

Proposed changes to Royal Historical Society By-Laws

The Fellowship is presented with proposed amended By-Laws for consideration and adoption by Special Resolution (see **Appendix I**). The newly proposed By-Laws are featured in black standard text. The wording of previous related clauses, and previous clause number (if appropriate) is presented in *grey italic* text.

The amendments proposed reflected changes in the structure of the Council (governing Trustee body) and matters related to the administration of the Society's activities. These changes are authorised by the Royal Charter:

“...the Council of the Corporation may from time to time make, revoke, alter, and amend by-laws for all or any of the following purposes, to wit:-

- a) Prescribing the manner in which persons may become members of the Corporation and the conditions of membership, and the rights, powers, duties, privileges and amotion of the members of the Corporation;*
- b) Prescribing the tenure of office by the President, Vice-Presidents, Treasurer, Secretary, and Councillors of the Corporation, and the mode of electing or appointing future Presidents, Vice-Presidents, Treasurers, Secretaries and Councillors, and the rights, powers, duties, privileges and amotion of the first and future Presidents, Vice-Presidents, Treasurers, Secretaries and Councillors;*
- c) With respect to the appointments, emoluments and tenure of office of the officers and servants of the Corporation;*
- d) The election or appointment and amotion of honorary members or Fellows of the Corporation (who may, if the by-laws so declare, be either Out subjects, or foreigners, or both);*
- e) The classes into which Members are admitted;*
- f) Generally for regulating the affairs, property, business, and interests of the Corporation and its Council and Members, and making revoking, altering, and amending by-laws and carrying out the objects of these Presents.”*

These changes are not regulated alterations requiring Charity Commission prior consent.

All Fellows (Ordinary and Retired) are entitled to vote on this resolution. Fellows in attendance the Anniversary Meeting will submit their vote via online Zoom polling. Fellows who will not be attending the meeting may also submit a proxy vote. Proxy votes must be submitted [via this web-form](#)* no later than 10:00am on Thursday 25 November 2021. Notification of successful receipt of your proxy vote will be distributed by return of email in advance of the AGM.

Questions regarding the proposed changes should be submitted via email to adam.hughes@royalhistsoc.org for consideration by the President and Chief Executive Officer.

* <https://www.surveymonkey.co.uk/r/8VVSGRT>



THE BY-LAWS OF THE ROYAL HISTORICAL SOCIETY

**Presented for adoption at the Anniversary Meeting on 26
November 2021**

A company incorporated by Royal Charter (RC000478)

A registered charity (charity number: 206888)

University College London,
Gower Street,
London. WC1E 6BT

- I. I The Society shall consist of Ordinary Fellows, Retired Fellows, Emeritus Fellows, Associate Fellows, Members and Postgraduate members. References to Members of the Society shall include all categories of membership, including those now closed to new members, unless the content otherwise requires. References to Ordinary Fellows shall also refer to Retired Fellows.

The Society shall consist of Ordinary Fellows, Honorary Fellows, Retired Fellows, Emeritus Fellows and Members, together with Associates duly elected before November 18, 1994.

- II. II Every person desirous of admission into the Society as an Ordinary Fellow or Associate Fellow shall make application on the appropriate form, together with (in the case of Ordinary Fellows) a recommendation from a Fellow to whom he/she is personally known and who is familiar with his/her historical work. Ordinary Fellows alone shall be entitled to adopt the style FRHist after their name. Each application shall be submitted, with the supporting recommendation, to the next meeting of the Council at which elections are to be held.

Every person desirous of admission into the Society as an Ordinary Fellow or a Member shall make application on the appropriate form, together with (in the case of Ordinary Fellows) a recommendation from a Fellow to whom he/she is personally known and who is familiar with his/her historical work. Each application shall be submitted, with the supporting recommendation, to the next meeting of the Council at which elections are to be held.

- III. II Any individual who declares a genuine interest in history in a broad sense may apply to join the Society as a Member. Each application shall be submitted to the next meeting of the Council at which elections are to be held.

- IV. II Postgraduate students are eligible to apply for Postgraduate Membership upon receipt of evidence of their student status, at a subscription that shall be determined by Council. Each application shall be submitted to the next meeting of the Council at which elections are to be held.

- V. III Fellows and Members shall be elected by the Council by a simple majority of the members of Council present. The names of Fellows and Members duly elected shall be announced at the next General Meeting of the Society, and via other Society media channels as appropriate

Ordinary Fellows and Members shall be elected by the Council by a majority of two-thirds of the members of Council present. The names of Fellows and Members duly elected shall be announced at the next meeting of the Society.

- VI. IV No Fellow or Member shall be entitled to any of the privileges deriving from their fellowship/membership of the Society, nor shall his/her name be printed in the list of Ordinary Fellows of the Society (if appropriate), until he/she shall have paid his/her first year's subscription, as hereinafter

provided; and unless this payment be made within sixty days from the date of election, such election will be declared void by the Council.

No Ordinary Fellow or Member shall be entitled to any of the privileges deriving from membership of the Society, nor shall his/her name be printed in the list of members of the Society, until he/she shall have paid his/her first year's subscription, as hereinafter provided; and unless this payment be made within sixty days from the date of election, such election may be declared void by the Council.

- VII. V The Council may nominate distinguished Ordinary or Emeritus Fellows of the Society to be Honorary Vice-Presidents, who shall be elected by the Ordinary Fellows- at the Anniversary Meeting and shall retain the title so long as they are Fellows of the Society. They shall not be required to pay a subscription.

The Council shall be empowered to elect persons of distinction in historical studies resident outside the United Kingdom as Honorary Fellows. They shall not be required to pay a subscription. The Council shall also be empowered to appoint individuals in public life in the United Kingdom with a demonstrable interest in History as Anniversary Fellows. They shall serve a three-year term after which they will be automatically elected to the Fellowship and shall be required to pay a subscription should they choose to take up that Fellowship

- VIII. VI The Council shall be empowered to transfer Ordinary Fellows on their retirement from full-time salaried employment to the class of Retired Fellows at their request. The Council shall also be empowered to transfer Ordinary/Retired Fellows who have attained forty years membership of the Society or who have reached the age of seventy-five years to the class of Emeritus Fellows at their request.

- IX. VII The Council shall be empowered to admit Libraries as subscribers for the publications of the Society, and to define from time to time the conditions of such admission.

- X. VIII Any Fellow or Member who shall appear to the Council to be no longer a fit and proper person to remain in the Society may have their membership terminated in accordance with the 'Procedures for Expulsion from the Society' annexed to these By-laws.

- XI. IX The annual subscription for Ordinary Fellows, Associate Fellows, Members and Postgraduate Members respectively shall be such as the Council may from time to time determine, subject, in the case of the subscription for Ordinary Fellows, Associate Fellows and Members, to the approval of the Ordinary Fellows given either at the Anniversary Meeting or at a Special Meeting. The annual subscription for an Honorary Vice-President or Emeritus Fellow shall be nil. In order to collect such amounts or any other amounts due to the Society, the Society may participate in the Direct Debiting Scheme as an Originator and may enter into any Indemnity required by the Banks upon whom Direct Debits are to be originated.

The annual subscription for Ordinary Fellows, Retired Fellows, Associates, Members respectively shall be such as the Council may from time to time determine, subject, in the case of the subscription for Fellows, Associates and Members, to the approval of the Fellows given either at the Anniversary Meeting or at a Special Meeting. The annual subscription for an Honorary Vice-President or an Emeritus Fellow shall be nil. The liability of the Society on account of Life Subscriptions paid before 14 December 1957 shall be shown in the annual accounts in a manner approved by the Council. Subscriptions may be paid under the authority of a Standing Order Instruction or a Direct Debiting Instruction lodged with the subscriber's Bank and expressed to be in favour of the Royal Historical Society. In order to collect such amounts or any other amounts due to the Society, the Society may participate in the Direct Debiting Scheme as an Originator and may enter into any Indemnity required by the Banks upon whom Direct Debits are to be originated

- XII. X No Ordinary Fellow, Associate Fellow, Member or Postgraduate Member, with the exception of Emeritus Fellows and Honorary Vice-Presidents shall be entitled to any of the privileges of membership of the Society unless and until his/her subscription for the current year and /or any outstanding debt to the Society has been paid via the payment methods outlined on any invoice/request for payment.

No Fellow, Associate or Member except Emeritus Fellows and Honorary Vice-Presidents shall be entitled to any of the privileges of membership of the Society unless and until his/her subscription for the current year and /or any outstanding debt to the Society has been paid.

- XIII. XI If an Ordinary Fellow, Associate Fellow, Member or Postgraduate Member fails to pay his/her subscription of the current year (reckoned from 1 July to 30 June), application shall be made to him/her in writing. After one year of non-payment of the due subscription, his/her name shall be automatically removed from the lists of members of the Society.

If a Fellow, Associate or Member fails to pay his/her subscription of the current year (reckoned from 1 July to 30 June), application shall be made to him/her in writing. After one year of non-payment of the due subscription, his/her name shall be automatically removed from the lists of members of the Society.

- XIV. XII Every Ordinary Fellow, Associate Fellow and Member during the term of his/her subscription, shall be entitled to receive free of additional expense a copy of the Society's *Transactions* and to buy at a preferential rate such copies as are available of the publications of the Society. Emeritus Fellows shall be entitled to buy at a preferential rate a copy of the Society's *Transactions*.

*Every Fellow, Associate or Member during the term of his/her subscription, and every Honorary Fellow, shall be entitled to receive free of expense a copy of the Society's *Transactions* and to buy at a preferential rate such copies as are available of the publications of the Society. Emeritus Fellows shall be entitled to buy at a preferential rate a copy of the Society's *Transactions*.*

XV. - Every Associate Fellow (Online) and Postgraduate Member shall be entitled go receive free of additional expense online access to the Society's *Transactions* published in the year of their subscription.

XVI. *XIII* Every Ordinary Fellow, Associate Fellow, Member or Postgraduate Member shall notify the Society of his/her postal and email address for communications and of any change therein and all notices, packets or electronic communications posted or sent to the address last notified shall be deemed to be duly delivered.

Every Fellow, Associate or Member shall notify the Society of his/her address for communications and of any change therein and all notices or packets posted or sent to the address last notified shall be deemed to be duly delivered.

XVII. *XIV* All Ordinary Fellows, Associate Fellows and Members shall be entitled to access to the Society's Library under such regulations as may appear to the Council to be necessary.

XVIII. *XV* The elected Officers of the Society shall be the President, the Treasurer, two Vice-Presidents, and Four Secretaries.

The elected Officers of the Society shall be the President, five Vice-Presidents, the Treasurer, the Secretary, not more than two Co- Directors of Communications, and not more than two Literary Directors. The Council may also nominate distinguished Fellows of the Society to be Honorary Vice-Presidents, who shall be elected by the Fellows at the Anniversary Meeting and shall retain the title so long as they are Fellows of the Society, provided that the number of Honorary Vice-Presidents elected under this By-law shall not exceed twenty-five.

XIX. *XVI* The President shall be elected by the Council and, following a period of twelve months as President-elect and ex-officio member of Council, shall hold office normally for a term of four years from 1 December. A subcommittee of Council, chaired by a Vice-President, and consisting of at least one other Member of Council and the Honorary Secretary, shall be appointed at the November meeting at the end of the second year of a Presidency. The subcommittee shall nominate one candidate for election by Council at its May meeting or as soon thereafter as possible. The name of the President-elect shall be sent to all members of the Society in October. Past Presidents shall normally be ex-officio Honorary Vice-Presidents of the Society.

XX. *XVII* The Vice-Presidents shall be elected by Council for a term of two years in the first instance with possibility of renewal to up to four years. Vice-Presidents who have not attended any meeting of Council for a consecutive period of nine months shall normally be deemed to have resigned from Council. Vacancies for Vice-Presidents will be openly advertised and applications from the Fellowship invited. Applications shall reach the Society's office no later than 1 September. Members of Council shall be circulated with the list of candidates, together with a ballot paper, and invited to vote for up to two candidates in order of preference. Completed ballot papers shall be returned no later than the day of the September Council Meeting

The Vice-Presidents shall hold office normally for a term of four years. One of them shall retire by rotation, in order of seniority in office, at each Anniversary Meeting and shall not be eligible for re-election before the Anniversary Meeting of the next year. Vice-Presidents who have not attended any meeting of Council for a consecutive period of nine months shall normally be deemed to have resigned from Council. Members of Council shall be invited in July of each year to nominate Fellows for election as Vice-Presidents. Nominations of those willing to serve, together with the names of a proposer and seconder, shall reach the Society's office no later than 1 September. Councillors shall be circulated with the list of candidates and their sponsors, together with a ballot paper, and invited to vote for up to two candidates in order of preference. Completed ballot papers shall be returned no later than the day of the September Council Meeting.

- XXI. XVII The Treasurer and the Secretaries shall be elected by Council for a term of two years in the first instance with possibility of renewal to up to four years. Vacancies for the Treasurer and Secretaries will be openly advertised and applications from the Ordinary Fellowship invited. Applications shall reach the Society's office no later than 1 September. Members of Council shall be circulated with the list of candidates, together with a ballot paper, and invited to vote for up to two candidates in order of preference. Completed ballot papers shall be returned no later than the day of the September Council Meeting.

The Treasurer, the Secretary, the Director of Communications, and the Literary Directors shall be elected by Council for a term of four years. Office holders shall be eligible for re-election but may serve no more than two consecutive terms. Council shall elect candidates when a vacancy arises from a list of nominees proposed by a sub-committee of Council appointed by the President and consisting of at least three members, at least two of whom must not be officers.

- XXII. XIX The Council of the Society shall consist of the President, the Vice-Presidents, the Treasurer, four Secretaries with specialist portfolios to be determined by Council, and twelve Councillors. The President shall be *ex-officio* a member of all Committees appointed by the Council. The Editors and Board Chairs of the Society's publications will be *ex officio* members of the Publications Committee.

The Council of the Society shall consist of the President, the Vice-Presidents, the Treasurer, the Secretary, the Co-Directors of Communications, the Literary Directors and twelve Councillors. The President shall be ex-officio a member of all Committees appointed by the Council; and the Treasurer, the Secretary, the Co-Directors of Communications, and the Literary Directors shall, unless the Council otherwise determines, also be ex-officio members of all such Committees. The Academic Editor (BBIH) and the Chair of the New Historical Perspectives Board will be ex officio members of the Publications Committee.

- XXIII. XX The Councillors shall hold office normally for a term of four years. Three of them shall retire by rotation, in order of seniority in office, at each Anniversary Meeting and shall not be eligible for re-election before the Anniversary Meeting of the next year. Councillors who have not attended

any meeting of Council for a consecutive period of nine months shall normally be deemed to have resigned from Council.

XXIV. XXI All Ordinary Fellows shall be invited in October of each year to nominate Ordinary Fellows for election as Councillors. Nominations of those willing to serve, together with the names of a proposer and at least four seconders (all of them Ordinary or Emeritus Fellows) and no more than 100 words of biographical information, should reach the Society's office no later than 1 March. The list of candidates and supporting details shall be circulated to all Ordinary Fellows in May, together with a ballot paper. Ordinary Fellows shall be asked to vote for up to three candidates, and to return completed ballot papers no later than 1 July. In the event of a tie, the President shall have the casting vote. The results shall be communicated to all members of the Society in October.

XXV. XXII On a vacancy occurring in the office of the President, or other office, or in the Council, the Council shall have the power to supply such vacancy until such time as an election can be arranged, and in any case for not more than twelve months.

XXVI. XXIII At all meetings of the Council five shall be quorum, and all questions shall be decided by a show of hands unless a ballot be demanded.

XXVII. XXIV The Council shall determine the papers, lectures and addresses to be read at the Society's meetings, and shall arrange the business of the Society generally; The Council shall have the authority to appoint all editors and board members for its publications and to define the duties to be performed by them and nothing shall be published in the name of the Society or under its auspices, or inserted in the Society's Transactions or other publications, without the authority of the Council.

The Council shall determine the papers, lectures and addresses to be read at the Society's meetings, and shall arrange the business of the Society generally; and nothing shall be published in the name of the Society or under its auspices, or inserted in the Society's Transactions or other publications, without the authority of the Council.

XXVIII. XXV The Council shall have the authority to appoint all salaried officers and other employees of the Society; to define the duties to be performed by them; to regulate their salaries and other conditions of service; and, at the absolute discretion of the Council, to suspend or discharge any such salaried officer or employee, within the confines of applicable legislation and best practice, if there shall seem to them to be proper occasion for so doing

The Council shall have the authority to appoint all salaried officers and other employees of the Society; to define the duties to be performed by them; to regulate their salaries and other conditions of service; and, at the absolute discretion of the Council, to suspend or discharge any such salaried officer or employee if there shall seem to them to be proper occasion for so doing.

XXIX. XXVI The meetings of the Society are of three kinds: Anniversary, Special and Ordinary.

- XXX. *XXVII* The Anniversary Meeting shall be held on a date to be determined by Council as near as may be convenient to 23 November in each year. At the Anniversary Meeting the results of all elections shall be declared, the vacancies in the Offices and Council shall be filled, and a report shall be presented by the Council on the affairs of the Society in general during the preceding year.
- XXXI. *XXVIII* The Council may call a Special Meeting of the Society whenever it considers it necessary, and shall convene a Special Meeting on a requisition to this effect by not less than ten Fellows. A Special Meeting convened in response to such requisition shall be held not more than three calendar months after the receipt of the requisition.
- XXXII. *XXIX* Not less than a fortnight's notice of the date, time and business of every Special Meeting of the Society shall be sent to every Fellow residing in the United Kingdom, and no other business than that of which notice has thus been given shall be entered upon or discussed at such meeting.
- XXXIII. *XXX* At the Anniversary Meeting and at any Special Meeting of the Society twenty Ordinary Fellows shall form a quorum.
- At the Anniversary Meeting and at any Special Meeting of the Society twenty Fellows shall form a quorum.*
- XXXIV. *XXXI* Ordinary Meetings of the Society shall be held as the Council may from time to time determine. At the Ordinary Meetings papers and other communications shall be read and discussed, but nothing relating to the regulation and management of the Society shall be brought forward.
- XXXV. *XXXII* All Ordinary Fellows, Associate Fellows, Members and Postgraduate Members of the Society shall be entitled to attend the Anniversary Meeting and the Ordinary Meetings of the Society and to take part in the discussion of the papers or other communications read thereat. Honorary Vice-Presidents, Emeritus Fellows, Associate Fellows, Members and Postgraduate Members shall not be entitled to participate in the regulation and management of the Society, and shall not be entitled to attend Special Meetings of the Society.
- All Fellows, Associates and Members of the Society shall be entitled to attend the Anniversary Meeting and the Ordinary Meetings of the Society and to take part in the discussion of the papers or other communications read thereat. Honorary Fellows, Associates and Members shall not be entitled to participate in the regulation and management of the Society, and shall not be entitled to attend Special Meetings of the Society*
- XXXVI. *XXXIII* Visitors may be admitted to the Anniversary Meeting and to Special and Ordinary Meetings of the Society, subject to such regulations as the Council may determine.

Visitors may be admitted to the Anniversary Meeting and to the Ordinary Meetings of the Society, subject to such regulations as the Council may determine.

XXXVII. XXXIV At meetings of the Society and of the Council the President shall normally be Chairman. In the President's absence, one of the Vice-Presidents, or, if no Vice-President be present, one of the Councillors, shall be elected Chairman for the occasion.

XXXVIII. XXXV At all meetings of the Society and of the Council, except where these By-laws or charity law provide otherwise, the decision of a simple majority of the Fellows voting shall be considered as the decision of the meeting. In cases of an equality of votes, the President or Chairman will have an additional casting vote.

At all meetings of the Society and of the Council, except where these By-laws provide otherwise, the decision of a majority of the Fellows voting shall be considered as the decision of the meeting, the President or Chairman having a casting vote only.

XXXIX. XXXVI Annual appropriations shall be made by the Council for the cost of the Society's publications and for its administrative and other foreseeable expenses. Any surpluses arising from appropriations made for earlier years shall be reviewed annually and may be reallocated as the Council shall think fit.

XL. XXXVII The Treasurer shall be responsible for ensuring that a proper account is kept of all receipts and payments. Cheques and other warrants for payment must be signed by two Trustees, or one Trustee and the Chief Executive Officer as appointed by the Council. The Council may delegate authority to initiate payments via other methods to the Chief Executive Officer. Thresholds on the limitations of this authority will be set by the Council from time-to-time as is appropriate to ensure continuity of the Society's business.

The Treasurer shall be responsible for ensuring that a proper account is kept of all receipts and payments. Cheques and other warrants for payment must be signed by two members of the Council, of whom one shall normally be the Treasurer.

XLI. XXXVII The accounts of the Society shall from time to time be examined by the Council, who shall at the Anniversary Meeting lay before the Fellows accounts for the year ending on 30 June immediately preceding which have been prepared and independently examined by professional auditors in accordance with Charity Commission requirements.

XLII. XXXIX The Auditors shall be appointed by the Fellows at the Anniversary Meeting each year, with the exception of occasions at which an Independent Examination has been authorised by the Council, if compliant with related company and charity legislation.

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- XLIII. *XL* No dividend, gift, division, or bonus in money shall be made by the Society unto or between any of its members.
- XLIV. - Admission to the Society's Fellowship (Ordinary, Emeritus, Associate) and Membership, including Postgraduate, equates to acceptance to abide by these and subsequent revisions to the By Laws, and will be counted as clear consent for the processing of any data required to provide Fellows and Members with the services of the Society, administer the collection of related subscription payments, and provision of print or access to online content in the Society's publications.

ROYAL HISTORICAL SOCIETY

PROCEDURES FOR EXPULSION FROM THE SOCIETY

A. Introduction

1. This document establishes a procedure, in accordance with By-law X, according to which the Society may decide to terminate the membership of any person who has been admitted to the Society.
2. Any Member or Fellow who is no longer a fit and proper person to remain in the Society may have their Membership/Fellowship terminated in accordance with this procedure.
3. A person is not a fit and proper person to remain in the Society, *inter alia*, if:
 - (a) They have committed a serious criminal offence;
 - (b) They have been found guilty of serious academic misconduct;
 - (c) They have committed serious breaches of the Society's published Statement on Ethics;
 - (d) They have undermined or subverted the activities of the Society;
 - (e) There are serious doubts, in the public domain, about their academic integrity;
 - (f) Their continued membership is otherwise likely to bring the Society into disrepute.
4. Any Member/Fellow ('the Complainant') who believes any other Member/Fellow ('the Respondent') is no longer a fit and proper person to remain a Member/Fellow of the Society may make such an allegation to the President in writing (including by email).
5. If the President considers that the allegation warrants further consideration, they may appoint a Disciplinary Tribunal (see Section C). The President will decline to take further action if:
 - (i) the allegation appears to be frivolous or vexatious;
 - (ii) there is no serious prospect that a Disciplinary Tribunal would withdraw membership even were the allegation substantiated;
 - (iii) the allegation is substantially the same as a previous allegation against the same Member/Fellow and there is no reason to think that the evidence relating to the allegation has changed.
6. If the President considers that the allegation does not warrant further consideration, they shall write to the Complainant providing reasons for such a conclusion.
7. The President will make a decision whether to appoint a Disciplinary Tribunal or to decline to do so within three weeks of receipt of the allegation.
8. The Disciplinary Tribunal may appoint an Investigator (see Section E) and convene a hearing (Section F). In the light of its findings, the Disciplinary Tribunal may determine whether expulsion from the Society is an appropriate sanction (Section G). The possibility of appeal from a decision of the Disciplinary Tribunal is provided (Section H).

B. General Principles

9. Those appointed to act under the terms of this Procedure (including the President, Investigator, Disciplinary Tribunal and Appeal Committee) shall act reasonably in considering all matters, having regard to the individual circumstances of the case.
10. Every effort will be made to ensure that the Respondent is treated with fairness and dignity.
11. None of those carrying out the procedure shall be subject to any conflict with the Respondent. A conflict will exist where a person has had previous involvement in dealing with the alleged matter or has a material connection with the Respondent.
12. Matters should, as far as possible, be dealt with under this procedure in a timely manner.
13. This procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. It is not normally necessary nor appropriate for a Respondent or the Society to be legally represented at any meetings that form part of the procedure.
14. Subject to 15, the Respondent may, however, be accompanied, assisted or represented at the Disciplinary Tribunal by any person (such as a friend or colleague, another Fellow or Member).
15. Where a Respondent wishes to be legally represented (by a barrister or solicitor), a request should be made to the Chair of the Disciplinary Tribunal, at least two weeks before the scheduled date of any hearing, setting out the reasons for such a request.
16. Where the Society wishes itself to be legally represented, the Respondent should be informed of this decision in a timely manner.
17. Those appointed to act under this procedure (in particular, the Disciplinary Tribunal, but also the Investigator and Appeal Committee) will normally correspond directly with the Respondent.

C. Disciplinary Tribunal

18. The Disciplinary Tribunal shall comprise a Vice President and two other persons (drawn from Council or from the Society's Officers). The Vice President will act as Chair.
19. The Disciplinary Tribunal shall consider all matters referred to it by the President.
20. The Disciplinary Tribunal shall consider whether a matter can practicably be investigated and whether it is appropriate to do so.

21. The Chair of the Disciplinary Tribunal will inform the Respondent(s) of the allegation and the names of the members of the Disciplinary Tribunal and any decision that the Society is to appoint a legal representative.
22. The Respondent may respond to the allegations at any time. Such comments must be submitted to the Chair of the Disciplinary Tribunal at least 10 days before any scheduled hearing.
23. Where a matter has been referred to the Disciplinary Tribunal which involves more than one Respondent, the Disciplinary Tribunal may decide, as it sees appropriate, whether there shall be a single hearing, multiple hearings (of some but not all Respondents) or a separate hearing for each Respondent.
24. The Disciplinary Tribunal may, if it considers it appropriate, suspend or terminate this procedure. The Chair of the Disciplinary Tribunal will inform the Respondent of such decisions.
25. The Disciplinary Tribunal must consider matters referred to it in a timely manner, providing reasonable deadlines at each stage of the process. The Disciplinary Tribunal normally aims to reach a decision within 60 days of a matter being referred to it. However, delays may occur where the case is complex, or where the procedure has been suspended for good reason, for example, where concurrent proceedings have started, or are being considered by the Police and/or Crown Prosecution Service.
26. Following the hearing, the Chair of the Disciplinary Tribunal shall provide the Disciplinary Tribunal's decision and the reasons for the decision in writing to the Respondent within 7 days of the decision being reached. Notes of the hearing of the Disciplinary Tribunal will be shared with the Respondent within 14 days of the hearing. The Chair will inform the Respondent of the right to, and procedure for, an appeal.

D. Concurrent Proceedings

27. The Disciplinary Tribunal will suspend its consideration of any matter where criminal proceedings are ongoing and will be alert to the possible consequences of undertaking disciplinary investigations which may affect current or possible future criminal investigations. After the conclusion of an investigation undertaken by the police and any subsequent criminal proceedings, or where it appears unlikely that criminal proceedings will take place, the Disciplinary Tribunal may take its own action under this procedure.
28. The Disciplinary Tribunal may recommend to the Council that the Membership/Fellowship of the Respondent be suspended during any police investigation into the Respondent or pending the completion of any criminal proceedings.

29. The Disciplinary Tribunal will treat relevant criminal convictions received by a Respondent as conclusive evidence that the behaviour, on which the offence was based, took place. A 'not guilty' or 'no further action' outcome from the police or criminal proceedings will not prevent the Disciplinary Tribunal from undertaking its own consideration of a matter.

E. Investigator

30. The Disciplinary Tribunal may appoint a person, selected from the remaining Council Members or independent of the Society, to investigate any matter referred to it and to produce a written report for the Disciplinary Tribunal to consider. The person investigating any matter (the Investigator) shall, as appropriate, take written statements, conduct meetings and collect evidence from any person relevant to the investigation, keeping written records.
31. The Disciplinary Tribunal may decide, in addition to or instead of an Investigator, to appoint a Legal Representative.
32. Where an Investigator has been appointed, or a decision made by the Tribunal to have legal representation, the Respondent(s) will be informed of this by the Chair of the Disciplinary Tribunal.
33. The Investigator and/or Legal Representative may also gather information on, and report on, the seriousness of the matter, and any mitigation which might be considered by the Disciplinary Tribunal.
34. Where an Investigator has been appointed, the Respondent will be provided with a copy of the report of the Investigator and shall have an opportunity to provide written comments on that report. Such comments must be submitted to the Chair of the Disciplinary Tribunal at least 10 days before any scheduled hearing.

F. Hearing of the Disciplinary Tribunal

35. The Chair of the Disciplinary Tribunal shall organise a hearing of the Disciplinary Tribunal and communicate the date, time and location for the hearing to the Respondent.
36. The hearing is designed to enable the Disciplinary Tribunal to determine whether the Respondent is a fit and proper person to remain in the Society. Where a Respondent has admitted to particular acts/behaviour, the Tribunal need only consider whether it is serious enough to warrant expulsion.
37. The Respondent will have an opportunity to attend the hearing of the Disciplinary Tribunal.
38. If the Respondent is unable to attend the hearing of the Disciplinary Tribunal and wishes to do so, it shall be at the Chair of the Disciplinary Tribunal's discretion as to whether the Respondent has provided a sufficient reason for absence, in which case the hearing date should be re-arranged. The Disciplinary Tribunal may, however, proceed in the Respondent's absence.

39. Any written comments relating to the allegation or the content of any investigation must be provided at least 10 days before the date of the hearing of the Disciplinary Tribunal.

Evidence from any witness(es) will be included in full within the written report from the Investigator. Where the Respondent wishes to challenge the evidence of a witness, a request must be provided to the Chair of the Board at least 10 days before the date of the hearing of the Disciplinary Tribunal. The Chair of the Disciplinary Tribunal will determine the most appropriate format for this.

40. Hearings of the Disciplinary Tribunal will normally be held in private with only the members of the Disciplinary Tribunal, the Investigator, the Respondent and a note-taker permitted to attend.

G. Determination and Sanctions

41. The Disciplinary Tribunal shall consider all the information that has been provided and reach one of the following decisions:
- (i) To dismiss the case;
 - (ii) To expel the Respondent.

H. Appeal

42. The Respondent has the right to appeal against a decision of the Disciplinary Tribunal in accordance with this part.
43. The Appeal Committee shall be Chaired by a Past President [and two members of the current Council not involved in the initial proceedings]. The members of the Appeal Committee shall have no conflict as defined at 11 above.
44. A request for an appeal should be made within 14 days of receiving the written decision (and notes thereon). The Chair of the Appeal Committee has the authority to extend the appeal deadline, where there is a compelling reason to do so. Once the period for an Appeal has lapsed, the decision of the Disciplinary Tribunal shall be considered final and the sanction(s) ordered by the Disciplinary Tribunal shall take effect. Where the Respondent has appealed, the sanction agreed by the Disciplinary Tribunal will not normally be implemented while the Appeal is being considered.
45. An Appeal can be submitted on the following grounds, that:
- (i) The procedures were not followed properly;
 - (ii) The decision of the Disciplinary Tribunal is one which no reasonable tribunal/body could have reached;
 - (iii) There was bias during the procedure, or the procedure might reasonably be perceived to have been biased;
 - (iv) The penalty imposed (of expulsion) was disproportionate.

46. An Appeal must be submitted in writing to the Chair of the Disciplinary Tribunal and give the ground of appeal and all matters the respondent wishes to be considered as part of the Appeal. The Appeal Committee will normally aim to make a decision regarding an Appeal within 30 days of the Respondent submitting the Appeal.
47. The Chair of the Appeal Committee shall organise a meeting of the Appeal Committee and communicate the date, time and location for the meeting to the members of the Committee and the Respondent. The Respondent will be informed of the membership of the Appeal Committee.
48. The Appeal Committee shall receive the Respondent's written appeal and evidence, the Disciplinary Tribunal outcome, the notes of the meeting of the Disciplinary Tribunal and the material considered by the Disciplinary Tribunal.
49. The Appeal Committee shall normally consider an appeal in private based on the written materials, but has the discretion to request further information; where this happens, the Respondent shall be sent a copy of any further information and be given an opportunity to provide written observations.
50. The Appeal Committee shall consider all the information that has been provided and reach one of the following decisions:
 - a) To dismiss the appeal;
 - b) To uphold the appeal.
51. The Chair of the Appeal Committee, within 7 days of the Appeal Committee reaching a decision, shall provide to the Respondent a written copy of the Appeal Committee's decision and reasons for the decision.

1. Formal Withdrawal of Membership/Fellowship by Council

52. On a recommendation by the Disciplinary Tribunal under 28 above, the Council will suspend the membership/fellowship of the Respondent pending completion of this process.
53. In the absence of an appeal by the Respondent within the fourteen days following notification of a decision to the Disciplinary Tribunal to expel the Respondent, the Council will formally remove the Respondent from the Membership/Fellowship of the Society.
54. Following a decision of the Appeal Committee dismissing the Respondent's appeal from a decision of the Disciplinary Tribunal, the Council will formally remove the Respondent from the Membership/Fellowship of the Society.