

Society Regulations

The regulations and date of Council approval are as follows:

	Regulation	Approved by Council on	Re-Approved by Council on
A	Election of the President	18 April 2007	23 March 2016
B	The election of Ordinary Members of Council	18 April 2007	23 March 2016
C	This is deliberately blank due to the regulation being removed		23 March 2016
D	The Society's Seal	5 April 2006	23 March 2016
E	Delegation of Council function	5 April 2006	23 March 2016
F	Admission to the Fellowship	5 April 2006	23 March 2016
G	Election of members of the Professional Affairs Committee	18 April 2007	23 March 2016
H	Proceedings of the Professional Affairs Committee	18 January 2006	23 March 2016
I	Appeals against the decisions of the Professional Affairs Committee	18 January 2006	23 March 2016
J	Code of Conduct	18 January 2006	23 March 2016
K	Professional Standards and Criteria	18 January 2006	23 March 2016
M	Subscription payments and concessionary rates	18 January 2006	23 March 2016
N	Reinstatement to Fellowship	18 January 2006	23 March 2016
O	Honorary Fellowship	18 January 2006	23 March 2016
P&Q	General disciplinary procedures and disciplinary measures for Professionally Qualified Fellows and Graduate Statisticians	5 April 2006	23 March 2016
R	Measures for Professionally qualified Fellows who fail to meet required standards	18 January 2006	23 March 2016
S	Ordinary Meetings	18 January 2006	23 March 2016
T	The appointment of Honorary Officers	18 April 2007	23 March 2016
U	Financial Conduct of the Society	4 July 2007	23 March 2016

Regulations of the Society:

A: The election of President

Relevant bye-law

5. *The Council shall consist of the President and twenty four other Fellows who shall be the ordinary members of the Council, all of whom shall be elected by the Fellowship, together with any Honorary Officers appointed from outside Council, the most recent Past-President who is willing to serve on the Council and any person(s) co-opted to the Council under the provisions in the Bye-laws.*

Regulations

1. Nomination of President

- 1.1 Presidents normally serve for two consecutive sessions. The following regulations shall apply to the election of a President to take office at the beginning of session X+2.
- 1.2 No later than 1 February in session X, the Executive Director shall advertise the vacancy for President to the Fellowship and to Council, Standing Committees, Sections, Local Groups and affiliated Statistics User Groups.
- 1.3 The President Nominating Committee shall meet as necessary after 1 March in session X. It shall be the responsibility of the Committee to recommend to Council a nominee for the Presidency.
 - a) The President Nominating Committee shall be constituted of Fellows of the Society as follows:
 - * The most immediate past President who is willing to accept membership of the Committee, as chair;
 - * Two members of Council elected by Council in accordance with paragraph 1.6 below;
 - * A member of the Professional Affairs Committee appointed by the Professional Affairs Committee;
 - * Two members of Section Committees or the Statistics User Forum selected in accordance with paragraph 1.7 below;
 - * Two members of Local Groups selected in accordance with paragraph 1.8 below.
 - * Two members of working parties of the Society in accordance with paragraph 1.9 below.
- 1.4 Members of the President Nominating Committee shall serve for two years in the first instance and no member shall serve for more than four years consecutively.
- 1.5 By no later than 31 January in session X, Council shall elect a member of Council to serve on the President Nominating Committee for the following two sessions. All ordinary members of Council in the first two years of membership of Council shall be eligible to stand for election. There shall be a ballot which shall be conducted in accordance with the single transferable vote system laid down in Annex 1.
- 1.6 By no later than 31 January in session X, the Executive Director shall invite the Statistics User Forum or the Committee of two Sections to appoint a member of its Committee as a member of the President Nominating Committee for the following two sessions. The Statistics User Forum and each Section shall be invited to appoint a

member in strict rotation in accordance with a list maintained by the Executive Director.

- 1.7 By no later than 31 January in session X, the Executive Director shall invite the Committee of one Local Group to appoint a member of its Committee as a member of the President Nominating Committee for the following two sessions. Each Local Group shall be invited to appoint a member in strict rotation in accordance with a list maintained by the Executive Director.
- 1.8 By no later than 31 January in session X, the Executive Director shall invite the Committee of two of the Society's working groups and advisory committee to appoint a member of its Committee as a member of the President Nominating Committee for the following two sessions. Each working group/advisory committee shall be invited to appoint a member in strict rotation in accordance with a list maintained by the Executive Director.
- 1.9 By no later than 1 July in Session X, having taken into account the recommendation of the President Nominating Committee, Council shall determine the Fellow whom it nominates as President commencing in Session X + 2. The name proposed shall be made known to all Fellows not later than 15 July in session X.
- 1.10 Any six Fellows may, with the consent in writing of the nominee, nominate an eligible Fellow for election as President for the two sessions commencing session X + 2, provided that such nomination is received at the offices of the Society not later than 1 August in session X.
- 1.11 The procedure for determination by the Council and nomination by Fellows shall not apply in the immediately succeeding session (session X + 1) unless the President-Elect shall have given notice at the time of accepting nomination of a wish to serve for only one session.

2. Election of the President

- 2.1 If there is just one valid nomination for the Presidency, the Fellow nominated shall be declared elected.
- 2.2 If there is more than one valid nomination, a ballot (by post or electronic means) shall be held under the direction of the Council. By 1 September in Session X, the Executive Director shall send to all Fellows a ballot containing a list of the names of those nominated. The list shall be in randomised order. A separate paper shall give:
 - (a) brief biographical details of each nominee including any previous service on Council;
 - (b) an optional personal statement by the nominee, not to exceed one hundred words, provided that such statement is received at the Society's offices not later than 1 August.
- 2.3 Every Fellow desiring to vote shall indicate on the ballot a strict order of preference for as many candidates as desired (all candidates not so indicated to be taken as of equal and lowest preference). The deadline to vote is 15 October.
- 2.4 The ballot will be held by Single Transferable Vote (see Annex A) and will be overseen by an independent body with a background in conducting elections.
- 2.5 The results of the ballot shall be published to the Fellowship. The details of the votes cast for each candidate at each stage of the voting procedure shall be published on the Society's website. Any Fellow shall be given access to the detailed voting data on request.

3. Withdrawal of candidates

- 3.1 If for any reason a nominee for the Presidency shall withdraw between nomination and the close of the ballot, should one be held, the ballot shall be declared invalid. If it is the Council nominee who withdraws, the President Nominating Committee shall reconvene to recommend to Council a new nominee for the Presidency. The procedure laid down in regulations 1.9 – 1.11 and 2.1 – 2.5 above shall then be followed, but in accordance with a timetable recommended by the Executive Director and approved by Council. If it is a nominee from the Fellowship who withdraws, the procedure laid down in regulations 1.10 – 1.11 and 2.1 – 2.5 above shall be followed, but in accordance with a timetable recommended by the Executive Director and approved by Council.

4. Withdrawal of President-elect

- 4.1 If for any reason the President-elect shall withdraw from the Presidency between being declared elected and taking up office, the President Nominating Committee shall reconvene to recommend to Council a new nominee for the Presidency. The procedure laid down in regulations 1.9 – 1.11 and 2.1 – 2.5 above shall then be followed, but in accordance with a timetable recommended by the Executive Director and approved by Council.

5. Casual vacancy in the Presidency

- b) Any casual vacancy occurring in the Presidency in Session X or X+1 shall be filled by co-option by the Council in accordance with bye-law 7. As soon as a Fellow has been elected as President for session X+2 in accordance with the above regulations, Council may invite the President-elect to take up the Presidency early. Should the President-elect accept the invitation, he / she shall assume the Presidency from a date and for a period agreed between him/ her and Council.

B: The election of ordinary members of Council

Relevant bye-laws

5. *The Council shall consist of the President and twenty four other Fellows who shall be the ordinary members of the Council, all of whom shall be elected by the Fellowship, together with any Honorary Officers appointed from outside Council, the most recent Past-President who is willing to serve on the Council and any person(s) co-opted to the Council under the provisions in the Bye-laws.*
6. *An ordinary member of the Council shall be elected for a period of four consecutive Sessions and shall retire at the end of the fourth Session. No ordinary member shall serve as such for more than four consecutive Sessions; except that a co-opted ordinary member who is subsequently elected in their own right under the provisions in the Bye-laws may serve consecutively a further period of four Sessions as an elected ordinary member in addition to their period as a co-opted ordinary member. An ordinary member who was in office at the date of adoption of these Bye-laws and who has by the end of the then current Session served for four or more consecutive Sessions shall retire at the end of that Session.*

Regulations

1. Nomination of ordinary members of Council

- 1.1 In January each year, the Executive Director shall draw up a list of those ordinary members of Council who are in their fourth consecutive session as ordinary members and who will therefore be retiring at the end of the session.
- 1.2 A list of those retiring and the number of vacancies to be filled shall be sent to Fellows not later than 1 February, inviting suggestions for new members of Council. Such suggestions are to be received at the offices of the Society not later than 1 March.
- 1.3 No later than 1 February, the Executive Director shall also advertise the vacancies to Council, Standing Committees, Sections, Local Groups and affiliated Statistics User Groups, and invite suggestions for new members of Council. Such suggestions are to be received at the offices of the Society not later than 1 March.
- 1.4 By no later than 15 May, having taken into account the suggestions received, Council shall determine the Fellows whom it nominates as new ordinary members of Council for the next session. Council shall nominate two more Fellows than there are vacancies. At least three of the nominations shall be of Fellows who have not at any time previously served on the Council. The names proposed shall be made known to all Fellows not later than 1 June.
- 1.5 Any four Fellows may, with the consent in writing of the nominee, nominate an eligible Fellow to fill a vacancy as ordinary member of Council, provided that such nomination is received at the offices of the Society not later than 1 July.

2. Election of ordinary members of Council

- 2.1 A ballot (by post or electronic means) for new ordinary members of Council shall be held under the direction of the Council. By 1 September, the Executive Director shall send to all Fellows a ballot containing a list of the names of those nominated. The list shall be in randomised order and shall show the number of vacancies to be filled. A separate paper shall give:
 - (a) brief biographical details of each nominee including any previous service on Council;
 - (b) an optional personal statement by the nominee, not to exceed one hundred words, provided that such statement is received at the Society's offices not later than 1 August.
- 2.2 Every Fellow desiring to vote shall indicate on the ballot a strict order of preference for as many candidates as desired (all candidates not so indicated to be taken as of equal and lowest preference). The deadline to vote is 15 October.
- 2.3 The ballot will be held by Single Transferable Vote (see Annex A) and will be overseen by an independent body with a background in conducting elections.
- 2.4 The results of the ballot shall be published to the Fellowship. Any Fellow shall be given access to the detailed voting data on request.

C: This section is deliberately blank due to the relevant regulations having been removed.

D: The Society's Seal

Relevant bye-law

12. *The Council shall have the custody of the Common Seal of the Society and shall make such regulations as will ensure against its misuse. The Common Seal having been affixed to any document, the fact shall be entered in the minutes of Council.*

Regulations

1. The Executive Director shall make arrangements for the secure safekeeping of the Common Seal of the Society. It shall be kept locked when not in use, access to the safe will be given to the Honorary Secretary.
2. Deeds and any other legal agreements that require sealing with the Society's Common Seal for their execution shall be approved by Council. Such approval having been given, the Executive Director or the Honorary Secretary shall arrange for the document to be sealed in the presence of two Trustees of the Society. The form of attestation shall be "We testify that the common seal of the Royal Statistical Society was affixed in our presence".
3. For all other purposes, where sealing is not required for the execution of documents but is considered by the Council to be desirable, a separate Certifying Seal shall be used, of a different design to that of the Society's Common Seal.
4. When Council or Executive Committee, on the recommendation of the Professional Affairs Committee, has approved the award of Chartered Statistician status, Graduate Statistician status, the Executive Director or the Director of Professional Affairs shall arrange for certificates to be prepared, sealed and signed by the President, the chair of Professional Affairs Committee and the Executive Director.
5. When the Professional Affairs Committee has approved any one of the awards listed below, the Executive Director or the Director of Professional Affairs shall arrange for appropriate certificates for the successful candidates to be prepared, sealed and signed by the chair of the Professional Affairs Committee and the Director Professional Affairs:
 - On the recommendation of the Examinations Board, award of an examination certificate following successful completion of a level of the Society's examinations
 - Award of a Maintained Professional Certificate under the continuing professional development policy
 - Award of the Royal Statistical Society Certificate in Teaching Statistics in Higher Education
 - Award of Chartered Scientist under the licensed body agreement with the Science Council

On the recommendation of the Examinations Board, the Director of Membership and Professional Affairs shall arrange for appropriate examination module certificates to be prepared, sealed and signed by the Director of Membership and Professional Affairs and sent to successful candidates.

6. When the Professional Affairs Committee, on the recommendation of the Examinations Board, has approved pass lists for the Hong Kong Statistical Society's examinations, the Executive Director shall seal and sign the certificates for the successful candidates prepared by the HKSS.
7. When a nomination for a Royal Statistical Society Prize for a student on a University course accredited by the Society has been approved by the chair of the Professional Affairs Committee, the Executive Director or the Director of Professional Affairs shall arrange for an appropriate certificate to be prepared, sealed and signed by the chair of the Professional Affairs Committee and the Director of Professional Affairs.

E: Delegation of Council functions

Relevant bye-law

13. In delegating any of its functions, duties or responsibilities to a committee or individuals, as provided by the Charter, the Council shall ensure:
 - (a) that the committee or individual to which the function, duty or responsibility is delegated is informed about the scope of the Society's powers;
 - (b) that the committee or individual is informed about the scope of the delegated authority;
 - (c) that there are in place arrangements for reporting to the Council, wherever appropriate on a regular basis, in such a way that Council is able to ratify the decisions made (other than administrative decisions) and to satisfy itself that the committee or individual has complied with the terms of the delegation.

Regulations

1. General

- 1.1 Council retains overall control of the management and conduct of the Society within the Society's charter and bye-laws.
- 1.2 To facilitate the efficient management of the Society, Council will delegate authority to the individuals and committees detailed within this regulation to take decisions and act on behalf of the Society in the areas specified.
- 1.3 Any committee or individual to which a function, duty or responsibility is delegated shall be informed on an annual basis by the Executive Director about the scope of the Society's powers and the scope of the delegated authority.
- 1.4 All decisions (other than administrative decisions) taken on behalf of Council shall be reported to Council on a regular basis. Where decisions have been taken by standing committees, these will normally be communicated to Council through the minutes of the standing committee. All other decisions taken will be communicated to Council through the President, Honorary Treasurer or Executive Director, each of whom will give a report at each Council on decisions taken other than by standing committees since the last meeting of Council.
- 1.5 Council will retain the power to review all decisions taken under delegated authority and to amend or to refer back for further consideration such decisions as it deems appropriate.

- 1.6 At its first meeting each session, Council will review and, where it considers it appropriate, renew powers of delegation.

2. Council

- 2.1 Council will retain direct responsibility for the following matters:
- The overall strategy of the Society
 - Amendments to the charter and bye-laws of the Society
 - Approving the annual activity plan
 - Final approval of audited accounts, budgets and membership subscription levels, the latter for recommendation to the Fellowship
 - Investments and reserves policies
 - Grades of membership
 - Decisions relating to the reprimand or expulsion of a Fellow or Honorary Fellow
 - Establishment of standing committees and other such committees, working parties or groups as it may see fit.
 - Nomination to the Fellowship for President and members of Council
 - Appointment of Vice Presidents and Honorary Officers
 - Appointment and dismissal of the Executive Director
 - Determination of the remuneration level and the terms of employment and conditions of service of the Executive Director
 - The overall quality and integrity of the Society's services and activities.
- 2.2 Council will expect to receive advice on the above matters from the relevant standing committees, Honorary Officers and staff; or may choose to establish committees or working parties to offer such advice. In particular a Long Term Strategy Working Group will convene approximately every three years to advise and make recommendations to Council on future strategic issues.

3. Executive Committee

- 3.1 The Executive Committee is responsible for working with the senior management team on the more operational aspects of delivering the overall strategy for the organisation which is set by Council. This can include:
- Oversight for the smooth running of the Society, including delivery of its annual activity plan and budget.
 - Providing oversight and support to the Senior Management team for the smooth running of the organisation.
 - The establishment of sections, study groups and local groups
 - The establishment of working parties or groups to investigate or offer advice on specified issues
 - The establishment of the membership of standing committees and any other committees, working parties or groups established by Council; and Council representation on other Society committees
 - Society membership of and representation on external bodies and organisations
 - Overall control of the publications of the Society including the type and number of publications, their remit and the appointment and dismissal of editors

- Responsibility for the Society's international strategy
- The formulation and amendment of regulations, subject to their annual ratification by Council, normally at its first meeting each session

4. Audit and Risk Committee

4.1 The Audit and Risk Committee will have delegated responsibility for the following matters:

- Ensuring effective external audit functions
- Reviewing the draft audited accounts before submission to Council and meeting the auditors
- Ensuring adequate risk management processes
- Establishing and maintaining an adequate internal control environment
- Ensuring that the Society complies with all aspects of the law and relevant regulations
- Promoting good practice
- Ensuring the Society's investments are well managed and have an appropriate risk profile.

5. Remuneration & Staffing Committee

5.1

The Remuneration and Staffing Committee has delegated responsibility from Council to set the strategic framework for issues on human resources and staffing including but not limited to:

- Overseeing the welfare of the staff;
- Oversight of staff development, training and workforce development;
- Determining the overall salary policy of the Society;
- Overseeing, and making decisions on, the overall benefits package of the staff including pensions, within budget constraints set by Council;
- Appointment and succession of trustees for the final salary pension scheme;
- Making decisions about annual changes to staff salaries within budget constraints set by Council (For the **Executive Director**, the RSC is responsible for making salary recommendations to Council.

For staff on Grade B (the Senior Management Team), the RSC will make decisions about individual salary increases, with advice from the Executive Director.

For staff on Grades C and D, the Executive Director sets individual salaries, with the oversight of the RSC.)

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- Making decisions on individual salary or grading changes, based on recommendations from the Executive Director, or from cases raised by individuals, within budget constraints set by Council;
- Human resources (HR) strategy and oversight of HR policies;
- Oversight of health and safety matters;
- Building matters which relate to staff welfare;
- Staff redundancies (in extremis) and major staffing restructures (going beyond internal changes of line management and duties);

- Appeals relating to human resources processes (e.g. for disciplinary matters etc);¹
- Making recommendations to Council on the remuneration and terms and conditions for the Executive Director;
- Oversight of recruitment for the Executive Director role when this is necessary, and any interim arrangements which may be required.

The Committee's role is strategic not operational. It sets the overall framework and supports the Senior Management Team where they need advice and guidance. Operational responsibility for staffing matters lies with the Executive Director and the Senior Management Team.

6. President

- 6.1 The President will have delegated authority for the following matters:
- Authority to speak on behalf of the Society
 - Authority to authorise others to speak on behalf of the Society on specified matters or issues
 - Approval of responses to consultation documents.
 - Approval of press releases
 - Authority to represent the Society
 - Authority to take decisions on behalf of Council and Executive Committee between meetings on urgent or non-contentious issues

7. Honorary Treasurer

- 7.1 The Honorary Treasurer will have delegated responsibility for the following matters:
- Overseeing the financial conduct of the Society in accordance with Regulation U
 - Signature of cheques and approval of electronic payments (in conjunction with other authorised signatories)

8. Executive Director

- 8.1 The Executive Director will have delegated responsibility for the following matters:
- Management of the Society within the strategy, policies, activity plans and budgets determined by Council and Executive Committee
 - Management of the facilities of the Society
 - Adherence by the Society to all statutory and regulatory requirements.
 - Signature of cheques and approval of electronic payments (in conjunction with other authorised signatories)
 - Hiring of staff (within authorised budgets);
 - Organisation of the staffing to meet the strategic objectives of the Society;
 - Developing, implementing and maintaining HR policies and procedures;
 - Staff management and appraisal systems;
 - Disciplinary and capability procedures;
 - Dismissal of staff in their probationary periods, or on disciplinary or capability grounds;

¹ Where there is a right to an appeal in a matter where the Staffing Committee was substantively involved in the process, the appeal process will be led by a trustee of the Society (i.e. a member of Council) who was not involved in the matter, and nominated by the Vice Presidents who do not sit on the Remuneration & Staffing Committee.

- Recommendations for staff salary changes and grade changes for staff on grade B;
- **For staff on Grades C and D**, the Executive Director sets individual salaries, with the oversight of the RSC.)
 - Implementation of other matters as advised by the Remuneration and Staffing Committee;
 - The smooth running of the staff pension arrangements and other staff benefits;
 - Management of staff training, development and welfare, including Health & Safety;
 - Management of staff contracts.

- 8.2 The Executive Director will have the following delegated authority:
- Authority to enter into and sign contracts on behalf of the Society
 - Authority to incur expenditure in accordance with the regulation for the financial conduct of the Society
 - Authority to speak on behalf of the Society

9. Honorary Officers

- 9.1 Honorary Officers will have delegated responsibility for working with volunteers and staff to develop the strategy for their area of work, and to support the implementation of this strategy.

10. Vice Presidents

- 10.1 Vice Presidents will have delegated authority to speak on behalf of the Society. They will have delegated responsibility to work with the Honorary Officers, volunteers, and relevant staff to ensure the activities of the Society are delivering the strategic objectives of the Society.

11. Director of Membership and Professional Affairs

The Director of Membership and Professional Affairs will have delegated authority from Council for the approval of professional qualifications. In the absence of a Director of Membership and Professional Affairs the Executive Director will have this delegated authority. The process for the award of professional qualifications will be overseen by Council's Observer on the Professional Affairs Committee. At the end of each session, the Observer will provide a short report to Council to confirm that due process has been followed in respect of applications for professional status

F: Admission to Fellowship

Relevant bye-laws

17. *Every candidate for Fellowship shall complete an application form outlining their background and interest in statistics and their reasons for wishing to join the Society.*
18. *Every application for Fellowship shall be considered in accordance with Regulations laid down by Council and those candidates deemed suitable shall be admitted to Fellowship.*

Regulations

1. Every candidate must complete and submit an application form provided by the Society, either on-line or in print format.
2. Every candidate shall complete a section on the application form demonstrating their background and/ or interest in statistics, and stating their reasons for wishing to join the Society.
3. The Director of Membership and Professional Affairs (or such other officer as the Executive Director may determine) will review each application. He / she shall have discretion to seek further information or clarification from the candidate or to undertake such other enquiries as appear appropriate. Provided that the Director of Membership and Professional Affairs is satisfied that the candidate has a genuine interest in statistics, he / she shall admit the candidate to Fellowship.
4. Should the Director of Membership and Professional Affairs have any concern about a particular candidate, the matter may be referred to the Honorary Officer for Membership, or another Honorary Officer for further investigation and decision.
5. All services from the Society will commence upon receipt of payment by the newly elected Fellow for the subscription year in which he / she is admitted in accordance with the regulations for Byelaw 29.
6. Candidates whose applications are declined shall be notified of their right to appeal to Council in writing. Should such an appeal be received, the Director of Membership and Professional Affairs shall place it before Council together with a copy of the original application and a statement as to why the original application was declined. Council shall consider the appeal. Should a simple majority of those members present at the meeting of Council vote in favour, the candidate shall be admitted to Fellowship. Otherwise, the application shall fail and the candidate shall be informed accordingly.

G: Election of members of the Professional Affairs Committee

This bye-law is under review

Relevant bye-law

20. *The Professional Affairs Committee shall be constituted by:*
- (a) *a Chair appointed in accordance with the Bye-laws; and*
 - (b) *A minimum of eight and a maximum of twelve Professionally Qualified Fellows of the Society to be elected by the Professionally Qualified Fellows in such manner as the Council shall determine; and*
- One member of the Council appointed by the Council may attend as a non-voting observer.*

In consideration of the number of PAC members leaving committee at the end of the current session and the business needs, PAC will determine the number of members to be elected in the next session, maintaining at all times a size that conforms with the requirement set out above.

Regulations

1. No elected member of the Professional Affairs Committee shall serve for more than five consecutive sessions.

2. The Professionally Qualified Fellows to retire each year shall be recommended by the Professional Affairs Committee to Council for ratification by no later than 30 April. At the same time, the Professional Affairs Committee shall nominate Professionally Qualified Fellows to fill the vacancies. At least one of the nominees shall not have served on the Committee before.
3. By no later than 30 April, Council shall be asked to ratify the Professional Affairs Committee recommendations.
4. Council nominations shall be notified to all Professionally Qualified Fellows not later than 1 June.
5. Any six Professionally Qualified Fellows may nominate an eligible Professionally Qualified Fellow for election to the Professional Affairs Committee, provided that such nomination, with the consent in writing of the nominee, is received at the offices of the Society not later than 1 July.
6. Should there be a need for an election, a ballot shall be sent (by post or electronic means) to all Professionally Qualified Fellows by 1 September. The paper shall contain a list of the names of the nominees in a randomised order and shall show the number of vacancies to be filled. A separate paper shall give brief biographical details of each nominee (in such manner as prescribed by the Professional Affairs Committee) and state the names of the nominators. The election shall be carried out by the same single transferable vote system as is used for Council elections, as set out in the regulations for elections to Council. Ballots must be returned so as to reach the offices of the Society not later than 15 October.
7. The newly elected Professionally Qualified Fellows shall take office as from the start of the new session.

H: Proceedings of the Professional Affairs Committee

Relevant bye-law

23. *The proceedings of the Professional Affairs Committee shall be in accordance with the regulations laid down from time to time by the Professional Affairs Committee and approved by the Council. There shall be a quorum only when at least half the number of elected members of the Committee are present at the meeting. Decisions of the Professional Affairs Committee shall be made by a simple majority of those present and voting in person at the meeting or by a Postal Ballot.*

Regulations

The Professional Affairs Committee shall be responsible for setting, guaranteeing and maintaining the standards of the professional qualifications of the Society and that of Chartered Scientist under the license agreement with the Science Council. It may accredit programmes and courses offered by other institutions as being of an equivalent standard. It shall also be concerned with other aspects of professional development and training not necessarily equivalent with the Society's own qualifications. It shall in addition be responsible for setting out the standards of professional competence and integrity with which the professional membership must comply, including continuing professional development, and for safeguarding and promoting the collective professional standing of the professional membership and of the Society. Its main duties and responsibilities are set out in the relevant items in the Charter and Bye-laws.

Standing Orders for conduct of committee business for the Professional Affairs Committee

The committee business of the Professional Affairs Committee shall be conducted according to the Standing Orders laid down for the Council, *mutatis mutandis*.

I: Appeals against decisions of the Professional Affairs Committee

Relevant bye-law

24. *In furtherance of the objects of the Society, but not otherwise, the Professional Affairs Committee shall*
- (c) *assess applications for registration as Chartered Statisticians or Graduate Statisticians, as the case may be, determine in each case whether or not registration should be allowed, and recommend to the Council accordingly;*
 - (d) *assess applications for registration as Chartered Statisticians from persons holding appropriate professional qualifications from other European Union Member States in accordance with the relevant European Union Directives and UK Regulations as notified to the Society by the relevant responsible Department of H M Government from time to time;*
 - (e) *provide suitable arrangements for appeals against decisions by the Committee to be considered by suitably qualified persons not involved in the initial decision;*

Regulations

1. Routes for challenging a decision of the Professional Affairs Committee

After an unsuccessful application, it is open to an applicant to take the case further through one of the following routes.

(a) Provision of additional information

An applicant may provide additional information for the Professional Affairs Committee to consider. Such a resubmission with further information is *always* permitted and is not regarded as an appeal. The Committee will view the application as a fresh start. Full normal procedures will apply, except that it will often not be necessary to repeat all steps such as obtaining formal confirmation of degrees.

Applicants who wish to follow this route should contact the Director of Membership and Professional Affairs at their convenience, but ideally as soon as possible. The Director of Membership and Professional Affairs will advise as to how the additional information should be submitted.

(b) Appeal on procedural grounds

An applicant may appeal on grounds that proper procedures have not been followed. In such cases, a member of the Professional Affairs Committee will inspect the Office Log and report the result to the Professional Affairs Committee. If procedural errors are found, the Committee will apologise to the applicant and restart the application from the appropriate point. If no errors are found, the Professional Affairs Committee will report that the proper procedures had been followed to Council, after which the Executive Director will notify the applicant.

Notice of such an appeal must be received within three months of despatch of the Office letter sent to the appellant to advise of the decision on the original application. This notice must be sent in writing to the Director of Membership and Professional Affairs, who will acknowledge receipt. The Office Log will be inspected within one month of receipt of the appeal. The result will be reported to the next available meeting of the Professional Affairs Committee and, depending on the outcome, to the next available meeting of Council, the appellant then being notified accordingly. If procedural errors have been found, the application will be restarted forthwith.

(c) Appeal on substantive grounds

An applicant may appeal on substantive grounds without submitting any further information. Such cases will be heard by an Appeals Committee. The Appeals Committee, after hearing the case, will report its judgement and reasoning to the Professional Affairs Committee. The Professional Affairs Committee will consider the situation and make a recommendation to Council under the terms of the regulations for failing CStat applicants, stating clearly that this has been a case of appeal. Council will confirm that the proper procedure had been followed. If, exceptionally, the Professional Affairs Committee has not accepted the judgement of the Appeals Committee, a full statement of its reasons will be submitted to Council.

Whether the appeal is on procedural grounds or substantive grounds, the purpose of reporting to Council is for Council to ensure that the procedures laid down in the bye-laws and regulations relating to appeals have been followed. In the exceptional case that the Professional Affairs Committee has not accepted the judgement of the Appeals Committee then Council will additionally consider the full statement from the Professional Affairs Committee and provide advice to the Professional Affairs Committee on how it should resolve the case.

2. Substantive appeals

- 2.1. An Appeals Committee will be formed to hear each appeal in accordance with the following procedures:
 - (i) Council will establish an Appeals Panel of persons from whom an Appeals Committee will be selected whenever a case of substantive appeal arises.
 - (ii) The Executive Director or an Honorary Officer having no involvement in the case has authority to select the Appeals Committee for any case without reference to Council.
 - (iii) Each Appeals Committee will consist of three persons, all of whom are professionally qualified Fellows of the Society (i.e. holders of CStat, MIS or FIS).
 - (iv) None of the members of an Appeals Committee will have had any previous involvement with the consideration of the case by the Professional Affairs Committee, nor any personal or professional links with the appellant.
 - (v) Each Appeals Committee will have a Chairman, normally a current member of the Council of the Society, who has never served on the Professional Affairs Committee.
 - (vi) Each Appeals Committee will have two other members, both of whom have previously served on the Professional Affairs Committee.
 - (vii) The Secretary for each Appeals Committee will be the Executive Director or a nominee.
- 2.2 All parties to a substantive appeal should appreciate that such an appeal is based *on the existing evidence*. If an appellant wishes to provide additional information for consideration, then 1(a) above applies.
- 2.3 The Appeals Committee will receive the full original application of an appellant together with the Office Log and a copy of the Office letter sent to the appellant to advise of the decision. Though the Office Log will include summary information as to why the application was declined, the Professional Affairs Committee will clarify this by providing a detailed statement in support of its decision.
- 2.4 The appellant will provide a statement of the grounds for appeal. This must be based on the existing evidence and must set out the basis on which the appellant believes that the application satisfies the criteria for award of Graduate Statistician or Chartered Statistician status, whichever the case may be.
- 2.5 The appellant may not submit, nor may the Appeals Committee commission, any further documentary evidence other than for purposes of clarification.
- 2.6 All information in the documentation, including the reports of referees in cases of application for Chartered Statistician status, remains confidential to the Appeals Committee.

- 2.7 If an appellant considers that the case is of extreme confidentiality or that the need for security clearance arises, the appellant must discuss the situation in advance with the Executive Director.
- 2.8 The appellant has the right to appear before the Appeals Committee and may be accompanied by a "friend". The Appeals Committee has the right to require the current Chairman of the Professional Affairs Committee to attend. In the event of the chairmanship having changed, the Appeals Committee also has the right to require the attendance of any previous Chairmen involved with the Professional Affairs Committee consideration of the case.
- 2.9 Notice of appeal must be received within three months of despatch of the Office letter sent to the appellant to advise of the decision on the original application. This notice must be sent in writing to the Director of Membership and Professional Affairs, who will acknowledge receipt. The full statement of the grounds for appeal (see item 2.4 above) must be received within six months of despatch of the Office letter sent to the appellant to advise of the decision on the original application. This statement must be sent in writing to the Director of Membership and Professional Affairs, who will acknowledge receipt.
- 2.10 The Executive Director or a nominee will communicate with the appellant during the process of establishing the schedule under which the Appeals Committee will sit, so as to safeguard the appellant's right under item 2.8 above.
- 2.11 After an initial consideration of the case, the Appeals Committee might be of the opinion that the Professional Affairs Committee has not undertaken sufficient evaluation. In such circumstances, and before reaching its final judgement, the Appeals Committee may require the Professional Affairs Committee to evaluate the case further. Should this result in the original application being approved, the appellant will be notified as soon as possible. Otherwise, the Professional Affairs Committee will report in detail to the Appeals Committee on the outcome of its further evaluation.
- 2.12 The Appeals Committee will normally reach its judgement on the case within six months of receipt of the statement of the grounds for appeal. The Appeals Committee will report its judgement to the next available meeting of the Professional Affairs Committee, which will consider the case at that meeting and make a recommendation to the next available meeting of Council. The appellant will be informed of the outcome by the Executive Director.

J: Code of Conduct

Relevant bye-law

- 24. *In furtherance of the objects of the Society, but not otherwise, the Professional Affairs Committee shall*
 - (f) *prepare, maintain and enforce a code of conduct which it may revise from time to time as it thinks fit and to which all individuals registered in the Registers shall be required to conform;*

Code of Conduct

Introduction

In every civilised society rules of conduct exist for the benefit of society at large and in order to give freedom for individual members to go about their legitimate business within bounds of behaviour which are accepted and observed by others.

In common with professional bodies in other fields, the Royal Statistical Society (RSS) has formulated its own rules as a Code of Conduct to define the actions and behaviour expected of RSS Fellows practising in everyday professional life. This code of conduct has been drawn up to reflect the standards of conduct and work expected of all practising statisticians. It is commended of all Fellows of the Society and is mandatory on all Professionally Qualified Fellows as defined in paragraph 1(s) of the Society's Bye-Laws.

Constitutional Authority

The Royal Statistical Society (referred to as 'the Society') is a professional and learned society which, through its members, has an obligation in the public interest to provide the best possible statistical service and advice. In general, the public has no ready means of judging the quality of professional service except from the reputation of the provider. Thus it is essential that the highest standards are maintained by all Fellows whenever they are acting professionally and whatever their level of qualification.

Professional membership of the Society is an assurance of ability and integrity.

The constitutional authority for the RSS Code of Conduct derives firstly from Bye-Laws 24(f) and 8 of the Society and, secondly, formal adoption by Council.

RULES OF PROFESSIONAL CONDUCT

As an aid to understanding, these rules have been grouped into the principal duties and obligations which all Fellows should endeavour to fulfil in pursuing their professional lives.

The Public Interest

1. Fellows should always be aware of their overriding responsibility to the public good; including public health, safety and environment.
 - a. A Fellow's obligations to employers, clients and the profession can never override this; and Fellows should seek to avoid situations and not enter into undertakings which compromise this responsibility.
 - b. Fellows shall ensure that within their chosen fields they have appropriate knowledge and understanding of relevant legislation, regulations, codes and standards and that they comply with such requirements.
 - c. Fellows shall be mindful of the scarcity of resources, promote the optimal use of resources and only support studies that have pre-defined objectives and that are capable of producing useful results.
2. Fellows shall in their professional practice have regard to basic human rights and shall avoid any actions that adversely affect such rights.
 - a. Enquiries involving human subjects should acquire ethical approval as appropriate and, as far as practicable, be based on the freely given informed consent of subjects. The identities of subjects should be avoided in data presentations wherever possible, and be kept confidential unless disclosure is permitted in law or consent for disclosure is explicitly obtained.

Obligation to Employers and Clients

3. Fellows shall carry out work with due care and diligence in accordance with the requirements of the employer or client.

- a. Fellows should avoid conflicts of interest, financial or otherwise, wherever possible; and where this is not possible conflict of interest should always be declared.
- b. Fellows shall indicate the risks and possible consequences if their professional judgement is overruled.
- 4. Fellows shall respect any agreements of confidentiality entered into with an employer or client.
- a. Fellows shall not disclose or authorise to be disclosed, or use for personal gain or to benefit a third party, confidential information acquired in the course of professional practice, except with prior permission of the employer or client, or at the direction of a court of law
- 5. Fellows should not allow their name to be attributed to work that they have either not contributed to or which presents their contribution in a misleading way.
- a. Fellows should ensure that any statistical analysis attributed to them by an employer, client or colleagues is amplified, if necessary, by a description of the way the data were selected, and the way any apparently erroneous data were corrected or rejected. Explicit statements will generally be needed about the assumptions made when selecting a method of analysis and any consequences of the selected approach should be identified. Views or opinions based on general knowledge or belief should be clearly distinguished from views or opinions derived from the statistical analyses being reported.

Obligation to the Profession and the Society

- 6. Fellows shall uphold the reputation of the Profession and the Society
- a. Fellows shall avoid engaging in corrupt practice or any activity which is incompatible with their professional status, and shall avoid any action which may adversely affect the good standing of statistical science and statisticians.
- b. Fellows shall seek to improve professional standards through participation in their development, use and enforcement.
- c. Fellows shall advocate the value of seeking statistical advice from an appropriately qualified statistician.
- d. Fellows shall seek to counter false or misleading statements which are detrimental to statistical science, the profession or the Society.
- e. Fellows shall not make any public statement in their professional capacity unless properly qualified and, where appropriate, authorised to do so, and shall have due regard to the likely consequences of any such statement on others.
- f. Fellows shall not speak in the name of the Society, its Council or Committees, without the authorisation of Council.
- g. Fellows shall avoid condoning professional misconduct of others, and take appropriate action when they are aware of such misconduct.
- 7. Fellows shall seek to advance knowledge and understanding of statistical science and advocate its use.
- a. This advocacy of statistical science should extend to employers, clients, colleagues and the general public.
- b. Fellows shall encourage and support statistical colleagues in their professional development and, where possible, provide coaching, mentoring and opportunities for their development.
- 8. Fellows shall act with integrity towards fellow statisticians and to members of other professions with whom they collaborate.
- a. Whilst Fellows of the Society are free to engage in controversy, no Fellow shall cast doubt on the competence of any other professional without good cause.

- b. Fellows shall respect and acknowledge the intellectual property, and recognise the codes of practice, of other professionals.
- 9. Fellows shall take personal responsibility for work bearing their name.
- a. Fellows shall avoid co-authoring work for which they do not wish to take responsibility, and insist on appropriate authorship for their statistical contribution.

Professional Competence and Integrity

- 10. Fellows shall strive to act with honesty and integrity in all aspects of their professional life.
 - a. Fellows shall only offer to do work or provide service which is within their professional competence and shall not lay claim to any level of competence which they do not possess.
 - b. Fellows shall accept professional responsibility for their work and for the work of colleagues under their direction.
 - c. When called upon to give a professional opinion, Fellows shall do so with objectivity and reliability.
- 11. Fellows shall undertake continuing professional development (CPD) in accordance with the CPD Policy of the Society in order to maintain or upgrade their professional knowledge and skill and maintain awareness of technical developments, procedures and standards which are relevant to their field, and shall encourage others to do likewise.
- 12. Fellows shall seek to conform to recognised good practice including quality standards which are in their judgement relevant, and shall encourage others to do likewise.
- 13. Fellows shall report to the Society any criminal convictions against them in respect of violence, dishonesty or professional misconduct; or upon becoming bankrupt or disqualified as Company Director.

Fellows may seek the support of the Society if they encounter situations which challenge their ability to act professionally.

- a. Fellows acting in private practice, or acting independently of salaried employment, have the right of disengagement in the face of a dilemma involving professional standards or conscience. They may wish to seek advice and support from the Society.
- b. Fellows in salaried employment who are in serious conflict with their employer over a matter of professional standards or conscience should notify the employer in writing of the contentious circumstances. If they are unable to resolve the conflict to their satisfaction, they are advised to refer the matter to the Society, which will advise and take such action as seems appropriate.

Disciplinary Procedures

This code sets out certain basic principles that are intended to help Fellows maintain the highest standards of professional conduct. Should a case arise where a Fellow is believed to have fallen short of the standards required, procedures are defined within the Bye-Laws of the Society which permit the convening of a Disciplinary Sub-Committee. The report of such a Committee will be submitted to the Professional Affairs Committee who will determine what action should be taken in any particular instance. Action will be appropriate to the circumstances, and in the most serious of cases, the sanctions available to the Committee shall include removal of professional status and expulsion from the Society.

K: Professional standards and criteria

Relevant bye-law

24. *In furtherance of the objects of the Society, but not otherwise, the Professional Affairs Committee shall*
- (b) *in relation to individuals seeking registration as Chartered Statisticians or Graduate Statisticians, in collaboration with such industrial and commercial organisations and academic institutions and other persons as the Professional Affairs Committee may from time to time consider appropriate:*
 - (i) *determine standards and criteria for education, professional training and experience, normally including the successful completion of a post-secondary course of at least three years duration or of an equivalent duration part-time at a university or other establishment of higher education or of similar level; and*
 - (ii) *accredit and validate courses, professional training, examinations and arrangements for experience provided or arranged by institutions other than the Society leading to designation as a Chartered Statistician or Graduate Statistician;*
 - (g) *establish standards for the maintenance of professional competence by Professionally Qualified Fellows;*
 - (h) *publish or cause to be published the standards and criteria referred to in this Bye-law;*

Regulations

Chartered Statistician and Graduate Statistician – criteria for qualifications (CURRENTLY UNDER REVIEW BY PAC)

Applicants must meet at least one of the three criteria for qualifications set out below, which are based on an academic degree or equivalent in which a substantial amount of statistics has been studied to a suitably high level. The following notes might assist in interpreting the criteria.

For UK undergraduate Honours Degrees, the general guideline is that at least half of the final year should consist of statistical material of, at least, final Honours level. (For "enhanced" undergraduate degrees of MMath type, an appropriate interpretation of this is made.) The statistical material can include a project if it is part of the curriculum. It is likely that single-honours specialist degrees in Statistics would meet this requirement. So also might degrees with titles such as Mathematics and/or Statistics, or sometimes simply Mathematics, if there is substantial high-level statistics content. Joint degrees in Statistics and/or with other subjects where the high-level statistics content is substantial might also qualify.

For UK taught Masters degrees (usually MSc), an equivalent guideline of substantial high-level statistics content applies. MSc degrees specialising in statistics are likely to qualify.

For overseas degrees, a broad equivalence with UK degrees as set out above is required. The Society is normally guided by UK NARIC (the National Recognition Information Centre for the United Kingdom) in assessing the level of overseas degrees. In some cases, the level of MSc is a necessary requirement.

For research degrees, whether at Masters level (often called MPhil) or at Doctors level (PhD), it will often be necessary for an applicant to demonstrate a breadth of study as well as the depth that is inherent in research work. This might for example be achieved by taking some taught courses alongside the research work, or it might be implicit in an undergraduate degree obtained previously.

All qualification(s) are assessed for being appropriate by the Professional Affairs Committee. Some university courses are formally accredited; other cases are considered on an individual basis.

The third of the criteria refers to the Society's own professional examinations. It might be helpful to view the criteria in respect of university degrees in terms of a requirement for comparability with the breadth and depth of coverage of the Society's Graduate Diploma. Exact correspondence with the Society's syllabus is not expected, but there should be a broad equivalence. The Society's syllabus is available from the website by following links from <http://www.rss.org.uk/exams>.

Criteria

At least one of the following three criteria must be met.

1. A good UK Honours Degree (Class I or II) and/or an appropriate Higher Degree in Statistics or in a subject containing a substantial coverage of statistical theory, methods and practice. It will be necessary to know what modules/special subjects have been taken.
2. An appropriate Overseas Degree (in some cases an MSc will be the appropriate level) in Statistics or in a subject with a substantial coverage of statistical theory, methods and practice. It will be necessary to know what modules/special subjects have been taken.
3. The Graduate Diploma of the Royal Statistical Society or the Institute of Statisticians.

There is also a fourth criterion for award of Chartered Statistician status which may be used in *exceptional* circumstances. Details are in the Annex to this regulation.

Chartered Statistician – criteria for professional development

Applicants for Chartered Statistician status have to demonstrate professional development consisting of appropriate refereed professional statistical training and experience. It is acceptable for the training to be partly or wholly experiential, i.e. on-the-job.

Typically at least five years of a statistical career will be required to complete the necessary overall professional development. Applications should therefore normally be based on a five-year (full-time equivalent) history of professional statistical training and experience, normally since the date of the *first* academic award which would have qualified the applicant for Graduate Statistician status. Applicants must show that sufficient training and experience, in line with the Society's continuing professional development policy, have been acquired to satisfy the Professional Affairs Committee.

Any study, full-time or part-time, for a higher degree or any other qualification after the first on which Graduate Statistician status could have been awarded may be included in the period. In the case of PhD study, the norm is to allow this to count as one year of training/experience, on the basis that it is usually very deep but narrow. Any part-time work carried out alongside further full-time study can be included; details are needed.

In the very large majority of cases, the practical professional training/experience is acquired after the date of the first academic award which would have qualified the applicant for Graduate Statistician status. Occasional cases arise where an applicant has a five-year period of professional statistical training/ experience at an appropriate level *before* the date of that academic award, or spanning the time when a qualification was earned. An example might be a person who graduated in Mathematics from a course that contained only a little statistics, entered a professional statistical career and subsequently took an MSc in Statistics or perhaps completed the Society's Graduate Diploma. Such "retrospective" cases are considered by the Professional Affairs Committee. Applications should be made in the

standard way as outlined in these Notes for Guidance, but the applicant should make clear exactly what period(s) of professional training/experience are being offered, and how these relate to the date(s) of academic award(s). The training that led to the qualifying degree for Graduate Statistician status cannot be used as part of the five-year period.

Professional experience for Chartered Statistician

Any relevant practical professional statistical experience will be considered. The following list is indicative of types of experience but it is not exhaustive.

- Managing a statistics section
- Leading projects with a substantial amount of statistical analysis or modelling
- Undertaking statistical analysis of data and reporting on the results
- Having responsibility for the interpretation and presentation of statistical information
- Designing statistical databases and reporting systems
- Teaching statistical theory and methods, and their applications, in a practically oriented way; the teaching must normally be at or above a level equivalent to a UK Honours Degree in Statistics or the Royal Statistical Society Graduate Diploma
- Unsupervised statistical consultancy
- Generally recognised as having made a substantial contribution to the subject of statistics.

The experience must be refereed – see below.

Professional training for Chartered Statistician

Applicants must provide details of the professional statistical training, on-the job and/or formal, in which they have been engaged.

On-the-job training and the resulting professional development must be refereed – see below.

Formal training might for example include studying for a further qualification, or it might consist of attending short training courses or seminars of relevance to the job. Details of formal training should be provided by a profile indicating what has been done, and such a profile **must** be provided as part of any application which includes formal training. It may be included on the application form itself or provided separately. Its purpose is to provide a summary of activities undertaken. Applicants are strongly advised to consult the one-year exemplar continuing professional development (CPD) profiles for statisticians in various careers and at various stages in their careers that are available on the Society's website by following links from <http://www.rss.org.uk/cpd>.

Applicants will also keep appropriate documents and other supporting material, and are strongly advised to maintain a portfolio for this purpose. The contents of such a portfolio are at the applicant's discretion, but should be seen as a selection of key material. The Society does **not** believe that it will commonly be necessary or desirable for applicants to maintain extensive portfolios. Compact but informative portfolios are encouraged. A portfolio might contain a selection of the following items, or others, depending on the career of the applicant. The items in this list are offered as guidelines. The list is not intended to be prescriptive, nor should it be interpreted as an order of importance.

- (a) Publications, refereed.
- (b) Publications or presentations at conferences.
- (c) Internal organisation reports.

- (d) Internal presentations.
- (e) Training material, internal or external.
- (f) Other material in which the role of the applicant is acknowledged.
- (g) Extramural statistical work (this might include appropriate service on committees).

The portfolio should **not** be included as part of the application, but it must be available on request; the Professional Affairs Committee reserves the right to require sight of part or all of it.

Referees

At least two referees are required, and the referees must between them span the entire period on which the application is based. They must be able to comment authoritatively on the statistical aspects of the applicant's work and on the professional experience and any on-the-job professional training of the applicant. At least one referee should be in a position of seniority.

It is expected that in the majority of cases two referees will be sufficient, but this depends on the career development of the applicant. It is the responsibility of the applicant to provide sufficient referees.

Normally, all referees should themselves be statisticians and where possible should hold the professional qualification of CStat. It is however appreciated that some applicants will not be able to provide such referees, though in such cases applicants should endeavour to provide referees holding equivalent status in other professions

M: Subscription payments and concessionary rates

Relevant bye-law

29. *The Council shall determine the rates of the Basic Subscription and the Additional Subscription, subject to approval by a General Meeting or a Postal Ballot of the Fellows. Every Fellow shall pay the Basic Subscription. Every Professionally Qualified Fellow shall pay in addition to the Basic Subscription the Additional Subscription. Any Fellow registered as a Graduate Statistician shall pay in addition to the Basic Subscription a proportion of the Additional Subscription as determined by the Council and detailed in the Regulations. Subscriptions shall be due on such dates and shall be payable in such instalments as shall be specified in the Regulations. If the first subscription of a person elected as a Fellow or registered as a Professionally Qualified Fellow or Graduate Statistician is not paid within three months after the date of election or registration, the election or registration shall be void. The Council shall have power to determine concessionary rates as detailed in the Regulations, and subscription levels for the various grades of Associateship.*

Regulations

Stage 1: Setting the subscription rates for all categories of Fellowship and various grades of associateship

1. *Basic and additional subscription rates for Fellowship for the following calendar year shall initially be considered by Executive Committee which shall make recommendations to Council. Council, having considered the recommendations of the Executive Committee, shall recommend basic and additional subscription rates for Fellowship for the following calendar year to the Fellowship either at a general meeting or by postal ballot. The rates agreed by the Fellowship shall be those which shall apply.*
2. *The Basic Subscription rate, including all concessionary rates, shall entitle the Fellow to the provision of one journal series. Executive Committee shall recommend and Council shall determine the cost to Fellows, for the following calendar year, of a subscription to additional journal series. For those Fellows requiring additional journal series, the cost of each series required will be added to the basic rate of Fellowship.*
3. *The following formulae will be applied to the Basic Subscription rate to determine the subscription cost for each category of Fellowship. All subscription rates will be rounded up to the nearest pound. The formulae will be considered and ratified annually by Council on the recommendation of the Executive Committee*

Fellowship rates

The concessionary rate

1/2 x basic rate

The concessionary rate includes Economically developing areas (EDA), students, new graduates, retired people and those on a career break

Other categories of membership

e-students

free

e-teachers

free

Concessionary rates

Career break

A Fellow may take advantage of a 'career break' for maximum of five years and each year on renewal a declaration will be sought that the member is still eligible for this

concession. The annual subscription rate for 'career break' will be determined for the following year by Council

4. *Subscription rate for Chartered Statisticians: The Additional Subscription rate (ASR) payable by Chartered Statisticians will be determined as laid down in section 1 above and this amount will be added to the Basic Subscription rate for Fellowship.*

The following formula will be applied to the Additional Subscription rate to determine the concessionary rates for the Additional Subscription cost for Chartered Statisticians. This formulae will be considered and ratified annually by Council on the recommendation of Executive Committee.

Concessionary rate $1/2 \times \text{ASR}$

5. *Subscription rate for Graduate Statisticians: A deduction will be applied to the Additional Subscription rate (ASR) to determine the additional subscription costs for the various categories for Graduate Statisticians. This deduction will be considered and ratified annually by Council on the recommendation of Executive Committee.*

These amounts will be added to the Basic Subscription rates for Fellowship as determined in paragraph 3 above.

6. *Once approved, the revised subscription rates shall come into effect from 1 September each year for the following year for all categories of Fellowship and membership.*
7. *All individuals admitted to any category of Fellowship between 1 September and 31 December each year shall pay the full amount of subscription for the full year following their election. They shall receive limited services for the initial period until their full membership commences from the first day of the new year.*

Stage 2: Process for paying subscriptions

1. *Renewal notices for all categories of Fellowship shall be issued in December each year for the following year of membership.*
2. *Subscription payment for all categories of Fellowship members shall be due on 1 January of the subscription year.*
3. *Reminder notices shall be sent out to non-payers in February of each year.*
4. *If payment is not received by 31 March of a subscription year, all services from the Society shall cease until payment is received. In the case of a Chartered or Graduate Statistician, their name will be removed from the relevant Register.
If payment is not received by 30 June of a subscription year, the member will cease to be a Fellow or member of the Society.*
5. *Newly elected Fellows of the Society shall be invited to make their subscription payment as soon as their application has been approved.*
6. *If the first subscription of a person admitted as a Fellow or registered as a Professionally Qualified Fellow or Graduate Statistician is not paid within three months after the date of admission or registration, the admission or registration shall be void.*

Stage 3: *Determining concessionary rates*

1. *The Membership Services Honorary Officer and Operations Director will identify and consider categories of membership that should qualify for a concessionary rate, and recommend such rates to the meeting in Spring each year of the Executive Committee.*
2. *Executive Committee shall forward to Council for ratification recommendations for those categories of membership which should qualify for a concessionary rate and the rate which should apply to each category.*

N: Reinstatement to Fellowship

Relevant bye-law

34. *A person who has been a Fellow and who has ceased to be a Fellow for some cause other than expulsion may make a written application for reinstatement. If appropriate, the Executive Director or the Honorary Secretary may grant such reinstatement on such terms and conditions as may be prescribed in Regulations.*

Regulations

1. A person who has been a Fellow and who has ceased to be a Fellow for some cause other than expulsion and who now wishes to be reinstated as a Fellow of the Society shall apply in writing for reinstatement. The application shall be accompanied by payment of the subscription for the current year.
2. The Executive Director shall normally delegate the Director of Membership and Professional Affairs to consider the application and investigate the matter. Unless there is an adverse reason arising from the candidate's previous Fellowship, the Director of Membership and Professional Affairs shall grant reinstatement to Fellowship of the Society.
3. Upon the application for reinstatement being accepted, the person will be notified in writing and full Fellowship and services from the Society will be resumed.

If a Fellow has been censured and has been expelled from the Fellowship, or has resigned, pending disciplinary procedures, an application for reinstatement cannot be considered under the above regulations. In such a case, the person would be required to reapply for Fellowship and the application, together with the history of the case, would be submitted to Council or Executive Committee for decision.

O: Honorary Fellowship

Relevant bye-law

35. *Persons of distinction, whether Fellows or not, may be elected to Honorary Fellowship. The Council shall establish procedures for inviting Fellows to make proposals for election to Honorary Fellowship and for considering proposals made. The Council will make Regulations covering these procedures.*

Regulations

1. The Society will invite Fellows to make nominations for election to Honorary Fellowship in the spring of each year for election in the following year.
2. Nominations must be accompanied by a written statement of the grounds on which the proposal is made in relation to criteria set out by Council.
3. Nominations will be considered by a meeting of Honours Committee in the autumn of the year preceding the scheduled award. Honours Committee will then make recommendations to Council for the election of Honorary Fellowship.
4. A decision to elect a person as an Honorary Fellow will be made at the first meeting of Council in the year of the award. Council members must be given notice of a recommendation for an award, with details of the proposal, prior to the Council meeting. Three-quarters of Council members present must be in favour for an Honorary Fellow to be elected.

P & Q: General disciplinary procedures and disciplinary measures for Professionally Qualified Fellows and Graduate Statisticians

Relevant bye-law

38. *A Disciplinary Committee will be set up by the Council at the beginning of each session. The Committee shall comprise a Past-President (as Chair), together with six other Fellows, of whom none shall be drawn from the current Council and of whom no more than three shall be former members of the Council. If any of the six other Fellows is unable to participate as required during the session, the Chair is empowered to co-opt an alternate. There shall be a quorum only when at least five members of the Committee, including the Chair, are present at the meeting. Decisions of the Disciplinary Committee shall be passed if approved by a simple majority of those present and voting in person at the meeting. The Disciplinary Committee will be available to examine an allegation that a Fellow or Honorary Fellow has behaved in a manner that is for the dishonour of the Society.*

The Disciplinary Committee may submit to Council a proposed resolution for reprimand or expulsion from the Society if, after examining the allegation, it concludes that any such action would be appropriate. The conclusion of the Disciplinary Committee, with reasons, and any proposed resolution pertaining to it, shall be communicated in writing simultaneously to the Council and to the Fellow or Honorary Fellow who is the subject of the allegations.

39. *The Council may reprimand or expel from the Society a Fellow or Honorary Fellow after receiving from the Disciplinary Committee a conclusion that the Fellow or Honorary Fellow has behaved in a manner that dishonours the Society and a proposed resolution for reprimand or expulsion of the Fellow or Honorary Fellow. No such resolution shall be adopted until four weeks have elapsed since the conclusion of the Disciplinary Committee; the reasons for its conclusion and the proposed resolution were communicated in writing to that Fellow or Honorary Fellow.*
40. *The Council shall consider any appeal received from a Fellow or Honorary Fellow against a conclusion by the Disciplinary Committee that the Fellow or Honorary Fellow has behaved in a manner that is for the dishonour of the Society, or against a proposed resolution for expulsion or reprimand of the Fellow or Honorary Fellow, provided that the appeal is received by the Council within four weeks of the date when the conclusion of the Disciplinary Committee, the reasons for the conclusion, and the proposed resolution were communicated in writing to the Fellow or Honorary Fellow.*
41. *A Fellow or Honorary Fellow who is the subject of an allegation of having behaved in a manner that is for the dishonour of the Society shall be given the opportunity (with reasonable notice) of appearing and of being heard at a meeting of the Disciplinary Committee before the Committee reaches a conclusion in relation to the allegation. The Fellow or Honorary Fellow shall also have the same opportunity to attend and to be heard at a meeting of Council when it considers any appeal against the conclusion of the Disciplinary Committee or against any proposed resolution arising from it. The Fellow or Honorary Fellow may be accompanied in each case by one or two persons, who are also entitled to be heard, of whom no more than one may be a person who is not a Fellow of the Society.*
42. *The Council shall establish Regulations to be followed in the implementation of the above Bye-laws relating to disciplinary procedures.*
43. *The Professional Affairs Committee may impose disciplinary measures in relation to Professionally Qualified Fellows and Graduate Statisticians, including where*

appropriate removal from the relevant Register and, in appropriate cases, reinstatement to the relevant Register of any individual so removed. The Professional Affairs Committee shall establish Regulations to be followed in the use of such measures. These Regulations shall include provision for consideration by the Professional Affairs Committee of:

- (i) the performance of a Professionally Qualified Fellow or Graduate Statistician whose performance, it is alleged, has at any time fallen below the level of competence appropriate to the designation of Chartered Statistician or Graduate Statistician as the case may be;*
- (ii) the conduct of a Professionally Qualified Fellow or Graduate Statistician whose conduct, it is alleged, constitutes misconduct in relation to standards of conduct determined by the Professional Affairs Committee.*

Regulations

1. These are Joint Regulations of the Council and of the Professional Affairs Committee.
2. For the purposes of these Regulations, the term "Professionally Qualified" includes Chartered Statistician, Graduate Statistician status and Chartered Scientist.
3. A Disciplinary Committee shall be set up by the Council at the beginning of each session. The Committee shall comprise
 - a Past-President (as Chair)
 - three Fellows, of whom none shall be drawn from the current Council
 - Three Fellows nominated by the Professional Affairs Committee, of whom all shall hold Chartered Statistician (or MIS or FIS) status, none shall be drawn from the current membership of the Professional Affairs Committee, and none shall be drawn from the current Council.

No more than three of the six Fellows (other than the Past-President) shall be former members of the Council. If any of the six Fellows (other than the Past-President) is unable to participate as required during the session, the Chair is empowered to co-opt an alternate.

4. The Disciplinary Committee will be available to examine either or both of
 - (i) an allegation that a Fellow or Honorary Fellow has behaved in a manner that is for the dishonour of the Society,
 - (ii) an allegation concerning the performance and/or conduct of a Professionally Qualified Fellow in respect of Bye-law 43,

according to the Regulations as set out below.

5. In respect of 4(i), there shall be a quorum only when at least five members of the Disciplinary Committee, including the Chair, are present at the meeting. In respect of 4(ii), the Committee will be restricted to the Chair and the three Fellows nominated by the Professional Affairs Committee, and there shall be a quorum only when at least three of these members, including the Chair, are present at the meeting. Decisions of the Committee shall be passed if approved by a simple majority of those present and voting in person at the meeting. The Committee may convene in person or through appropriate telephone conferencing or other similar facilities, or both, and the quorum shall apply taking into account those present through the telephone.
6. Any allegation shall be submitted to the Society in writing together with any associated evidence. In the case of 4(ii) above, any allegation shall be in terms of the

Code of Conduct of the Society. The allegation shall be received by the Executive Director who shall designate a person, either him/herself, a member of staff or a Fellow, as the Designated Officer to process the case.

7. The Designated Officer shall call a meeting of the Disciplinary Committee to meet no later than six weeks after the receipt of the allegation by the Executive Director. This meeting shall consider whether the allegation constitutes a prima facie case in respect of either or both of 4(i) and 4(ii) above.
8. If the Disciplinary Committee decides that the allegation does not constitute a prima facie case in respect of either 4(i) or 4(ii), the allegation shall be dismissed. The Disciplinary Committee shall report this, as a matter of fact and without naming any individuals involved, to the Council and, if the allegation had been made against a Professionally Qualified Fellow, to the Professional Affairs Committee.
9. If the Disciplinary Committee decides that the allegation constitutes a prima facie case in respect of 4(i) but not 4(ii), Regulation 12 and the Regulations shown under A below shall apply. If the allegation had been made against a Professionally Qualified Fellow, the Disciplinary Committee shall report its decision that there is no prima facie case under 4(ii) to the Professional Affairs Committee, as a matter of fact and without naming any individuals involved.
10. If the Disciplinary Committee decides that the allegation constitutes a prima facie case in respect of 4(ii) but not 4(i), Regulation 12 and the Regulations shown under B below shall apply. The Disciplinary Committee shall report its decision that there is no prima facie case under 4(i) to the Council, as a matter of fact and without naming any individuals involved.
11. If the Disciplinary Committee decides that the allegation constitutes a prima facie case in respect of both 4(i) and 4(ii), Regulation 12 and the Regulations shown under C below shall apply.
12. If the Disciplinary Committee decides that the allegation constitutes a prima facie case in respect of either 4(i) or 4(ii) or both, the Designated Officer shall call a meeting of the Committee to consider the case, the meeting to be held no later than thirteen weeks after the receipt of the allegation by the Executive Director. The Committee shall have the right to hear witnesses or to consider written evidence or submissions. The Fellow or Honorary Fellow who is the subject of the allegation shall be given the opportunity (with notice of not less than four weeks) of appearing and of being heard at a meeting of the Disciplinary Committee, before the Committee reaches a conclusion in relation to the allegation. The Fellow or Honorary Fellow shall have access to the original allegation and to any written submissions or evidence. The Fellow or Honorary Fellow shall have the right to be present when the Committee hears any witness and may question the witnesses. The Fellow or Honorary Fellow shall have the right to call any witness. The Fellow or Honorary Fellow may be accompanied by one or two persons, who are also entitled to be heard, of whom no more than one may be a person who is not a Fellow of the Society. At any stage the Disciplinary Committee may appoint a legal adviser to assist in matters of law or procedure. Such adviser may be present at any hearing and may give such advice to members as is requested by them.

A. Case under 4(i) but not 4(ii)

13. The Disciplinary Committee shall dismiss an allegation if it considers that the case is not well founded, and shall report this to the Council as a matter of fact without naming any individuals involved. Otherwise, the Disciplinary Committee may submit to Council a proposed resolution for reprimand or expulsion from the Society if, after

examining the allegation, it concludes that any such action would be appropriate. The conclusion of the Disciplinary Committee, with reasons, and any proposed resolution pertaining to it, shall be communicated in writing simultaneously to the Council and to the Fellow or Honorary Fellow who is the subject of the allegation, no more than one week after the close of the meeting of the Disciplinary Committee.

14. Council shall consider the conclusion of the Disciplinary Committee and any proposed resolution pertaining to it not less than five weeks after the close of the meeting of the Disciplinary Committee.
15. The Fellow or Honorary Fellow may appeal against a conclusion by the Disciplinary Committee, or against a proposed resolution for expulsion or reprimand, provided that the appeal is received by the Designated Officer within four weeks of the date when the conclusion of the Disciplinary Committee, the reasons for the conclusion, and the proposed resolution were communicated in writing to the Fellow or Honorary Fellow. Council shall consider the appeal at the same time that it considers the conclusion of the Disciplinary Committee and any proposed resolution. The Fellow or Honorary Fellow shall have the opportunity to attend and to be heard at the meeting of Council when it considers any appeal against the conclusion of the Disciplinary Committee or against any proposed resolution arising from it. The Fellow or Honorary Fellow may be accompanied by one or two persons, who are also entitled to be heard, of whom no more than one may be a person who is not a Fellow of the Society.
16. Council may reprimand or expel from the Society a Fellow or Honorary Fellow after receiving from the Disciplinary Committee a conclusion that the Fellow or Honorary Fellow has behaved in a manner that dishonours the Society and a proposed resolution for reprimand or expulsion of the Fellow or Honorary Fellow.

B. Case under 4(ii) but not 4(i)

17. The Disciplinary Committee shall dismiss an allegation if it considers that the case is not well founded, and shall report this to the Professional Affairs Committee as a matter of fact without naming any individuals involved. Otherwise, the Disciplinary Committee may submit to the Professional Affairs Committee a proposed resolution for reprimand or removal of Professionally Qualified status if, after examining the allegation, it concludes that any such action would be appropriate. The conclusion of the Disciplinary Committee, with reasons, and any proposed resolution pertaining to it, shall be communicated in writing simultaneously to the Professional Affairs Committee and to the Fellow or Honorary Fellow who is the subject of the allegation, no more than one week after the close of the meeting of the Disciplinary Committee.
18. The Professional Affairs Committee shall consider the conclusion of the Disciplinary Committee and any proposed resolution pertaining to it not less than five weeks after the close of the meeting of the Disciplinary Committee.
19. The Fellow or Honorary Fellow may appeal against a conclusion by the Disciplinary Committee, or against a proposed resolution for removal of Professionally Qualified status, provided that the appeal is received by the Designated Officer within four weeks of the date when the conclusion of the Disciplinary Committee, the reasons for the conclusion, and the proposed resolution were communicated in writing to the Fellow or Honorary Fellow. The Professional Affairs Committee shall consider the appeal at the same time that it considers the conclusion of the Disciplinary Committee and any proposed resolution. The Fellow or Honorary Fellow shall have the opportunity to attend and to be heard at the meeting of the Professional Affairs Committee when it considers any appeal against the conclusion of the Disciplinary Committee or against any proposed resolution arising from it. The Fellow or Honorary Fellow may be accompanied by one or two persons, who are also entitled to be

heard, of whom no more than one may be a person who is not a Fellow of the Society.

20. The Professional Affairs Committee may reprimand or remove Professionally Qualified status from a Fellow or Honorary Fellow after receiving from the Disciplinary Committee a conclusion that the performance and/or conduct of the Fellow or Honorary Fellow has been unsatisfactory in terms of Bye-law 43 and a proposed resolution for such removal.

C. Case under 4(i) and 4(ii)

21. The entire Disciplinary Committee will consider the case under 4(i). The restricted Committee as described in Regulation 5 above will consider the case under 4(ii). The Committee will reach conclusions under 4(i) and 4(ii) separately.
22. The case under 4(i) will be dealt with as under Regulations 13 to 16 above. If the outcome is that the Fellow or Honorary Fellow is expelled from the Society, the need for further consideration of the case under 4(ii) disappears.
23. If the outcome of the case under 4(i) is other than that the Fellow or Honorary Fellow is expelled from the Society, the case under 4(ii) will then be dealt with as under Regulations 17 to 20 above.

R: Measures for Professionally Qualified Fellows who fail to meet required standards

Relevant bye-law

44. *The Professional Affairs Committee may impose measures in relation to Professionally Qualified Fellows who fail to meet the required standards for the maintenance of professional competence. These measures may include where appropriate removal from the relevant Register and, in appropriate cases, reinstatement to the relevant Register of any individual so removed. The Professional Affairs Committee shall establish Regulations to be followed in the use of such measures.*

Regulations

Professionally Qualified Fellows who hold the award of Chartered Scientist from the Society, acting as a Licensed Body of the Science Council, will need to confirm their compliance with the Society's CPD Policy on an annual basis. The Professional Affairs Committee will oversee a process which is in accord with the guidance to Licensed Bodies on the annual monitoring of CPD for Chartered Scientists issued by the Science Council. Chartered Scientists who fail to meet the requirements of the Society's process will be removed from the register of Chartered Scientists.

S: Ordinary Meetings

Relevant bye-law

62. *Ordinary Meetings may be chaired by the President, or by any Fellow nominated for this purpose in accordance with the Regulations.*

Regulations

1. Ordinary Meetings will normally be chaired by the President or Chairs of the Sections as appropriate.
2. The chair of the meeting will be appointed by the Honorary Officer for Meetings & Conferences, in consultation with the President and the Honorary Officer for Sections, Local Groups & Study Groups.

T; The appointment of Vice Presidents

Relevant bye-law: 65. The Council shall have power to appoint, from the Society's Fellowship, up to four Vice-Presidents at any one time, such appointments to be for one Session at a time. Any Vice-President who is not an ordinary member of the Council shall be a co-opted member of the Council.

Regulations:

1. The Executive Director shall report to Council annually:
 - a) The areas of work which Vice Presidents preside over.
 - b) The Vice Presidents appointed by Council for the current session.
 - c) The length of service of each Vice President, noting particularly the number of sessions that each Vice President has served in the last ten consecutive sessions.
 - d) Whether or not each Vice President is a past or present elected member of Council.
2. Vice Presidents shall inform the President no later than the end of January whether, subject to Council approval, they would wish to continue in the next session. Taking into account the information received, the President shall recommend to Council for approval electronically by the end of February,
 - a) the current Vice Presidents who shall continue into the next session;
 - b) the vacancies that thereby exist for portfolios in the following session;
 - c) proposals for establishing search committees to identify potential appointees to the vacancies.
3. The vacancies for Vice Presidents and the portfolios they are likely to fill in the first instance are to be advertised to Fellows by the end of April.
4. In the period April – June, each search committees shall conduct a transparent search process and identify new Vice Presidents. This will involve the search committee in drawing up and publishing job descriptions and person specifications, the consideration of suggestions and applications received, and the approach to the candidates deemed most appropriate.
5. Where possible, in July, Council shall confirm the Vice Presidents and portfolios for the following session.
6. In the period July – December, the new Vice Presidents shall shadow existing Vice Presidents to gain experience of the work which they will be undertaking.

U: The appointment of Honorary Officers

Relevant bye-law

67. *The Honorary Officers shall be appointed or re-appointed annually from amongst the Fellows by the Council. At any given time at least half of the Honorary Officers shall be current or past elected members of the Council and the minimum and maximum numbers of Honorary Officers shall be as laid down in Regulations. No Honorary Officer shall serve as such for more than six Sessions in any period of ten consecutive Sessions. The Council shall designate one of the Honorary Officers as Honorary Secretary and one as Honorary Treasurer; the Honorary Secretary and Honorary Treasurer in office at the date of adoption of these Bye-laws shall continue in office subject to the maximum period of office set out above.*

Regulations

1. The Executive Director shall report to Council annually:
 - a) The areas of work which Honorary Officers preside over.
 - b) The Honorary Officers appointed by Council for the current session.
 - c) The length of service of each Honorary Officer as an Honorary Officer, noting particularly the number of sessions that each Honorary Officer has served in the last ten consecutive sessions.
 - d) Whether or not each Honorary Officer is a past or present elected member of Council.
2. Honorary Officers shall inform the President no later than the end of January whether, subject to Council approval, they would wish to continue as an Honorary Officer in the next session. Taking into account the information received, the President shall recommend to Council for approval electronically by the end of February,
 - a) the current Honorary Officers who shall continue into the next session;
 - b) the vacancies that thereby exist for portfolios in the following session;
 - c) proposals for establishing search committees to identify potential appointees to the vacancies.

In formulating recommendations, the President shall ensure that there shall be a minimum of five Honorary Officers and a maximum of twelve in the following session.

3. The vacancies for Honorary Officers and the portfolios they are likely to fill in the first instance are to be advertised to Fellows by the end of April.
4. In the period April – June, each search committees shall conduct a transparent search process and identify a new Honorary Officer. This will involve the search committee in drawing up and publishing job descriptions and person specifications, the consideration of suggestions and applications received, and the approach to the candidates deemed most appropriate.
5. Where possible, in July, Council shall confirm the Honorary Officers and portfolios for the following session. In approving the list, Council shall ensure that at least half of the Honorary Officers will be current or past elected members of Council. Council shall designate one of the Honorary Officers as Honorary Secretary and one as Honorary Treasurer for the following session.
6. In the period July – December, the new Honorary Officers shall shadow existing Honorary Officers to gain experience of the work which they will be undertaking.
7. Somewhat longer periods of shadowing are desirable for the themes of Finance and Staffing. Whenever possible, forthcoming vacancies for these themes shall be determined two years in advance and the recruitment process shall follow the timetable in the paragraphs above but one year in advance, so that the Honorary

Officers designate in Finance and in Staffing will shadow their predecessors for 18 months.

V: Financial conduct of the Society

Relevant bye-law

68. *The Honorary Treasurer shall be responsible for overseeing the financial conduct of the Society under the direction of the Council and in accordance with Regulations. The accounts of the Society shall be made up to 31st December in every year and an abstract of them, together with the report of the Auditor thereon, shall be sent to Fellows in accordance with the Bye-laws.*

Regulations

1 Keeping of proper accounts

- 1.1 The Honorary Treasurer will normally delegate the responsibility for receipts and payments of all moneys due to or owing by the Society, and the keeping of proper accounts to the Finance Director, who reports directly to the Executive Director. The Finance Director will ensure that all appropriate controls are in place, and that all accounting and tax matters are dealt with in accordance with current regulations.
- 1.2 The Honorary Treasurer will normally delegate the responsibility for maintaining the proper records of all assets and liabilities of the Society to the Finance Director.
- 1.3 The Honorary Treasurer will retain the overall right to investigate and report on any aspect of the financial systems and controls.
- 1.4 The Finance Director will produce timely management reports in accordance with instructions from the Executive Director. The Executive Director will consider such reports to ensure that the Society's finances are being conducted in accordance with Council decisions. Regular timely reports detailing the current financial position will be presented to Trustees.
- 1.5 The commercial hiring of rooms and catering, and training courses are provided by RSS (Services) Ltd and the Finance Director and Executive Director will have the same responsibilities for the accounts of this trading company as for the Society.

2 Annual Accounts

- 2.1 The financial year will run from 1 January to 31 December each year. The Finance Director will be responsible for drafting Statutory Accounts for audit in compliance with current regulations.
- 2.2
- 2.2 The full draft audited accounts and auditors' report will be presented to Council for its approval.

3 Budgets and delegated authorisation

- 3.1 Each year the Senior Management Team under the direction of the Executive Director will draw up a detailed three-year budget. This budget will be considered by the Executive Committee.

- 3.2 The Council will delegate to the Executive Director the authority to commission all items of expenditure in compliance with the approved budget. The Executive Director may delegate control of named budget lines to individual members of staff as appropriate. However the Executive Director will not delegate control of the staff salary and related costs budgets.

4 Cheque & Bank authority signing

- 4.1 Cheques up to £5,000 - any two signatories from the staff Directors, the Honorary Treasurer, the Honorary Secretary and two other Trustees designated by Council, who shall be either Honorary Officers or members of the Council
- 4.2 Cheques over £5,000 - any two signatories from the Executive Director, the Honorary Treasurer, the Honorary Secretary and two other Trustees designated by Council, who shall be either Honorary Officers or members of the Council

5 Investments

- 5.1 Investments will be conducted in accordance with the Investment Policy of Council.

6 *RSS(Services) Ltd profits*

- 6.1 RSS (Services) Ltd will Gift Aid any profit to The Royal Statistical Society.