

## **Professional Affairs Committee (PAC) Terms of Reference**

### **1. Purpose**

The Professional Affairs Committee (PAC) is responsible for all professional aspects of the Society's work, including:

- Award and repeal of qualifications issued in the name of the Society.
- Professional education and standards of professional competence and conduct.

*Charter Clauses 10, 15, 17, 18; Bye-laws 24–28 – see appendix 1*

### **2. Key Responsibilities**

#### **(a) Registers and Accreditation**

- Establish and maintain registers for Chartered Statisticians (CStat), Graduate Statisticians (GradStat) and other professional certifications.
- Determine standards and criteria for education, training, and experience.
- Accredit and validate courses, training, and examinations provided by external institutions.

#### **(b) Assessment and Certification**

- Assess applications for CStat, GradStat and other professional certifications and recommend to Council.
- Assess applications from holders of equivalent professional qualifications from other jurisdictions.
- Provide arrangements for appeals against decisions.

#### **(c) Professional Standards**

- Prepare, maintain, and enforce the Society's Code of Conduct.
- Establish standards for maintaining professional competence, including CPD requirements.
- Publish standards and criteria for professional qualifications.

#### **(d) Disciplinary Powers**

- Impose disciplinary measures, including removal from registers where appropriate.
- Ensure proper procedures for handling allegations of misconduct or incompetence.

#### **(e) Delegation and Governance**

- Delegate functions to sub-committees or individuals where appropriate, ensuring proper reporting and compliance.
- Carry out duties delegated by Council.

### **3. Membership**

- Chair: Vice-President for Professional Affairs.
- 8–12 Professionally Qualified Fellows elected by the Fellowship.
- One Council member may attend as a non-voting observer.  
(*Bye-law 20*)

### **4. Meetings**

- Five meetings per year (typically February, April, June, October, December).
- Quorum: At least half of elected members.
- Decisions by simple majority of those present and voting.  
*(Bye-law 23)*

#### **5. Term of Office**

- Members normally serve for a maximum of five years.

#### **6. Reporting**

- PAC reports to Council and operates under Bye-laws 24–28 and relevant Charter clauses.

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## **Appendix 1**

### **Constitution of the Professional Affairs Committee**

The constitutional arrangements governing the Professional Affairs Committee are set out in the current bye-laws and associated Regulations. The Professional Affairs Committee must work in accordance with the current Charter and Bye-laws. They are available on the RSS website: [Charter](#) and [Bye-laws](#).

Charter clauses 10, 15, 17 and 18 confer extensive general powers on the Professional Affairs Committee, as follows.

#### **Charter clause 10**

There shall be a Professional Affairs Committee, chaired by a Vice-President, and whose other Members shall be elected, as the Bye-laws prescribe, by and from the Fellows of the Society holding the qualification of Chartered Statistician and Fellows holding the designation of Member or Fellow of the Institute of Statisticians. The Committee shall, subject to the provisions of this Our Charter and the Bye-laws, have responsibility for the award and repeal of qualifications issued in the name of the Society, professional education, and other matters relating to standards of professional competence and conduct.

#### **Charter clause 15**

All the powers of the Society shall be vested in and exercisable by the Council, subject to the provisions of this Our Charter and Bye-laws, except

- (a) in so far as the same are by the provisions of this Our Charter or the Bye-laws expressly required to be exercised by the Society in General Meeting or by the Professional Affairs Committee,
- (b) is concerned with delegation by Council to committees or individuals, and
- (c) likewise with delegation by the Professional Affairs Committee.

#### **Charter clause 17**

The Council, acting on recommendations from the Professional Affairs Committee, may cause examinations to be held.

#### **Charter clause 18**

The Council, acting on recommendations from the Professional Affairs Committee, may issue formal documents certifying competence in statistical science, or in any branch of specialised application of statistical science, and may maintain registers of persons whose competence has been so certified.

Note should also be taken of Charter Clause 20 which refers to amendment to, repeal of or addition to Bye-laws, with special procedures for any Bye-laws "relating to the Professional Affairs Committee of to the responsibilities assigned to that Committee".

The detailed constitutional arrangements for the Professional Affairs Committee are laid down in Bye-laws 20, 21, 22 and 23. These are as follows:.

#### **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 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

- (c) 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.

**Bye-law 21**

The Chair of the Professional Affairs Committee shall be an Honorary Officer of the Society and a Professionally Qualified Fellow.

**Bye-law 22**

Any casual vacancy occurring among the members of the Professional Affairs Committee (except that of Chair), including any not filled by election and any caused by the inability of a Professionally Qualified Fellow to take up an elected position, may be filled by co-option of a Professionally Qualified Fellow in accordance with this Bye-law. The Professional Affairs Committee may propose to the Council the appointment of a particular Professionally Qualified Fellow. If the appointment is approved by the Council it shall take effect immediately. Anyone so appointed shall hold office only until the vacancy is filled in accordance with Bye-law 20(b), (but the co-opted person shall be eligible to stand for election). The existing members of the Professional Affairs Committee may act notwithstanding any casual vacancy in their number.

**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.