

ROYAL STATISTICAL SOCIETY BYLAWS

Definitions

1. In these Bylaws, unless the context otherwise requires:
 - I. "Registers" means the Register of Professionally Qualified Fellows and the Register of Graduate Statisticians and Register of Data Analysts;
"Registrant" means a member who appears on one of the registers.
 - II. "Regulations" means subsidiary rules created and amended by Council for the conduct of the business of the Society;
 - III. "Year" "or session" means calendar year;
 - IV. Words importing only the masculine, or the feminine gender shall include all genders;
 - V. Words importing only the singular shall include the plural and vice versa;
 - VI. "In writing" and "written" shall include all modes of representing words in a visible form including electronic form.

Membership of the Society

2. Members of the Society shall be known as Fellows of the Society but without the right to use post-nominals unless they are also Chartered or Graduate Statisticians or Data Analysts.

Voting members

- 2.1 (a) Professionally Qualified Fellows shall be those registered as Chartered Statisticians who may use the postnominal 'CStat.'
- (b) The requirements for registration as a Chartered Statistician are provided in the Regulations, and admission to, and removal from, the Register of Chartered Statisticians is regulated by the Professional Affairs Committee as provided in Bylaw 19.
- 2.2 Ordinary Fellows (known as Fellows).
- 2.3 (a) There shall be a category of Graduate Statisticians whose members may continue to use the postnominal 'GradStat.'
- (b) The requirements for registration as a Graduate Statistician are provided in the Regulations, and admission to, and removal from, the Register of Graduate Statisticians is regulated by the Professional Affairs Committee as provided in Bylaw 19.
- 2.4 (a) There shall be a category of Data Analysts whose members may continue to use the descriptor 'Data Analyst.'
- (b) The requirements for registration as a Data Analysts are provided in the Regulations, and admission to, and removal from, the Register of Data Analysts is regulated by the Professional Affairs Committee as provided in Bylaw 19.
- 2.5 There shall also be a closed category of Professionally Qualified Fellows who are not Chartered Statisticians but who, before 1st January 1993, were Fellows or Members of the former Institute of Statisticians and who may continue to use the post-nominals of 'FIS' or 'MIS'.
- 2.6 Each Fellow shall pay an annual membership subscription of such amount as the

Council shall decide from time to time and shall have one vote on every matter decided at any General Meeting.

Non-Voting Fellows

3. 3.1 Honorary Fellows to be elected by the Council according to criteria provided in the Regulations.

3.2 Each non-voting Fellow shall not pay an annual membership subscription unless the Council shall at any time decide otherwise and shall not have a vote on any matter decided at any General Meeting.

Admission to membership

4. 4.1 Every candidate for membership shall complete an application form as required by Council.

4.2 Every application for membership shall be considered in accordance with the Regulations and those candidates deemed suitable shall be admitted to Fellowship.

4.3 A person who fails to be admitted to membership may appeal to the Council in writing, and the Council shall reconsider the application and notify the candidate in writing giving its reasons for its decision.

Payment of subscriptions

5. The Council shall determine the annual subscription rates for all categories of membership and registration. 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 newly elected member or newly registered Chartered Statistician, Graduate Statistician or Data Analyst 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.

6. Nothing herein contained shall affect the rights of any member who prior to 14th October 1970 shall have paid a composition fee in lieu of future Subscriptions.

Withdrawal of members or Registrants

7. Any member or Registrant whose subscription (or registration fee) is not in arrears may withdraw from the Society by sending a notification of resignation to the Society.

Default of members or Registrants

8. Any member or Registrant who has not paid the subscription (or registration fee) within three months after the due date shall cease to receive any benefits provided by the Society until payment is received. Any member or Registrant who has not paid the outstanding subscription (or registration fee) within six months after the due date shall cease to be a member or Registrant of the Society.

Reinstatement

9. A person who has been a member or Registrant and who has ceased to be a member or Registrant for some cause other than expulsion may make a written application for

reinstatement. If appropriate, the Council may grant such reinstatement to membership and the Professional Affairs Committee may grant reinstatement to registration, on such terms as may be prescribed in Regulations.

Honorary Fellowship

10. Persons of distinction, whether Fellows or not, may be elected to Honorary Fellowship. The Council shall establish procedures for inviting Fellows to nominate a candidate for election to Honorary Fellowship. The Council will consider such nominations.
11. Honorary Fellows who are, or are eligible to be, registered as Chartered Statisticians may be so registered. Honorary Fellows shall not be entitled to be Honorary Officers or members of the Council or of the Professional Affairs Committee.

The Council

12 12.1 The Council shall have overall responsibility for achieving the Objects and exercising the powers of the Society subject to challenge by its members in General Meeting, and the Council members shall be the trustees of the Society, as the Society is a registered Charity, responsible for managing its assets and liabilities accordingly and employing a Chief Executive and such other staff as necessary to undertake its obligations and implement its decisions to do so.

12.2 The Council shall meet as often as it considers to be necessary. There shall be a quorum only when at least ten members of the Council are present at the meeting. Unless otherwise provided by these Bylaws, decisions of the Council shall be made by a simple majority of those present and voting in person at the meeting or by a postal ballot.

Membership of the Council

13. The Council shall consist of:
 - (a) the President, and
 - (b) twenty-four other Fellows of the Society who shall be elected by the Fellowship, and
 - (c) any Vice Presidents and other Honorary Officers who shall be persons who may or may not be elected by the Fellowship, and
 - (d) the most recent Past-President who is willing to serve on the Council, and
 - (e) those members of the Council in Office at the date of adoption of these Bylaws shall continue in office until the end of the current Session.

14 14.1 A 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 member shall serve as such for more than four consecutive Sessions, except those members, filling casual vacancies, who are subsequently elected under the provisions in the Bylaws, may serve consecutively a further period of four Sessions as an elected member in addition to their period as a casual member. A member who was in office at the date of adoption of these Bylaws 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.

14.2 A member, who takes up an officer role while still serving as an elected Council member, shall assume the Officer ship forthwith thus becoming an Officer member of Council and vacating the position of elected member of Council position so causing a casual vacancy for the remainder of that period of Office.

14.3 The Office of any members of the Council shall be vacated if they:

- (a) resign it by notice to the Society in writing;
- (b) cease to be a Fellow;
- (c) become incapable by reason of sickness;
- (d) become bankrupt or suspend payments of debts or compounds with their creditors;
- (e) are absent from meetings of the Council continuously for 12 months without the consent of the Council;
- (f) are disqualified from being a charity trustee under the Charities Act;
- (g) are removed from membership of the Council by a resolution of the Council but subject to an appeal as provided in the Regulations.

Casual Vacancies

15. Any casual vacancy occurring among the members of the Council, or in the office of Auditor, including any not filled at the Annual General Meeting, may be filled by co-option by the Council for the remainder of the term of the vacancy. Co-opted members of Council may subsequently be nominated to stand immediately for election as a member of Council to serve a full term of four Sessions as an elected member. The existing members of the Council may act notwithstanding any casual vacancy in their number. Any casual vacancy occurring in the Presidency may be filled by co-option by the Council until such time as a new President is elected.

Regulations

16. The Council may make, amend, suspend, or repeal Regulations respecting the work of the Society provided that such action shall not be inconsistent with the Charter of the Bylaws. With regards to the Regulations relating to Bylaws 22 and 23, the PAC will have delegated responsibility to make, amend, suspend, or repeal Regulations for the approval of Council.

Delegation by Council

17. The Council may delegate implementation of its decisions to any person or committee as it thinks fit but it shall not purport to delegate any liability for loss caused by wrongful action by such delegates.

Custody of the Common Seal

18. The Council shall have the custody of the Common Seal of the Society and shall make regulations to ensure against its misuse.

Professional Affairs Committee

19. The Professional Affairs Committee (PAC), shall be the registration authority for admission to the Register of Chartered Statisticians exercising authority delegated from Council. Its membership shall be:
- (a) a Chair appointed in accordance with the Bylaws; 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 as described

in the Regulations and approved by the PAC and Council.

20. The Chair of the PAC shall be a Vice President of the Society and a Professionally Qualified Fellow.
21. Any casual vacancy occurring among the members of the PAC (except that of Chair) may be filled by the co-option of a Professionally Qualified Fellow by the PAC. Anyone so appointed shall hold office only until the termination of the period of office of the person causing the vacancy. However, the existing members of the PAC may act notwithstanding any casual vacancy in their number.
22. The PAC shall determine its own proceedings, as detailed in the regulations, and shall implement its own decisions reporting, through its minutes, to the Council which normally shall not challenge those decisions. The quorum shall be half the number of elected members of the PAC including the chair. Decisions shall be made by a simple majority of those present and voting in person at the meeting or by a Postal Ballot.
23. On behalf of Council in furtherance of the objects of the Society, the PAC as the registration authority shall:
 - (a) establish and maintain Registers for the purpose of registering as Chartered Statisticians as Graduate Statisticians and of Data Analysts. Those to be registered shall satisfy the Committee that:
 - (i) they have achieved such standards of education and training and acquired such experience as satisfies the standards and criteria referred to in paragraph (b) below; or
 - (ii) they have otherwise demonstrated their competence to a standard which the PAC considers to be equivalent to the standards and criteria referred to in paragraph (b) below;
 - (b) establish, maintain, and regularly review, in relation to individuals seeking registration as Chartered Statisticians or Graduate Statisticians or Data Analysts in collaboration with such industrial and commercial organisations and academic institutions and other persons as the PAC may from time to time consider appropriate:
 - (i) 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) levels of accreditation and validation of 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 or Data Analyst;
 - (c) assess applications for registration as Chartered Statisticians or Graduate Statisticians or Data Analysts determining in each case whether registration should be allowed;
 - (d) assess applications for registration as Chartered Statisticians from persons holding appropriate professional qualifications from other countries;
 - (e) accredit universities and such other organisations for such purposes as the PAC may determine from time to time;
 - (f) provide suitable arrangements for appeals against decisions by the Committee to be considered by suitably qualified persons not involved in the initial decision;
 - (g) prepare, maintain, and enforce a code of professional conduct to which all Registrants shall be required to conform;
 - (h) establish standards for the maintenance of professional competence by

- Registrants;
- (i) publish the standards and criteria referred to in this Bylaw;
 - (j) encourage the provision of education, training and experience leading to the satisfaction and maintenance of these standards and criteria;
 - (k) have the power to enquire into any complaints received by the Society in respect of professional behavior or competence of any Chartered Statisticians and any Graduate Statisticians and of any Data Analysts in accordance with the Disciplinary Procedures published by the PAC and included in the Regulations;
 - (l) impose disciplinary and other measures in relation to Chartered or Graduate Statisticians or Data Analysts who are found to be in breach of the code of professional conduct;
 - (m) have the power to delegate any of its functions, duties, or responsibilities to a sub-committee of its members, or other individuals, or to an individual, as provided by the Charter, provided that the Committee shall ensure:
 - (i) that the sub-committee or individuals or individual to which the function, duty or responsibility is delegated is informed about the scope of the Society's powers;
 - (ii) that the sub-committee or individuals or individual is informed about the scope of the delegated authority;
 - (iii) that there are in place arrangements for reporting to the Committee, wherever appropriate on a regular basis, in such a way that the Committee can ratify the decisions made (other than administrative decisions) and to satisfy itself that the sub-committee or individual has complied with the terms of the delegation;
 - (n) carry out such other duties as may be delegated to the Committee by the Council from time to time.

Meetings of the Society

General Meeting, whether Special or Annual

- 24. The President shall normally preside at any General Meeting but may appoint any Fellow (normally a Vice-President or Past-President) to preside instead. If the President and any such appointee are absent from the Meeting, a Chair shall be elected to preside by and from the Fellows present.
- 25. Persons who are not Fellows may be present and may speak during a General Meeting at the discretion of the Chair, but shall not have a vote.
- 26. No business shall be transacted at any General Meeting unless a quorum of twenty Fellows is present when the Meeting proceeds to business. If within half an hour after the time appointed for any General Meeting a quorum is not present:
 - (a) if the Meeting were convened at the request of Fellows as provided in the Bylaws, it shall be dissolved;
 - (b) if the Meeting were convened at the instigation of Council, it shall stand adjourned to a date to be decided at the right time by the Council when those Fellows present shall be the quorum.
- 27. The Chair of any General Meeting may, with the consent of the Meeting or at the direction of the Meeting, adjourn the Meeting from time to time and from place to place, but no new business shall be introduced at the adjourned Meeting.
- 28. At any General Meeting, resolutions put to the vote of the Meeting shall be decided by

a simple majority on a show of hands, unless a vote by ballot is demanded by at least ten Fellows before or on the declaration of the result of a show of hands, in which case the ballot shall be taken forthwith under the direction of the Chair of the Meeting. In the case of an equality of votes, the Chair of the Meeting shall have a second and casting vote. A Fellow who is unable to be present at a General Meeting, but who wishes to vote at the meeting may do so by submitting a proxy vote, as provided in the Regulations, naming the Chair as proxy.

29. The minutes of every General Meeting shall be approved at the next following Annual General Meeting.

Annual General Meetings

30. An Annual General Meeting (AGM) shall be held within fifteen months of the previous AGM at such time and place as the Council shall direct. At least 14 days' notice of every Annual General Meeting shall be sent to Fellows. The Report of the Council on the activities of the Society during the previous session, and a copy of the audited accounts for the previous financial year together with the report of the Auditor thereon shall be available to members electronically at least seven days in advance of the AGM for all members.
31. The business of the Annual General Meeting shall be:
 - (a) to discuss and approve (after correction if necessary) the minutes of the previous AGM and any General Meetings as appropriate;
 - (b) to discuss, and, if thought fit, to approve the report of the Council and the accounts;
 - (c) to confirm the election of an Auditor as recommended by Council;
 - (d) to discuss any other matters raised by any member relating to the management of the Society. In respect of such matters:
 - (i) they shall be notified to the Chief Executive in time for inclusion on the call notice;
 - (ii) they, with supporting details, shall be available to members electronically at least seven days before the meeting; and
 - (iii) any decision taken thereon at the meeting shall take the form of a recommendation to Council, or a resolution for a Special General Meeting.

Special General Meetings

32. A Special General Meeting may be called at any time by order of the Council. Proxies shall be available for those members who are unable to be present.
33. A Special General Meeting shall be called to be held within 30 days of the date of call:
 - (a) by order of Council;
 - (b) by the Chief Executive on receipt of a written request signed by at least twenty Fellows, in which the resolutions to be moved are specified, or
 - (c) following a resolution of an Annual General Meeting, in which the resolutions to be moved are specified.
34. At least 14 days' notice of any Special General Meeting shall be sent to Fellows, and the resolutions to be moved shall be stated in the announcement. No business shall be brought forward at any Special General Meeting other than that specified in the announcement of the meeting.

Discussion Meetings

35. Discussion Meetings of the Society shall be held at such times and places as the Council shall direct for the reading and discussion of papers, reports, and communications on subjects of interest to Fellows. Discussion Meetings shall normally be open to all persons, whether Fellows of the Society or not, and no quorum shall operate.

Officers

The President

36. The President shall not hold Office as such normally for more than two consecutive sessions. The President shall be elected by the Fellowship according to the procedure provided in the Regulations and shall be co-opted to the Council for the session before taking Office.
37. The President shall normally preside at any meeting of the Council but may appoint any member of the Council (normally a Vice-President or Past-President) to preside instead. If the President and any such appointee are absent from the Meeting, a Chair shall be elected to preside by, and from, the members of the Council present.

Vice-Presidents and Past-Presidents

38. The Council shall have power to appoint, from the Society's Fellowship, up to four Vice-Presidents at any one time, each to serve normally for four sessions as such. Any Vice-President who is not an ordinary member of the Council at the time of appointment shall be co-opted as a member of the Council.
39. Every President, on ceasing to hold Office as such, shall be designated a Past-President of the Society while remaining a Fellow.

Honorary Officers

40. The Honorary Officers shall be appointed or re-appointed annually from amongst the Fellows by the Council normally for four sessions. 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 Treasurer; the Honorary Treasurer in Office at the date of adoption of these Bylaws shall continue in Office subject to the maximum period of Office set out above.

Honorary Treasurer

41. 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.
42. The accounts of the Society shall be made up to 31st December in every year and, together with the report of the Auditor thereon, shall be posted on the Society's website.

Auditor

43. Each year the Council shall recommend to the members at the Annual General

Meeting, and the Fellows shall confirm if they so wish, an Auditor of the Society, who shall be a person qualified to conduct the audit of accounts of registered companies. The Auditor shall hold office until the conclusion of the next Annual General Meeting, shall audit the Society's accounts for the financial year concerned, and shall report to the Fellows on the accounts laid before the next following Annual General Meeting.

Notices

44. Any communication may be sent on behalf of the Council to any Fellow by sending it prepaid through the post or by electronic means. Any communication shall be deemed to have been served by the third day following that on which it was posted or within twenty-four hours if sent electronically. In proving such service or delivery it shall be sufficient to certify that the communication was properly addressed and posted or transmitted. The accidental omission to give notice of any meeting to, or the non-receipt of a notice by, any Fellow shall not invalidate the proceedings at any meeting.

ROYAL STATISTICAL SOCIETY

REGULATIONS

Introduction

These regulations are written under the guidance of the Executive Committee and are reviewed by the Council on an annual basis. They form the standard operating procedures which Society staff will follow to enact the relevant Bylaw.

MEMBERSHIP

A. Joining and re-joining the RSS (Royal Statistical Society) as a Fellow

- 1.1 Applicants must complete and submit an application form provided by the Society, either online or in print format.
- 1.2 All services from the Society will commence upon receipt of payment, or upon successful set-up of a Direct Debit instruction, for the subscription year in which the Fellow is joining.
- 1.3 Should the Director of Membership and Professional Affairs have any concern about a particular applicant, the matter may be referred to the Honorary Officer for Membership, or another Honorary Officer for further investigation and decision.
- 1.4 If an applicant is considered unsuitable for membership, they will be informed in writing of the decision and the reasons for the decision. They may appeal in writing, and this will be reconsidered by the Honorary Officer or other Officers of the Society. The applicant will be notified in writing of the decision and the reasons for the decision.
- 1.5 Fellows whose membership has lapsed may re-join the Society via the same application process as a new applicant.
- 1.6 Former CStat and GradStat members wishing to re-join within three years of their membership lapsing must first re-join as a fellow and may then contact the membership team to request to have their professional status reinstated without the need to re-apply. The Professional Affairs Committee reserves the right to deny this request or to ask for suitable evidence to be supplied.
- 1.7 Former CStat and GradStat members wishing to re-join more than three years after their membership lapsing must go through the full application process again.

B. Nomination and election of Honorary Fellows

- 2.1 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.
- 2.2 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.

2.3 Nominations will be considered by a meeting of Honours Committee in the last quarter of the year preceding the scheduled award. Honours Committee will then make recommendations to Council for the election of Honorary Fellowship.

2.4 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.

2.5 Three-quarters of Council members present must be in favour for an Honorary Fellow to be elected.

C. Subscription setting, payments and concessionary rates

3.1 Basic and additional subscription rates for Fellowship for the following calendar year shall be agreed by Council.

3.2 Subscription payment is due annually in advance, either in one payment or a payment plan such as Direct Debit.

3.3 The Basic Subscription rate, including all concessionary rates, shall entitle the Fellow to the provision of one electronic journal series. 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.

3.4 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.

Concessionary Fellowship rates

The following categories are entitled to receive a concessionary rate of 0.5 x basic rate:

3.5 Fellows who are retired and declare that they do not have an earned income of over £12,500

3.6 Fellows in full-time higher education or undertaking a full- or part-time PhD

3.7 Fellows who are new graduates – for a maximum period of five years

The following categories are entitled to receive a concessionary rate of 0.6 x basic rate:

3.8 Fellows residing in Economically Developing Areas (EDA)

3.9 Fellows taking a career break - for a maximum of five years (a declaration will be sought that the member is still eligible for this concession at the point of annual renewal)

Other categories of membership

e-Students	free
e-Teachers	free

3.10 *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.*

D. Lapsing of membership

- 4.1 If payment is not received within three months of it being due, all membership benefits and services will be stopped.
- 4.2 If payment is not received within six months of the due date, membership will be considered lapsed.
- 4.3 Fellows may resign their membership at any time in writing, however membership fees will not be refunded after the first month of the membership year for which the member has paid.

PROFESSIONAL AFFAIRS COMMITTEE

E. Membership of the Professional Affairs Committee

The Professional Affairs Committee is made up of:

- A Chair, that has been elected as the VP (Vice President) for Professional Affairs and must be a Chartered Statistician
- A minimum of 8 and a maximum of 11 additional Chartered Statisticians
- A Council representative

5.1 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, always maintaining a size that conforms with the requirement set out above.

5.2 No elected member of the Professional Affairs Committee shall serve for more than five consecutive years

- 5.3 PAC members are to nominate CStat holders to fill upcoming vacancies for the year ahead and these should be recommended no later than 30 June. At least one of the nominees shall not have served on the Committee before.
- 5.4 Any CStat holder may nominate themselves, via written correspondence (such as email), no later than 30 April.
- 5.5 Should there be a need for an election, a ballot shall be sent (via email) to all CStat holders 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. Ballots must be returned to reach the offices of the Society no later than 15 October.
- 5.6 Council shall be asked to ratify the PAC recommendations no later than 30 November
- 5.7 The newly elected members of PAC shall take office as from the start of the following year

F. Responsibilities of the Professional Affairs Committee

- 6.1 The Professional Affairs Committee (PAC) shall:
- 6.2 Be responsible for setting, guaranteeing, and maintaining the standards of the professional qualifications of the Society and that of the certificates relating to the Alliance for Data Science Professionals; Data Science Professional and Advanced Data Science Professional.
- 6.3 accredit programmes and courses offered by learning providers as being of an equivalent to the relevant standard, such as the RSS Quality Mark, Accreditation scheme and Alliance for Data Science Professionals accreditation scheme.
- 6.4 also be concerned with other aspects of professional development and training not necessarily equivalent with the Society's own qualifications.
- 6.5 be responsible for the setting and assessment of the standards of professional competence and integrity with which the professional membership and those certificated by the Alliance for Data Science Professionals must comply. This includes continuing professional development (CPD), and for safeguarding and promoting the collective professional standing of the professional membership and of the Society. PAC also have a duty to provide those that are deemed not to meet these requirements, by providing practical advice for future applications. For further details about the standards and the assessment process, please see the guidelines [here](#).
- 6.6 Be responsible for the curation, review and overseeing the adherence of the RSS

Code of Conduct.

6.7 Be responsible for overseeing any appeal against an outcome made by PAC with regards to the decision not to award a professional title, accreditation or any certificates issued on behalf of the Alliance for Data Science Professionals. For details of the process for handling appeals, please see our policy and process here.

6.8 Be responsible for overseeing any disciplinary investigations and proceedings against any member and professional member of the RSS reported to have breached the Code of Conduct. For details of the processes and policies relating to the appeals and disciplinary procedures, please see our policy here.

6.9 Its main duties and responsibilities are set out in the relevant items in the Charter and Bylaws

THE COUNCIL

G. Council members

7.1 The Council consists of twenty-four Council Members and the following officer roles:

- President
- Past-President
- President-Elect
- Vice-Presidents
- Honorary Officers

7.2 All Council members are Trustees of the Charity and are required to comply with the most up-to-date Trustees Act and any subsequent updates to the act during their time in office.

Eligibility

7.3 Any Fellow of the Society is eligible to become a Council members. All Council members are Trustees of the Charity and are required to comply with the most up-to-date Trustees Act and any subsequent updates to the act during their time in office.

Term of Office

7.4 Council members are elected for four consecutive sessions (calendar years) and must retire at the end of their fourth session.

Nomination of Council Members

- 7.5 Any Fellow can nominate a willing and eligible Fellow to fill a vacancy on Council. However, the nominator must receive permission from their candidate before submitting the nomination to the Society.
- 7.6 The Society receives nominations throughout the year. However, the Council will only consider nominations they receive by March 1 will be included in the shortlisting process for that year's election.
- 7.7 In January, the Council will review the board's current makeup and highlight any skills gaps needing to be filled in the next election cycle.
- 7.8 In March, the Council will review nominations and recommend enough candidates to fill the vacancies and at least two others to ensure a contested election.
- 7.9 The Society will seek agreement from the shortlisted candidates to run in the election.
- 7.10 Fellows will be notified of the final list of candidates no later than July 1

Election of Council members

- 7.11 A ballot (by post or electronic means) for new members will be held under the direction of the Council
- 7.12 By September 1, all Fellows will receive a list of the names of those nominated. The list will be in randomised order and will show the number of vacancies to be filled
- 7.13 The ballot may be accompanied by a candidate biography of no more than two hundred and fifty words and a personal statement by the nominee, not to exceed one hundred words
- 7.14 Every voting Fellow will 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).
- 7.15 The ballot will be held by Single Transferable Vote (see Annex A) and overseen by an independent body with a background in conducting elections.
- 7.16 The results of the ballot will be published to the Fellowship. In addition, upon request, any Fellow will be given access to the detailed voting data.

Vacating a role

- 7.17 A Council member must vacate their role if they;
- cease to be a Fellow;
 - become incapable because of sickness;

- become bankrupt or suspend payments of debts or compounds with their creditors;
- are absent from meetings of the Council continuously for 12 months without the consent of the Council;
- are disqualified from being a charity trustee under the Charities Act;
- are removed from the Council by a resolution but are subject to an appeal as provided in the Regulations

Vacancies in the Council membership

7.18 The Council can decide to hold a casual vacancy until;

- The end of the term of Office (the end of the fourth year of service), or
- Until the next immediate Council election, when the vacancy will be added to the total up for election

OFFICERS

H. Election of President

Role of President

8.1 Presidents typically serve for two consecutive sessions (two consecutive calendar years), beginning on January 1 until December 31

8.2 The President-elect will serve as a co-opted member of the Council in the year leading up to their term in office beginning

8.3 The President-elect has voting powers and is a trustee of the Society

8.4 Upon retiring from their term in office, the President is invited to take up the role of Past-President for no longer than two consecutive sessions (two consecutive calendar years)

8.5 The Past-President has voting powers and is a trustee of the Society

8.6 Over five presidencies, the post holders should represent the major professions of academia, industry, public and third sector

Nominations

8.7 The nomination process takes one calendar year and will begin in the first session (year one) of the serving President

8.8 February Executive – the Executive will draft the criteria for the Presidential role, which will include the following:

- The area of focus for the Society for the next three years, which the post holder should be knowledgeable
- The key strategic aims from the Society's strategic plan, which the post

holder should be able to support

- The individual should agree with and follow the RSS EDI strategy and values

8.9 March Council – the Trustees will finalise the criteria for the Presidential role

8.10 April - the Society will advertise the vacancy for President to the Fellowship

8.11 Nominations should only be made for individuals who are interested and eligible to undertake the role

8.12 Nominations can be submitted at any time via an online form

8.13 Nominations received by June 1, immediately before the selection process begins, will be considered for the next round of candidate selection

Nominating Committee

8.14 The nominating Committee is responsible for

- receiving nominations for the role of President
- reviewing nominees in line with the candidate criteria approved by Trustees
- contributing to a candidate pack of each nominee before the committee meeting
- recommending at least one eligible candidate to the Trustees for consideration

Membership of the Committee

8.15 The term of office is no more than two calendar years, concluding on the first day of the new President's term of office.

8.16 No member can serve on the Committee for consecutive sessions (four calendar years) and must have a service gap of at least three sessions (six calendar years) before serving again.

8.17 The membership of the Committee will comprise of

- The most immediate past President who is willing to accept membership of the Committee
- A Vice-President drafted from Council via a pre-agreed rota will take the role of Chair
- Two Trustees, elected by Council
- A member of the Professional Affairs Committee, appointed by the

Professional Affairs Committee

- A member, not the chair, from each of the Society's advisory groups

8.18 The Committee will also include advisory roles who do not hold voting rights

- The Honorary officer for Equality, Diversity, and Inclusion
- The Honorary officer for Sections and Local Groups

8.19 The CEO of the Society will act as the secretary of the Committee and be the only staff member to attend meetings.

8.20 The Committee are also required to invite two co-opt, non-voting, external advisors to assist with the process. The external advisors

- Do not need to be Fellows of the Society
- Need to bring a skill or knowledge to the process where the Committee has identified a skill gap
- Will contribute to the process for one calendar year only

Recommendation of candidates

8.21 The CEO will be instructed, by the Chair of the Committee, to contact the Committee's preferred candidate(s) to seek their agreement to stand for the role of President

8.22 The CEO will present the Committee's recommended candidate(s) to the Trustees at the Council meeting in June

8.23 The Council will agree on their preferred candidate(s) at the meeting

Election of President

8.24 Nominating an alternate

8.25 The Fellowship will be notified of the Trustee's preferred candidate(s) no later than July 31

8.26 If the Trustees have selected only one preferred candidate, the Fellowship will be given four weeks to offer an alternate candidate

8.27 The alternate candidate must be a Fellow of the Society and willing to undertake the role of President

8.28 Any six Fellows may, with the consent of the nominee, nominate an

eligible Fellow to stand as an alternate candidate

- 8.29 The nomination of an alternate candidate requires, in writing, evidence of how the nominee meets the Trustee's Presidential criteria
- 8.30 Nominations received after the four-week window will not be considered

Election

- 8.31 If just one candidate is nominated for the role after the four-week window, that candidate is declared President-elect and will undertake the role from September 1.
- 8.32 The President-elect will, as a Trustee of the Society, shadow the current President until their term of office ends
- 8.33 If there are multiple candidates nominated for the role after the four-week window, a ballot (by post or electronic means) will be held
- 8.34 Ballot papers will contain a brief biography of each nominee and,
- 8.35 a personal statement by the nominee of no more than one hundred words
- 8.36 The ballot will be held by a Single Transferable Vote and will be overseen by an independent election administrator

Vacancy in the Presidency

- 8.37 A Presidential vacancy should be filled by either a Past-President, a Trustee or by co-option of a Fellow
- 8.38 A co-opt President's term can last no longer than six month
- 8.39 Where there is a vacancy in the role of President-elect:
- The Society will reconvene the President Nominating Committee and re-run the procedure above.
 - The current President may be asked to extend their term during re-election.
- 8.40 Any extension to a Presidential term can last no longer than one additional calendar year

I. Appointment of Vice-Presidents

- 9.1 Vice-presidents serve a three-year term (calendar year January 1 – December 31).
- 9.2 An Officer can retire from their role before the end of their term in office, in writing, to the President. Officer resignations will trigger a casual vacancy which should be filled before the start of the next session (January 1)

9.3 Each year, the Council will review the Officer roles in their third year of service. In addition, the Council will consider the officers' portfolios and any changes they wish to make to the Honorary Officer cohort.

9.4 The Fellowship will be asked to nominate eligible Fellows as candidates for the vacancies. The announcement will include a full role description and how to nominate Fellows for consideration.

9.5 In March each year, a search committee will be convened to review nominations for the roles. The search committee will comprise the President, Chief Executive and two members of Council.

9.6 In June, the Council will confirm the Honorary Officers and portfolios whose terms will begin on January 1.

9.7 The Council can co-opt Fellows not currently sitting on Council to an Officer position.

9.8 If a sitting Council Member is appointed to the role of Vice-president or Honorary Officer. In that case, a casual vacancy will be triggered until the vacancy is filled at the next Council election.

9.9 Where a sitting Council Member fills an Officer position, any time already served on Council as a Council Member will be deducted from the term of office for their new role as Council Officer.

9.10 The outcome of Council's appointment will be published to the Fellowship.

J. Appointment of Honorary Officers

10.1 The Council can appoint a maximum of twelve Honorary Officers. The Honorary Officers will serve a four-year term (January 1 – December 31).

10.2 An Officer can retire before the end of their fourth year in office, in writing, to the President. Officer resignations will trigger a casual vacancy which should be filled before the start of the next session (January 1)

10.3 Each year, the Council will review the Officer roles in their third year of service. In addition, the Council will consider the officers' portfolios and any changes they wish to make to the Honorary Officer cohort.

- 10.4 The Fellowship will be asked to nominate eligible Fellows as candidates for the vacancies. The announcement will include a full role description and how to nominate Fellows for consideration.
- 10.5 In March each year, a search committee will be convened to review nominations for the roles. The search committee will comprise the President, Chief Executive and two members of Council.
- 10.6 In June, the Council will confirm the Honorary Officers and portfolios whose terms will begin on January 1.
- 10.7 The Council can co-opt Fellows not currently sitting on Council to an Officer position.
- 10.8 If a sitting Council Member is appointed to the role of Vice-president or Honorary Officer, a casual vacancy will be triggered until the vacancy is filled at the next Council election.
- 10.9 Where a sitting Council Member fills an Officer position, any time already served on Council as a Council Member will be deducted from the term of office for their new role as Council Officer.
- 10.10 The outcome of Council's appointment will be published to the Fellowship.

K. Delegation of Council Functions

- 11.1 The Council retains overall control and responsibility for the management and conduct of the Society, which includes:
- The overall strategy of the Society
 - Amendments to the charter and Bylaws
 - 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 the 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.

11.2 The Council should seek advice on the above matters from the relevant committees, Honorary Officers, and staff; and may choose to establish short-term task forces or working groups to assist decision-making.

11.3 To facilitate the efficient management of the Society, the 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 (See scheme of delegation)

11.4 Any committee or individual to which a function, duty or responsibility is delegated will be informed on an annual basis by the Chief Executive Officer about the scope of the Society's powers and the scope of the delegated authority. (Circulating agreed scheme of delegation)

11.5 All decisions (other than administrative decisions) taken on behalf of the Council will be reported to Council regularly by:

- Minutes of committee meetings
- Annual Reports to Council
- CEO (Chief Executive Officer) Report

11.6 Council will retain the power to review all decisions taken under delegated authority and to amend or refer such decisions as it deems appropriate for further consideration.

11.7 Council will review the powers of delegation on an annual basis in June.

L. Custody of the Society Seal

12.1 The Society owns an official seal that is securely stored at the Society's main premises. The Seal is used to validate certificates and for purposes related to the Society's governing documents.

12.2 The Society maintains a log of use of the Seal and will report its usage to the Council in November each year.

DISCUSSION MEETINGS

M. Discussion meetings

- 13.1 Discussion Meetings will normally be chaired by the President, Chair of the Discussion Meetings Committee and Honorary Officer for Discussion Meetings, or Chairs of the Sections as appropriate.
- 13.2 The chair of the meeting and invited discussants will be appointed by the Honorary Officer for Discussion Meetings, in consultation with the Editor for Discussion Meetings.
- 13.3 Discussion Meeting Papers, written discussion contributions and authors' reply are published after reading in one of the Society's journals.

FINANCIAL CONDUCT OF THE SOCIETY

N. Financial procedures

- 14.1 Each year a detailed budget without contingency will be set which matches the activity plan. This will normally be broadly balanced. A full budget will be presented to Council for their agreement which includes both the detailed budget and a contingency; the full budget can imply a net excess of expenditure. The object is to allow SMT (Senior Management Team) the flexibility to run the organisation within agreed parameters. If, however, during the year it is projected that the full budget (with contingency) will be exceeded then the Executive Director must refer the matter back to Council.

Keeping of proper accounts

- 14.2 The Honorary Treasurer will normally delegate the responsibility for receipts and payments of all monies due to or owing by the Society, and the keeping of proper accounts to the Finance Director, who reports directly to the Chief Executive. 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.
- 14.3 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.
- 14.4 The Honorary Treasurer will retain the overall right to investigate and report on any aspect of the financial systems and controls.
- 14.5 The Finance Director will produce timely management reports in accordance with instructions from the Chief Executive. The Chief Executive 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 the Treasurer, Executive Committee and Trustees as appropriate.

- 14.6 The commercial hiring of rooms and catering, and training courses are provided by RSS (Services) Ltd, and the Finance Director and Chief Executive will have the same responsibilities for the accounts of this trading company as for the Society.

Annual Accounts

- 14.7 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.
- 14.8 The full draft audited accounts and auditors' report will be presented to Council for its approval.

Budgets and delegated authorisation

- 14.9 Each year the Senior Management Team under the direction of the Chief Executive will draw up a detailed three-year budget which reflects the agreed activity plan. This budget will be considered by the Executive Committee who will recommend it to Council. Within this budget Council can agree, in any year, an element of contingency reserve.
- 14.10 The Council will delegate to the Chief Executive the authority to commission all items of expenditure in compliance with the approved budget. The Chief Executive may delegate control of named budget lines to individual members of staff as appropriate. However, the Chief Executive will not delegate control of the staff salary and related costs budgets.

Payments & Bank authority signing

- 14.11 Payments up to £5,000 - any two signatories from the staff Directors, staff Heads, the Honorary Treasurer, and Vice Presidents of the Society.
- 14.12 Payments over £5,000 - any two signatories from the Chief Executive, the Honorary Treasurer and Vice Presidents of the Society.

Investments

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

RSS(Services) Ltd profits

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

Appointment of Auditors

14.15 A resolution to agree the auditors will be put to the membership at the Annual General Meeting (AGM), annually.