and a decision is needed, voting shall be by a show of hands of the elected members present. Any matter so voted on shall be decided by a simple majority of the members present and voting. When, after a vote, any member so requires, the names of members voting for or against any motion shall be recorded in the minutes.
- (4) In the event of an equality of votes for or against a motion, the Chairman shall have a second, or casting, vote, except in the case of a ballot for election to the office of President or Vice President.
- (5) Any decision taken by Council in any disciplinary matter under Ordinance 8 or Part III, Sections 3 & 4, or any other decision required to be so determined by these regulations and, if three members so require, any other question under consideration by Council shall, if it cannot be decided by consensus, be decided by ballot.
- (6) In the case of any question relating to a member present being discussed, such a member shall normally withdraw until such question be determined, or cease to be under consideration; provided always that such member shall not be required to withdraw before he has been given an opportunity, if he so wishes, of speaking on the matter.
- (7) The ruling of the Chairman on a point of order shall be final.

PART VII: Meetings of Committees and Committee procedure

(1) Meetings and order of business

- (1) For the whole of Part VII each body reporting to Council (for which Council is wholly or partly responsible) as described in Part VII, section (1), regulation (2), including (a) & (b) will be referred to as a 'committee'.
- (2) The constitution, terms of reference, functions and powers of individual Committees, Sub-Committees, working parties and other subordinate bodies of the Council or College shall be as prescribed by Council. This shall not necessarily apply to
 - a. any committee or similar body on which the College has a joint membership with any other College, Faculty or Association; or
 - b. any committee or similar body in respect of which the Council has delegated the appointment or election of some or all of its Members to Fellows residing in a particular country.
- (3) The members of committees shall normally be members of Council but it shall be open to Council to co-opt such additional members, whether or not Fellows or Members of the College, to any committee as it may determine provided that such members shall have no power to vote in the proceedings of the committee (unless specified by Council) and that their total number on any committee shall be less than half of the total membership of that committee.
- (4) The President and Vice Presidents shall be ex-officio members of every committee except the Audit and Internal Affairs Committee.
- (5) The quorum of every committee shall be three, which may include ex-officio members, provided that the terms of reference of individual committees may make different provision in respect of each such committee.
- (6) Dates of meetings of committees other than those fixed annually for the purpose of the College calendar, shall be determined by the committee itself or by the Chairman of that Committee provided that, if circumstances so require, the Council, President or Vice President shall have power to summon a meeting of any committee.
- (7) In the event of the number of members attending a meeting of a committee being insufficient to form a quorum, the member or members present, after waiting thirty minutes, shall have power to fix a new date for that committee to meet.
- (8) It is the responsibility of the committee Chairman or other person nominated for the purpose to report the working of the committee in a Council meeting so as to make it clear what the recommendations of the committee are to Council.
- (9) For the recommendations of committees to become College policy they must be presented to and approved by Council in formal business.

(2) Consideration of agenda items

- (1) Any person, either elected, co-opted, employed by the College or acting in an observer capacity should disclose to the Chairman of a committee any relevant conflicting interest of any kind (financial, professional or otherwise) arising in relation to any item on the agenda. Where a relevant item has been disclosed the member may, subject to the Chairman's discretion remain during consideration of the item

and partake in any debate concerning it.

- (2) Whenever possible, the Chairman of a committee should try to obtain a decision by consensus.
- (3) If a consensus is not possible and a decision is needed, voting shall be by a show of hands of the elected members present. Any matter so voted on shall be decided by a simple majority of the members present and voting. When, after a vote, any member so requires, the names of members voting for or against any motion shall be recorded in the minutes.
- (4) In the event of an equality of votes for or against a motion, the Chairman shall have a second, or casting, vote.
- (5) In the case of any question relating to a member present being discussed, such a member shall normally withdraw until such question be determined, or cease to be under consideration; provided always that such member shall not be required to withdraw before he has been given an opportunity, if he so wishes, of speaking on the matter.
- (6) The ruling of the Chairman on a point of order shall be final.

PART VIII: Procedure at General Meetings

(1) Submission of Motion

- (1) Notices of motion in accordance with Ordinance 9.1 shall comprise a draft of a Resolution to be adopted, if approved, by the Meeting. No such Resolution shall seek to deal with more than a single subject matter and all shall be drafted in terms of advising the Council to take an appropriate course of action.
- (2) Notices of motion shall be submitted to the Executive Officer of the College not later than the date specified in the Notice of Meeting given in accordance with Ordinance 9.4 and shall be signed by the Mover in accordance with Ordinance 9.8.

(2) Conduct of Business

- (1) Resolutions submitted by the Council or any Officer of the College shall take precedence over notices of motion submitted by Members.
- (2) No member shall speak more than once on any Motion provided that the Mover and any Seconder of a motion shall have a right of reply and that any Officer of the Council, and any Chairman of Committee to whose responsibilities a motion may relate, may intervene at any time in the discussion.

PART IX: Examiners

- (1) There shall be a Board of Examiners in respect of each Part of the Fellowship Examination.
- (2) Application to serve as an Examiner shall be in such form as Council may from time to time direct.
- (3) Appointments and re-appointments to be an Examiner shall be made by the Council.
- (4) The Council shall determine from time to time on which Board each Examiner shall serve.

PART X: Bernard Johnson Advisers

- (1) The Council shall, from time to time, appoint one or more persons who shall be known as Bernard Johnson Advisers.
- (2) The functions of Bernard Johnson Advisers shall be to provide advice and guidance to trainees in the specialty of anaesthesia, critical care or pain management.
- (3) The responsibilities of Bernard Johnson Advisers shall be allocated so as to ensure that guidance is available in particular to those who need it in accordance with the requirements of training, the Examination Regulations and to doctors from overseas seeking to train in anaesthesia in the United Kingdom.
- (4) The terms and conditions of appointment of Bernard Johnson Advisers shall be determined by Council.

PART XI: Regional Advisers & Deputies

- (1) For such areas in the United Kingdom as the Council may from time to time determine it shall appoint one or more Regional Advisers and may, where it is satisfied on the recommendation of a Regional Adviser that it is desirable to do so, appoint one or more Deputy Regional Advisers for such an area. In determining the geographical areas of responsibility of Regional Advisers Council shall attempt, as far as possible, to ensure that these are coterminous with the areas of responsibility of Postgraduate Medical Deans.
- (2) The initial appointment of a Regional Advisor shall be for 3 years and shall be eligible for re-appointment for a further period of 3 years. 6 years is normally the maximum total term of appointment.
- (3) The initial appointment of a Deputy Regional Advisor shall be for 3 years and shall be eligible for re-appointment on an annual basis up to a maximum of a further 3 years. 6 years is normally the maximum total term of appointment.
- (4) The responsibilities and functions of Regional Advisers and their Deputies shall be as directed by the Council from time to time, and such direction may include guidelines in respect of the performance of these responsibilities and functions.

PART XII: College Tutors

- (1) For the purposes of this Part XII of the regulations, 'hospital' may mean a part of a hospital or a group of two or more hospitals, in accordance with such determination as Council may make from time to time.
- (2) For each hospital in the United Kingdom which is recognised for training purposes the Council shall, after consulting the Regional Adviser in whose area the hospital lies, appoint a College Tutor for an initial period of 3 years. When a hospital has more than 25 trainees council may at its discretion, appoint an additional College Tutor.
- (3) If it appears to Council that there are good reasons for so doing, a College Tutor may be re-appointed for a further period of 3 years. 6 years is normally the maximum total term of appointment.
- (4) The responsibilities and functions of College Tutors shall be as directed by the Council from time to time and such direction may include guidelines in respect of the performance of these responsibilities and functions.

PART XIII: Members of Advisory Appointment Committees

- (1) See separate document on appointment to AACs

PART XIV: College Seal

- (1) The College Seal shall be in the form of the Arms of the College and shall be kept securely in the College premises.
- (2) The Seal shall be affixed only to such documents as is required by law or as may be directed by the Council or the President or Vice President.

PART XV: College Medals, awards and prizes

- (1) Details and conditions of medals, awards and prizes are now contained in a separate College Document "Medals, Awards and Prizes." Copies are available from the College Secretary.

PART XVI: Making, alteration and repeal of regulations

- (1) The making, amendment and repeal of the Regulations by the Council shall be effective as follows:
 - a. Any elected member of Council wishing to propose the making, alteration or repeal of a regulation, may submit to the Executive Officer a draft Resolution for Council containing his proposal. Such a Resolution shall be signed by the Mover and by a Seconder, who shall also be an elected member of Council.
 - b. If the Resolution is passed by consensus or by a simple majority of the Council, the alteration to the Regulations shall forthwith take effect.
 - c. Alternatively, Council may amend the Resolution, also by consensus or by a simple majority, in which case the amended Resolution shall forthwith take effect.
 - d. Council may determine to postpone a decision on the Resolution pending receipt of further advice or information about the matters to which it relates and may resume consideration of the Resolution at such later date as it determines.
- (2) Every enactment, amendment or repeal of a regulation shall be entered, together with the date, by the Executive Officer in a copy of the Regulations kept for that purpose, and shall be initialled by the President, and such copy shall be the authoritative copy of the Regulations.

PART XVII: SCHEDULE OF DECLARATIONS & CERTIFICATES

- (1) Forms of Declaration for Diplomas, Certificates etc.** referred to in PART I, section (4), regulation (1) are as follows.

- (1) Declaration of admission to any category of membership of the College (as set out in section 2 of the Ordinances)

'I do solemnly and sincerely declare that, while a Fellow / Associate Fellow / Member / Associate Member / Affiliate of the Royal College of Anaesthetists, I will observe the provisions of the Charter, Ordinances and Regulations of the College and will obey every lawful summons issued by Order of the Council, having no reasonable excuse to the contrary, and will to the utmost of my power maintain the welfare and dignity of the College''

- (2) Declaration of a Fellowship Examiner on admission to office

'I do declare that, so long as I shall remain in the office of Examiner for the Fellowship of the Royal College of Anaesthetists, I will diligently maintain the honour and welfare of the said College; and in all things relating to my office, and with all manner of persons, act equally and impartially according to the best of my skill and knowledge.'

- (3) Declaration of an Advisor to Advisory Appointment's Committees

'I do declare that, so long as I shall remain as an Adviser for the Royal College of Anaesthetists, I will diligently maintain the honour and welfare of the said College; and in all things relating to my office, and with all manner of persons, act equally and impartially according to the best of my skill and knowledge'.

(4) Declaration of a Member of Council on admission to office

'I do declare that, so long as I shall remain as a Council Member of the Royal College of Anaesthetists, I will diligently maintain the honour and welfare of the said College; and in all things relating to my office, and with all manner of persons, act equally and impartially according to the best of my skill and knowledge.'

(5) Declaration of the President or a Vice President on admission to office

'I do declare that, according to the best of my skill and knowledge, I will discharge the several trusts and powers vested in me as President (Vice President) of the Royal College of Anaesthetists, and that I will diligently maintain the honour and welfare of the said College; and in all things which shall in any sort concern my office, I will act faithfully and honestly and without favour or affection, prejudice or partiality to any person or persons whomsoever.'

(6) Certificate of Diploma of Honorary Fellow

Know all men by these Presents that We the Royal College of Anaesthetists do hereby admit [name of recipient] an Honorary Fellow As witness our Common Seal this [day, month, year] [signatures of President and Vice Presidents] Enrolled by [signature of Executive Officer].

(7) Certificate of Diploma of Fellowship by Election

Know all men by these Presents that [name of Fellow] is hereby admitted a Fellow of the Royal College of Anaesthetists dated this [day, month, year] [signatures of President and Vice Presidents] Enrolled by [signature of Executive Officer].

(8) Certificate of Diploma of Fellowship by Examination

We the Board of Examiners for the Fellowship of the Royal College of Anaesthetists have examined and found [name of candidate] qualified for the Fellowship of the Royal College of Anaesthetists as witness our hands this [day, month, year].

[signatures of Examiners]

We the Royal College of Anaesthetists do hereby admit the above a Fellow of the Royal College of Anaesthetists Given under our Common Seal this [day, month, year] [signatures of President and Vice Presidents] Enrolled by [signature of Executive Officer] [signature of Fellow].

(9) Certificate of Diploma of Fellowship ad eundem

Know all Men by these Presents that [name of Fellow], holding the qualification of [qualification and name of Fellow's College or certifying organisation] is hereby admitted a Fellow of the Royal College of Anaesthetists ad eundem. Dated this [day, month, year] Enrolled by [signature of Executive Officer] [signatures of President and Vice Presidents] [signature of recipient of Diploma].

(10) Certificate of Diploma of Associate Fellowship

Know all men by these Presents that [name of Associate Fellow] is hereby admitted as

an Associate Fellow of the Royal College of Anaesthetists [signatures of President, Vice President and Executive Officer] [Date].

(11) Certificate of Diploma of Membership

Know all men by these Presents that [name of Member] is hereby admitted as a Member of the Royal College of Anaesthetists [signatures of President, Vice President and Executive Officer] [Date].

(12) Certificate of Diploma of Associate Membership

Know all men by these Presents that [name of Associate Member] is hereby admitted as an Associate Member of the Royal College of Anaesthetists [signatures of President, Vice President and Executive Officer] [Date].

(13) Certificate of Diploma of Affiliate

Know all men by these Presents that [name of Affiliate] is hereby admitted as an Affiliate of the Royal College of Anaesthetists [signatures of President, Vice President and Executive Officer] [Date].

(14) Certificate for a candidate applying for Fellowship ad eundem

We, the undersigned Fellows of the Royal College of Anaesthetists hereby certify that [name and address of candidate], is, from [his] [her] moral character and personal and professional attainment, a fit and proper person to be admitted to the Fellowship of the Royal College of Anaesthetists and we accordingly recommend [him] [her] to the Council of the said College to be admitted a Fellow thereof.

PART XVIII: SCHEDULE OF COLLEGE FUNCTIONS

Date	Event	Who comes	Covers	Who pays	Comments
Nov	College President's Dinner (Council Expected)	Council and co-optees Snr RCA Staff College Presidents BJA Chair & Editor Politicians DOH staff Fund raisers GMC/GDC Quango Chairs RAs	120 max	College for dinner, travel & accommod. for College side	Working dinner for Council All persons involved are 'current' Black tie
Dec	Staff Xmas lunch	College staff and one guest each (Council invited but usually only officers go)		College for everybody	In t's & c's of service
Dec	Christmas Dinner (Social dinner)	Council and co-optees Council partners Snr RCA Staff and partners Ex-Council and partners New FRCA by Election or new Medallist and partners * Other persons invited by Council	120 max	Self Self Self Self College College	Black tie
March	Welcome to new Council Members (Council expected)	Council Snr College staff	30	College	Working dinner for Council
March	Anniversary Dinner (Council expected) Held outside College because of numbers	Council, co-optees and partners Snr Staff and partners Presidents Sp Soc and partners Ex Council and partners New FRCA by Election and partner New Medallist and partner *Other persons invited by Council Regional Advisors and partners Fellows & partners Members & partners	120 max	College College College College College College College College Self Self	Working dinner for Council All Fellows and Members invited to attend via Bulletin etc. Always held during Anniversary Meeting Black tie
May	Past President's and VPs' Dinner	Past Presidents & past Vice Presidents Current P & VPs	25	College	
June	Summer Dinner (Social Dinner)	Council, co-optees and partners Snr RCA Staff and partners Ex-Council and partners New FRCA by Election or new Medallist and partners *Other persons invited by	120 max	Self Self Self College College	

		Council			
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*Other persons invited by Council includes for example old Fellows by Election, Gold Medallists, previous committee members, specific Fellows & Members etc who Council would like to thank for their on-going contribution to College affairs.

In addition to these 'set-piece' events the College will also:

1. Provide lunch for Fellows *ad eundem* at the time of admission (no guests allowed at present but there could be). Admission done in President's Office. No travel or subsistence provided.
2. Provide lunch (and dinner as above) for Fellows by Election and their guests if appropriate. No travel or subsistence provided. Formalities as per Regulations.
3. Provide lunch (and dinner as above) for Gold Medallists and their guests if appropriate. No travel or subsistence provided. Formalities as per Regulations.
4. Provide lunch for examination prize winners and Examiners and their guests and travel for prize winners and Examiners. Formalities as per Regulations.
5. Provide one Examiners' Dinner for each diet of the primary and final examinations.

These Regulations and Schedule of Declarations signed on behalf of the Council

..... President
 Vice President
 Vice President
 Executive Officer
 Date

Date

Log of amendments to College Regulations

Version 1 **Original**

Version 2 **17 October 2001**

Part II Section 2 Paragraph 4 (b) & Part II Section 3 Paragraph 5 (b) amended to:

A Fellow, who should normally be a member of the Council designated by the President or a Vice President shall read out the citation of the candidate;

Version 3 **19 December 2001**

Part XVII (4) amended to:

We the Board of Examiners for the Fellowship of the Royal College of Anaesthetists have examined and found [name of candidate] qualified for the Fellowship of the Royal College of Anaesthetists as witness our hands this [day, month, year].

[signatures of Examiners]

We the Royal College of Anaesthetists do hereby admit the above a Fellow of the Royal College of Anaesthetists Given under our Common Seal this [day, month, year] [signatures of President and Vice Presidents] Enrolled by [signature of Executive Officer] [signature of Fellow].

Version 4 **19 March 2002**

Part XVII (5) amended to:

Know all Men by these Presents that [name of Fellow], holding the qualification of [qualification and name of Fellow's College or certifying organisation] is hereby admitted a Fellow of the Royal College of Anaesthetists ad eundem. Dated this [day, month, year] Enrolled by [signature of Executive Officer] [signatures of President and Vice Presidents] [signature of recipient of Diploma].

Version 5 **16 October 2002**

Part XVIII added:

Schedule of College annual functions identifying invitees etc added to provide clarification.

Version 6 **21 May 2003**

Three year revision of all regulations

Version 7 **4 June 2004**

Fellowship ad Eundem and Voluntary Register regulations clarified re UK requirement.

Version 8 **15 December 2004**

Fellowship ad Eundem entry route 2 amended.

Reference to Non Consultant Career Grade (NCCG) amended to Staff and Associate Specialist (SAS).

Version 9 **7 December 2005**

Fellowship ad Eundem route 2 amended and date restriction lifted.

- Version 10 16 May 2007**
Amended to not contravene age discrimination legislation. Resigning from Council wording changed from "...retiring or losing regular contact with Trainees.." to "...ceasing clinical practice..." , Fellowship ad Eundem route 2 deleted, Examination section now covered by Examination Regulations. AAC section now covered by AAC Regulations. UK requirement added to Affiliate category.
- Version 11 19 November 2008**
Amended to move election of President and Vice Presidents from March to June.
- Version 12 13 April 2011**
Associate Fellow criteria amended to include being on GMC Specialist Register rather than employed in NHS.
- Version 13 20 September 2011**
Membership section amended to allow the College to transfer individuals to correct membership categories.
- Version 14 17 October 2011**
Membership section amended to include eligibility criteria for Senior Follows Club.
- Version 15 8 February 2012**
Wording related to the removal of a member of Council deleted from College Regulations as now included in "Removal of College Officers" document.
- Version 16 18 September 2013**
Part V amended to allow electronic ballot using Single Transferable Vote (STV). Part II amended to add third differentiator for seniority.
- Version 17 15 October 2014**
Part IV rewritten.
- Version 18 19 April 2017**
Part V amended to reflect vice presidents being elected in the same STV ballot conducted by our independent scrutineer.
- Version 19 16 May 2017**
Part IV amended to allow the option of only voting online in Council elections and to reflect the change in the Ordinances allowing all trainees to vote in electing the Trainee member of Council and the change in eligibility for those standing for the Trainee places on Council.