

THE ROYAL PHARMACEUTICAL SOCIETY OF GREAT BRITAIN

**REGULATIONS – MADE ON 15 DECEMBER 2010 AND AMENDED
ON 26 OCTOBER 2011, 12 JANUARY 2012 AND 25 JULY 2012 AND
29 MARCH 2017**

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SECTION 1: Interpretation

1. Unless the context otherwise requires, in these Regulations and the Schedules to these Regulations, words defined in the Charter shall bear the meaning they bear in the Charter, words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine and vice versa, and—

“**Assembly**” means the Assembly of the Society;

“**Boards**” means the three National Pharmacy Boards referred to in Section 3, and in these Regulations referred to respectively as "the English Pharmacy Board" or “EPB”, "the Scottish Pharmacy Board" or “SPB”, and the "Welsh Pharmacy Board" or “WPB”;

"**Charter**" means the Supplemental Charter granted to the Society in 2004 as amended from time to time;

"**Chief Executive**" means the chief executive officer of the Society, and includes any deputy or acting Chief Executive or other person fulfilling the office of Chief Executive and any person (not being a member of the Assembly or of a board or committee created by the Assembly) authorised to act on behalf of the Chief Executive;

"**complaint**" means an allegation that a member or former member has been guilty of misconduct, and may comprise several allegations;

"**complainant**" means a person making a complaint and may also include the Society;

“**election scheme**” means the scheme made by the Assembly for elections to the National Pharmacy Boards;

“**EPB**” means the English Pharmacy Board;

"**evidence**" includes any statement of a witness and any document, including a printout of an electronic document;

“**Fellow**” means a person in the category of Fellow of the Society;

“**Governance Body**” means the Assembly, any of the National Pharmacy Boards, and any other body designated as a governance body by the Assembly or by the Laws of the Society;

"**GPhC**" means the General Pharmaceutical Council by whatever name known from time to time and any statutory body subsequently established to carry out all or the substantial functions of the GPhC;

"**Laws of the Society**" means the Charter, the Regulations, and all codes, guidance or other regulatory requirements of the Society from time to time published;

"**Member**" means a person in the category of Member;

"**member**" means a person in any category of membership;

"**misconduct**" means

- (a) failure to comply with the Laws of the Society; or
- (b) being subject, whether during or before a period in membership, to disciplinary sanction by another body or tribunal, or being found guilty of a criminal or other offence considered by the Society to be relevant to a person's membership of the Society;

"**overseas**" means all countries except England, Scotland, Wales, the Isle of Man and the Channel Islands;

"**pharmacist**" means a member registered with the GPhC;

"**resident**" means, in relation to eligibility for membership of the Boards, resident or working in the country in question and may be subject to further interpretation in the election scheme;

"**respondent**" means a member who is the subject of a complaint;

"**SPB**" means the Scottish Pharmacy Board;

"**in writing**" includes any means of reproducing words in visible form but shall not include a fax;

"**virtual meeting**" means a meeting of the Assembly or of a Board at which some or all of the members of the Assembly or Board, as the case may be, are in live contact with the chairman of the meeting by telephone or other electronic means;

"**WPB**" means the Welsh Pharmacy Board.

2. The Schedules to these Regulations are not Regulations and may be amended from time to time by or, if relevant powers are appropriately delegated, on behalf of, the Assembly.

SECTION 2: Assembly

1 Composition

- (1) There are 14 members of the Assembly, of which 11 are members of the Boards as follows:
 - (a) The Chair and Vice Chair of the EPB;
 - (b) Five elected members of the EPB appointed to the Assembly by the EPB to serve two years on the Assembly so long as they remain elected to the EPB;
 - (c) The Chair of the SPB;
 - (d) One elected member of the SPB appointed by the SPB to serve two years on the Assembly so long as they remain elected to the SPB ;
 - (e) The Chair of the WPB;
 - (f) One elected member of the WPB by the WPB to serve two years on the Assembly so long as they remain elected to the WPB

- (2) The three other members of the Assembly are:
 - (a) a person who in the opinion of the Society is a pharmaceutical scientist, appointed in 2010 by the Chairs of the National Pharmacy Boards and the Vice Chair of the EPB acting jointly, and thereafter appointed biennially by the Assembly;
 - (b) a person, who is not a pharmacist or a member of the Society, appointed in 2010 by the Chairs of the National Pharmacy Boards and the Vice Chair of the EPB acting jointly, and thereafter appointed biennially by the Assembly; and
 - (c) a member, in such category of membership as may be determined by the Assembly, appointed biennially by the Universities in Great Britain awarding degrees accredited by the GPhC for the purposes of registration as a pharmacist.

2. Effective date

- (1) On the advice of the Chief Executive, the Assembly shall, in each year, fix a date on which Assembly members appointed in that year shall take office ('the effective date'). In a given year, the effective date shall normally be no more than fifteen months from the effective date in the preceding year.

- (2) The Chief Executive shall publish the effective date on the Society's website as soon as practicable after it has been fixed by the Assembly.

3. Casual vacancies amongst Assembly members

- (1) A casual vacancy on the Assembly shall be filled by the relevant Board or other appointing authority.
- (2) The period of office for any member appointed to fill a casual vacancy shall run for the remainder of the period of office of the member whose departure gave rise to the vacancy.

4. Conduct of Assembly members

- (1) Members of the Assembly shall comply with the Code of Conduct and the policies and procedures set out in the Governance Handbook which are applicable to all Society governance bodies (Schedules 4 and 5).
- (2) A member of the Assembly who does not comply with the Code of Conduct and the policies and procedures in the Governance Handbook may be removed from the Assembly in accordance with the conduct procedure applicable to Members of governance bodies.

5. Cessation of office

- (1) A member of the Assembly may resign at any time by writing to the Chief Executive.
- (2) A member of the Assembly shall cease to hold office if
 - (a) being a member of the Assembly appointed under Section 2.1(1) he ceases to be a member of the Boards;
 - (b) in the opinion of the Assembly, he ceases to be normally resident in Great Britain, the Isle of Man or the Channel Islands;
 - (c) any of the events listed in section 72(1) of the Charities Act 1993 happen to him;
 - (d) the Assembly resolves that his office shall be terminated for unsatisfactory attendance or because he is regarded as permanently incapacitated by virtue of physical or mental illness.

6. Indemnity of members of the Assembly

The members of the Assembly are, by this regulation, indemnified by the Society in respect of the performance of their duties, subject to the terms of article 3(15) of the Charter.

7. Meetings, proceedings and powers to make subordinate provisions

- (1) The Assembly shall meet not less than twice in each calendar year, on such day and at such time and at such place as it chooses.
- (2) The quorum for an Assembly meeting shall be 8 members including at least one Assembly member from each of the Boards: Provided that the Chair of a Board may consent in advance to a meeting of the Assembly proceeding in the absence of any member of the Board of which he is Chair.
- (3) If a meeting is or becomes inquorate as a result on non-arrival or withdrawal of members of a Board or Boards, the Chair may adjourn the meeting by giving at least 7 days notice of a further meeting and at such further meeting the quorum shall be any 5 members.
- (4) The President shall chair all meetings of the Assembly. If the President is absent, a chair shall be chosen by the Assembly members present from amongst their own number. In any case of an equality of votes on any matter before the Assembly, the chair of the meeting shall have a second, or casting, vote.
- (5) The Assembly may hold virtual meetings, provided that a virtual meeting may not deal with the election of officers (except to fill a casual vacancy) or with any matter to be determined by secret ballot of the members of the Assembly.
- (6) The Assembly may make standing orders for Assembly procedure and the conduct of physical and virtual meetings.
- (7) Subject to the Charter and these regulations, the Assembly may make, approve, publish, amend or revoke any form of code, protocol, instrument or guidance document for any purpose connected with the management of the affairs of the Society and the pursuit of its objects, whether for the observance of the Assembly and its committees or of the members of the Society.

8. Expenses

Members of the Assembly shall be entitled to be reimbursed reasonable expenses incurred in connection with the meetings or business of the Assembly in accordance with a published schedule of allowable expenses, and the Assembly may approve other forms of payment to members of the Assembly from time to time.

SECTION 3: National Pharmacy Boards

1. National Pharmacy Boards

- (1) There shall be three national pharmacy boards whose full names shall be the English Pharmacy Board of the Royal Pharmaceutical Society of Great Britain, the

Scottish Pharmacy Board of the Royal Pharmaceutical Society of Great Britain, and the Welsh Pharmacy Board of the Royal Pharmaceutical Society of Great Britain.

- (2) The Welsh Pharmacy Board shall also be known as Bwrdd Fferylliaeth Gymreig Cymdeithas Fferyllol Frenhinol Prydain Fawr, which name shall be interchangeable with the English name of the Board and equally valid in all respects.

2. Composition of the Boards

- (1) The EPB shall consist of—
- (a) 14 members of the Society eligible for election and elected in accordance with the election scheme ("elected members"), and
 - (b) up to three persons co-opted by the EPB to serve from the date of coming into force of these Regulations until the date on which the 14 elected members referred to in (a) above take up office as members of the Board, and thereafter, if the EPB so decides, one person co-opted by the EPB for a period not exceeding three years as may be determined by the Board.
- (2) The SPB shall consist of—
- (a) 11 members of the Society eligible for election and elected in accordance with the election scheme ("elected members"), and
 - (b) if the SPB so decides, up to two persons co-opted by the SPB for such period not exceeding three years as may be determined by the Board.
- (3) The WPB shall consist of—
- (a) 11 members of the Society eligible for election and elected in accordance with the election scheme ("elected members"), and
 - (b) if the WPB so decides, two persons co-opted by the WPB for such period not exceeding three years as may be determined by the Board.

3. Eligibility for election

- (1) No person shall be eligible for election to the Boards if he is not a member of the Society admitted under article 5(1) (a) or 5(1) (b) of the Charter or has failed to pay, by the date and time fixed for this purpose, any membership fee payable by him to the Society.
- (2) In addition to such other eligibility criteria as may be specified in the election scheme, a member shall only be eligible for election:
- (a) to the EPB if resident in England, Channel Islands or Isle of Man;

- (b) to the SPB if resident in Scotland;
- (c) to the WPB if resident in Wales.

4. Periods of Office

- (1) Subject to the election scheme, the period of office of members elected to the Boards shall be three years; and expire at midnight on the day before the effective date in the third year after they were elected.
- (2) A member may resign at any time by writing to the secretary to the Board in question.

5. Chair and Vice-Chair of Boards

Each Board shall elect from amongst its elected members a Chair and a Vice-Chair, who shall each serve for two years and shall be eligible for re-election. It would normally be expected that the Chair and Vice-Chair would only serve up to two consecutive terms of office, with a gap of at least one term to be left before standing again for the same post.

6. Casual Vacancies

- (1) A casual vacancy amongst the elected members shall be filled by the relevant Board.
- (2) A person filling a casual vacancy shall serve for the remaining period of office of the person whose departure gave rise to the vacancy.
- (3) Where the period referred to in (2) above is less than a year the vacancy need not be filled.

7. Electorate

An election scheme made by the Assembly under these Regulations shall provide—

- (1) that only Members and Fellows of the Society who are resident in England, Channel Islands, Isle of Man or Overseas are eligible to vote in elections to the EPB, provided that a member resident Overseas may opt to be an elector for another Board ;
- (2) that only Members and Fellows of the Society who are resident in Scotland are eligible to vote in elections to the SPB;
- (3) that only Members and Fellows of the Society who are resident in Wales are eligible to vote in elections to the WPB.

8. Powers and functions of the Boards

- (1) Subject to the Charter, any directions of the Assembly, and the provisions of any enactment,

the Boards shall, within the relevant country, have the functions of :

- (a) informing the Assembly on likely developments affecting pharmacy for the purpose of developing the Society's strategy;
 - (b) providing strategic leadership, advocacy and support for pharmacy practice development;
 - (c) leading the implementation of the Society's strategy by developing and implementing associated policies;
 - (d) promoting the science and practice of pharmacy and its contribution to health;
 - (e) providing professional advice to government and its agencies, NHS bodies, and other health and social care organisations;
 - (f) guiding and supporting the Society's local organisations; and
 - (g) supporting pharmacists in their professional roles.
- (2) The Boards shall have such incidental functions, arising out of or relating to their functions under (1) above, as may be specified by the Assembly. The Boards shall be accountable to the Assembly in accordance with such protocols as may be issued by the Assembly.
- (3) The Boards shall be supported by the administrative services of the Society and shall have no power to incur expenditure, employ staff or enter into contracts.

9. Proceedings of the Boards

- (1) The quorum for meetings of the Boards shall be a majority of members.
- (2) The Boards shall keep minutes of their proceedings. Subject to the Charter and these Regulations and to any directions given by, or standing orders made, or protocols approved, by the Assembly, each Board shall determine its own procedure.

10. Conduct of members of Boards

- (1) Members of the Boards shall comply with the Code of Conduct and the policies and procedures set out in the Governance Handbook which are applicable to all Society governance bodies (Schedules 4 and 5).

- (2) A member of the Boards who does not comply with the Code of Conduct and the policies and procedures in the Governance Handbook may be removed from the Boards by the Assembly in accordance with the Society's conduct procedure applicable to Members of governance bodies.

11. Cessation of office of members of Boards

- (1) A member of a Board shall cease to be a member of the Board in question on ceasing to be a member of the Society or on ceasing to be resident in the country of the Board in question.
- (2) The provisions Section 2, paragraph 5 of these Regulations shall apply to members of the Boards as if references in that paragraph to the Assembly referred to the Board of which a person is a member.

12. Indemnity

A member of a Board acting in good faith in the course of his or her duties in respect of the Board shall be indemnified by the Society in the same manner and to the same extent as a member of the Assembly.

13. Expenses

Members of the Boards shall be entitled to be reimbursed expenses on the same basis as members of the Assembly and the Assembly may approve other forms of payment from time to time.

SECTION 4: Membership

1. Categories of membership

There shall be the following categories of membership of the Society:

- (1) **Fellows** - who may use after their names the designatory letters "**FRPharmS**";
- (2) **Members** - who may use after their names the designatory letters "**MRPharmS**";
- (3) **Associate Members** – who may use after their names the designatory letters "**ARPharmS**"
- (4) **Student Members**;
- (5) **Pharmaceutical Scientist Members** – who may use after their names the designatory letters "**SRPharmS**";
- (6) **Honorary Fellows**;
- (7) **Honorary Members**; and

(8) Such other categories as are established by Special Resolution of the Society.

2. Admission requirements

(1) Subject to (2) to (8) below, admissions to membership are made by or on behalf of the Assembly whose decision is final.

(2) **Fellows** are the persons in this category at the date of coming into force of these Regulations or persons admitted to this category in accordance with (a) to (d) below:

(a) The Assembly shall appoint a panel of Fellows ("the panel") (not being members of the Assembly or of the Boards) which shall have power to admit persons as Fellows of the Society.

(b) The panel may admit as a Fellow a Member of not less than 12 years' standing regarded by the panel as having made an outstanding original contribution to the advancement of pharmaceutical knowledge or attained distinction in the science, practice, profession or history of pharmacy.

(c) A member wishing to propose a Member for admission as a Fellow under sub-paragraph (b) may apply in writing to the panel on that Member's behalf in accordance with requirements published by the Society.

(d) A Member meeting requirements (including requirements as to fees) from time to time approved for this purpose by the Assembly may apply in writing to the Society for admission as a Fellow.

(3) The **Members** are persons currently in this category or admitted to this category under Article 5(1)(a) and (b) of the Charter.

(4) The category of **Associate Member** is open to applicants holding a degree in pharmacy from an institution recognised by the Society.

(5) The category of **Student** is open to applicants who are studying for a degree in pharmacy at an institution recognised by the Society.

(6) The category of **Pharmaceutical Scientist Member** is open to applicants holding, at least, a bachelor degree (or its equivalent), in a subject related to the pharmaceutical sciences, and working in, or having worked in, the basic or applied sciences, or the social sciences, impinging on the discovery, development, delivery, quality, safety, efficacy, regulation or usage of medicines and medical devices and their educational development in all its many aspects.

(7) **Honorary Members** are

(a) the members of the Assembly and Boards who are not otherwise members of the Society for so long as they remain members of the Assembly or

Boards;

- (b) persons who are Honorary Members at the date of coming into force of these Regulations;
- (c) persons who are not otherwise Members or Fellows of the Society who are designated as Honorary Members by the Assembly as having rendered distinguished service to the Society or to pharmacy.

(7) **Honorary Fellows** are

- (a) persons who are Honorary Fellows at the date of coming into force of these Regulations;
- (b) such persons who are not otherwise members of the Society who are designated as Honorary Fellows by the Assembly as having distinguished themselves in any of the branches of knowledge referred to in the objects of the Society or are eminent in public life.
- (c) Subject to the Charter and these Regulations, the requirements for admission to or transfer to membership of any category shall otherwise be determined by the Assembly.

3. Rights and Privileges

- (1) By virtue of article 12 of the Charter only Members and Fellows may vote on a Special Resolution of the Society.
- (2) The rights and privileges of membership, including the right to use designatory letters, shall cease immediately if a person ceases to be member of the Society.
- (3) The members of the Society may not use any title, description, or designatory letters relating to such membership other than those expressly authorised by the Regulations.

4. Membership Fees and Subscriptions

- (1) Fees and subscriptions for membership of the Society shall be fixed by the Assembly from time to time.
- (2) The current rates are set out in Schedule 1.

5. Members' conduct

- (1) The Assembly may approve a Conduct Scheme ("the Scheme") and codes of conduct or professional standards to be observed by members. The Code of Conduct and Scheme currently approved for this purpose are set out in Schedules

4 and 5.

- (2) A member is liable to action by the Society if he is alleged to have been guilty of misconduct.
- (3) The Scheme shall specify procedures to deal with complaints against any member, and for the hearing of appeals against outcomes under those procedures. The Scheme shall prescribe the composition, method of appointment, functions, procedure, powers, and quorum, of panels, and shall observe relevant principles of natural justice and of United Kingdom and European Community human rights legislation as amended from time to time.

SECTION 6: Officers

1. President

- (1) The Assembly shall at their first meeting held after each annual general meeting either confirm the second year of office for any existing President or in the requisite year elect from among their number who are pharmacists a President as an Officer of the Society.
- (2) If the President ceases to be a member of the Assembly, he shall thereupon cease to be President. The President may at any time resign his office by giving notice in writing to the Chief Executive.
- (3) In the event of any vacancy occurring in the office of President, the Chief Executive shall report this, and the cause of it, to the next meeting of the Assembly, and shall if time permits include this information in the notice summoning the meeting, and the Assembly shall at that or the next subsequent meeting elect one of their number to fill the vacancy. Any person so elected shall hold office for such period as the person whom he has replaced would have held office.

2. Treasurer

The provisions of 1(1) to (3) above shall simultaneously have effect as if references therein to the President are to the Treasurer.

SECTION 7: General Meetings

1. The Annual General Meeting of members shall be held in each year, normally not more than fifteen months later than the Annual general meeting in the preceding year, on such date and, subject to 5 below, at such time and place as the Assembly determines.
2. The Assembly shall prepare a report of their proceedings in respect of each calendar year, which together with the financial statement prepared by the Assembly, with the Auditors' report thereon, shall be presented at the Annual General Meeting held in the next subsequent calendar year and the said report of the Assembly's proceedings and a summary of the financial statement shall be sent

to members not less than 10 days before the day appointed for the said meeting.

3. A member may raise any matter or move any motion at any Annual General Meeting of which he has given the Chief Executive notice in writing not later than 21 days before the said meeting is to be held. The Rules of Procedure for debating such motions shall be proposed by the Assembly and presented for adoption at each annual general meeting at which such a motion is to be moved.
4. Special general meetings of members shall be held on such dates and at such times and places and for such purposes as the Assembly may determine. Upon the requisition in writing of not less than 0.25% of the combined number of Fellows and Members requiring the Assembly to convene a special general meeting for the purpose specified in the requisition, such meeting shall accordingly be convened within such reasonable time as the Assembly shall think fit.
5. The Annual General Meeting shall be summoned by the Chief Executive by notice published not less than 28 days before the day thereby appointed for the meeting. Other general meetings shall be summoned by the Chief Executive with at least 10 days notice. Any such notice under this regulation shall specify the general nature of the business to be transacted at the meeting.
6. At all general meetings the President, or in his absence such member of the Assembly as shall be elected by the members present at the meeting, shall preside, or if there be no such member of the Assembly present then another Member or Fellow of the Society shall be elected to preside by the members present.
7. At a general meeting each Member and Fellow shall have one vote, which shall be cast in accordance with procedure determined by the Assembly
8. Any question to be decided by a general meeting, if not resolved on without a division, shall be decided by a simple majority of votes and subject to a demand for a ballot the voting shall be by show of hands.
9. In any case of an equality of votes the chairman of the meeting shall have a second or casting vote.
10. The chairman of any general meeting may adjourn such meeting from time to time and from place to place, but no such adjournment shall be for fewer than 7 days nor extend beyond a period of 28 days. The Chairman shall give notice on the Society's website of the time and place of the re-convened meeting, but no business shall be transacted thereat other than the business left unfinished from the meeting at which the adjournment took place.
11. The quorum for a general meeting shall be 20 members not including members of the Assembly, except in the case of a special general meeting requisitioned by the membership when the quorum shall be 50 members not including members of the Assembly.

12. In the event that a meeting is not quorate within 30 minutes of the scheduled start, the meeting will be adjourned and reconvened in accordance with the provisions of 10 above but without a requirement for a quorum to be present; except that, in the case of a special general meeting requisitioned by the membership, the meeting shall be closed and no business shall be transacted.

SECTION 8: The Pharmaceutical Journal

1. The Pharmaceutical Journal (“the Journal”) is the official publication of the Society and shall be edited and published in such form as the Assembly shall from time to time direct.
2. Any requirement in any provision bearing on the Society to give notice of any fact or event or to publish any document or announcement shall, in the absence of a required method of publication being specified in such provision, be lawfully discharged by inserting such notice, document or announcement in the Journal.