

# Statutes of the Royal Society

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## Chapter I

### Election and Admission of Fellows, Foreign Members and Honorary Fellows

#### Eligibility

- 1 Eligibility for candidature for election as Fellows of the Royal Society shall be restricted to persons who:
  - a) are either (i) citizens of a Commonwealth country or of the Irish Republic and save in exceptional circumstances (in the opinion of Council, whose decision on the matter shall be final) do not hold a citizenship of any other country outside the Commonwealth or the Irish Republic; or (ii) persons who, in the opinion of the Council (whose decision on the matter shall be final), have been ordinarily resident and working in a country of the Commonwealth or in the Irish Republic for a minimum of three years immediately prior to being proposed; and
  - b) have made a substantial contribution to the improvement of natural knowledge including mathematics, engineering science and medical science.
- 2 Persons who are ineligible by virtue of Statute 1a) may be elected to the Society under the title of Foreign Members. They shall be eminent for their scientific discoveries and attainments.

3 Fellows and Foreign Members shall be elected as follows –

#### **Certificate of Candidature**

- a) Every candidate shall be proposed and seconded by a certificate in writing signed by two Fellows of whom both shall recommend from personal knowledge of the candidate's contributions to natural science. The certificate shall be available for inspection by Fellows at the Society's premises until the day of election.

#### **Sectional Committees**

- b) The Council shall recommend to the Society a list of candidates with the strongest claims for election. The Council shall appoint, from the Fellowship, by procedures set out in Standing Orders, Committees to advise it in selection. The terms of membership shall be determined by the Council in Standing Orders. Council will ensure that the complete membership of such Committees will normally have changed over any three-year period.

#### **Selection by Council**

- c) The Council shall elect by ballot from lists of candidates for Fellowship and for Foreign Membership a number not exceeding forty-four and eight respectively in any one year to be recommended to the Society for election; but no selection shall be valid unless eleven members at least be present and vote, a majority deciding, or in the event of equality of votes, the President having a second or casting vote. The names thus recommended shall be sent forthwith to every Fellow with notification of the date and time of an Annual Meeting for the Election of Fellows and Foreign Members, at least three weeks after the notification.

#### **Ballot Procedure**

- d) On the day of election, balloting shall be in person and no person shall be elected unless he or she has obtained at least two-thirds of the votes of the Fellows present and voting. After voting by the Fellows, the President shall announce the names of candidates who have been elected in compliance with the Charters and Statutes.

#### **Renewal of Candidature**

- e) Any candidate who has not been elected shall, unless the proposer or seconder withdraws the candidature, be a candidate at subsequent elections provided that the conditions of Statute 1 continue to be satisfied except that the same certificate shall not be valid for more than seven successive elections and that a new certificate of a previous candidate shall not be accepted until three annual elections shall have taken place; a new certificate shall not be valid for more than three successive elections and each renewal of candidature thereafter shall always be after three annual elections, and each shall not be valid for more than three successive elections.

## Royal Family

- 4 The Council may recommend to the Society for election as a Fellow, any member of the Royal Family of the United Kingdom. Such recommendation shall be sent to every Fellow, in the form of a ballot paper, at least four weeks before the closing date for the election. The election shall be by postal ballot as set out in Standing Orders. No person shall be elected unless two-thirds of the votes are in favour.

## Honorary Fellows

- 5 Honorary Fellowship is intended for quite exceptional candidates who have given distinguished service to the cause of science and its applications, or who have brought great benefits to science, but who do not have the scientific achievements of the kind required of those elected under Statutes 1 and 2, and so cannot be elected under any other existing head.

Not more than one person shall be so elected in any one calendar year. Honorary Fellows shall pay no annual contributions, not be eligible to nominate, second or support candidates for the Fellowship, not vote on the Society's business, not serve on the Council or on Sectional Committees, but otherwise shall be subject to the same benefits and responsibilities as Fellows elected under Statute 3.

- 6 Nominations for persons considered suitable for election under Statute 5 shall be proposed and recommended by a certificate in writing signed by at least six Fellows; the certificate shall be made available for inspection by Fellows at the Society's premises until the day of election. Certificates shall remain valid for up to three ballots; a new nomination of a previous candidate shall not be accepted until three elections shall have taken place. The balloting shall be conducted as described in Standing Orders, to ascertain the name of a person receiving at least two-thirds of the votes cast at the Annual Meeting for the Election of Fellows and Foreign Members. After voting by the Fellows, the President shall announce the name of the candidate elected.

## Admission

- 7 Every person who is elected a Fellow, Foreign Member or Honorary Fellow shall present him or herself for admission on an annual Admission Day on a date determined by the Council or on such other date as shall be approved by the Council or on their behalf by the President. That person shall normally attend within three years failing which the Council may determine that the election shall be void.
- 8 Every person elected a Fellow, Foreign Member or Honorary Fellow of the Society shall, before admission, except if elected under Statute 4, subscribe the Obligation in the following words –

*We who have hereunto subscribed, do hereby promise, that we will endeavour to promote the good of the Royal Society of London for improving Natural Knowledge, and to pursue the*

*ends for which the same was founded; that we will carry out, so far as we are able, those actions requested of us in the name of the Council; and that we will observe the Statutes and Standing Orders of the said Society. Provided that, whensoever any of us shall signify to the President under our hands, that we desire to withdraw from the Society, we shall be free from this Obligation for the future.*

And if any person elected shall refuse to subscribe the said Obligation, the election of that person shall be void.

### **Record of Admission**

- 9 The admission of any Fellow, Foreign Member or Honorary Fellow into the Society shall be in the following manner and form, the payment required by the Statutes (in the case of a Fellow), having first been made. He or she shall subscribe the Obligation in the Charter Book and be introduced to the President who, taking him or her by the hand, shall say these words –

*I do, by the authority and in the name of the Royal Society of London for Improving Natural Knowledge, admit you a Fellow [Foreign Member] [Honorary Fellow] thereof.*

## **Chapter II**

### **Rights and Obligations of Fellows, Foreign Members and Honorary Fellows of the Society**

#### **Rights and Obligations**

- 10 Every Fellow who has made the payments required by the Statutes, and has been admitted, shall have the right to:
- a) be present and to vote at all Business Meetings and in postal ballots;
  - b) propose or support the nomination of candidates for election to the Fellowship or Foreign Membership;
  - c) propose or support the nomination of candidates for election as Officers and members of the Council;
  - d) be a candidate for election as a member of Council subject to nomination in accordance with Statutes 18-20.
- 11 Every Fellow, Foreign Member and Honorary Fellow shall have the right to:
- a) use the premises and facilities of the Society under such regulations as the Council may make from time to time provided that such premises and facilities shall not be used for any purpose considered by the Council to be inconsistent with the purposes of the Society;
  - b) participate in activities of the Society that are open to all members;
  - c) receive information about the Society and its activities;

- d) receive publications to which they are entitled under the Standing Orders of the time;
- e) have access at reasonable times to the Journal Books and the Council Minute Book referred to in Statute 56;
- f) benefit from such other privileges as may be determined by the Council from time to time.

### **Annual Contributions**

- 12 Every person elected a Fellow of the Society under Statute 3 shall pay, before admission, such contribution as may be stated in Standing Orders for the year of election. A Fellow so elected shall pay annually such sums as are determined from time to time by the Council so long as that person shall continue as a Fellow of the Society. A person failing to pay shall not be admitted and the election shall be void, unless payment is waived in whole or in part by a special order of the Council.
- 13 Persons elected under Statutes 2, 4, 5 and 6 shall not be required to pay an annual contribution.

### **Consequence of Non-payment**

- 14 If a Fellow fails to pay the annual contribution before the thirty-first day of March then, after notice has been sent to his or her usual address, the name of that Fellow will be reported to the next meeting of the Council. If the Fellow does not pay the contribution by the following meeting of the Council and provides no satisfactory reason then, at the discretion of the Council, he or she may be deemed to have resigned his or her Fellowship of the Society. Nevertheless, the Council will consider an application for readmission from any such person, within one year of cessation of the Fellowship and may readmit that person on payment of the arrears of the contribution or such portion thereof as the Council may determine. If the Fellow be not readmitted within one year the President shall order the Fellow's name to be cancelled in the Register of Fellows and Foreign Members.
- 15 The Society shall not pay, in money or in kind, any Fellow except in return for services rendered to the Society, reimbursement of reasonable out-of-pocket expenses properly incurred, awards for outstanding achievement or for a grant, duly adjudicated upon, from one of the Society's Funds.

## **Chapter III**

### **The Death or Resignation of Fellows, Foreign Members or Honorary Fellows**

#### **Death or Resignation**

- 16 The death or resignation of any Fellow, Foreign Member or Honorary Fellow of the Society shall be recorded forthwith in the Register of Fellows and Foreign Members and shall be reported to the Anniversary Meeting.

## Chapter IV

### The Expulsion of Fellows, Foreign Members or Honorary Fellows

#### Grounds for Expulsion

17 If, in the opinion of the Council, the conduct of any Fellow, Foreign Member or Honorary Fellow is injurious to the character or interests of the Society, the Council, after due consideration and after giving the Fellow, Foreign Member or Honorary Fellow an opportunity to state his or her case in person, in writing or by representation, may require him or her to resign. If he or she fails to do so within one month of such request, the Council shall inform the Fellowship in writing of its proposal to expel the Fellow, Foreign Member or Honorary Fellow; and at a Special General Meeting, convened in accordance with Statute 46, after this announcement has been made, the Fellows present, shall vote on the proposal. If two-thirds of the Fellows present vote for the expulsion of the Fellow, Foreign Member or Honorary Fellow, the President shall order that person's name to be cancelled in the Register of Fellows and Foreign Members, and at the same time pronounce him or her expelled in these words –

*I do, by the authority and in the name of the Royal Society of London for Improving Natural Knowledge, declare A B to be now expelled and no longer a Fellow [Foreign Member] [Honorary Fellow] thereof.*

#### Record of Expulsion

The expulsion shall be recorded in the Journal Book of the Society.

## Chapter V

### The Council

18 The Council shall comprise:

- a) the Officers;
- b) a set of members such that one member is identified with each of the Sectional Committee areas in being at the time;
- c) a set of members elected to ensure appropriate breadth and balance in the Council, their number being such as to bring the total membership of the Council to 21.

In accordance with the Charter ten members shall change each year.

#### Nomination of Council

19 Members of the Council shall be elected by postal ballot as set out in Standing Orders.

- 20 The President shall write annually to all Fellows to describe how the Council for the following year shall be chosen, and to seek proposals for candidates suitable for election to the Council, drawing attention to the need to choose the best persons, fully representative of the Fellowship.

### **Responsibilities of Councillors**

- 21 Members of the Council are the Trustees of the Society as a registered charity and shall be responsible collectively for the policy and management of the Society in accordance with charity legislation. They shall be subject to restrictions imposed by charity legislation regarding payments to trustees.
- 22 The Council shall direct the policy of the Society in a manner consistent with the Charters and these Statutes. It shall have power:
- a) to manage all matters concerning the business of the Society;
  - b) to delegate the management of such business to Officers, employees or external advisers as it thinks fit; provided always that it may not delegate final responsibility for any business so delegated; the Council may appoint as the investment managers for the Society a person, company or firm who it is satisfied is proper and competent to act in that capacity. It may delegate to investment managers so appointed powers at their discretion to buy and sell investments for the Society on behalf of the Council in accordance with the investment policy laid down by the Council;
  - c) to establish such committees as it shall from time to time determine. To delegate to such committees such functions of the Council as the Council shall from time to time determine, such functions being executed in the name and on behalf of the Council and in accordance with the Charter and these Statutes. Every such committee shall regularly report its proceedings to the Council;
  - d) to make, repeal or amend, from time to time, Standing Orders for the regulation of the Society's affairs.

### **Voting by Council**

- 23 At meetings of the Council not fewer than nine members, of whom the President or a Vice-President must be one, shall constitute a quorum; any matters put to the vote shall be resolved by a simple majority and, in the event of equality of votes, the Chairman shall have a second, casting vote.

### **Termination of Council Membership**

- 24 Members of the Council shall cease to be members if they:

- a) become disqualified from continuing as Trustees under the provisions of Sections 72 and 73 of the Charities Act 1993;
- b) cease to be Fellows;
- c) are removed from office by a resolution of the Society passed at a Business Meeting;
- d) give notice to the President of their wish to resign and their resignation is accepted by the Council.

## **Chapter VI**

### **The Officers**

#### **Election of Officers**

- 25 The President, Treasurer, and three Secretaries shall be elected according to the Charter (for the purpose of election the Foreign Secretary shall be deemed to be a Secretary as referred to in the Charter) and shall hold office for one year but be eligible for re-election for not more than five years from the date of initial election. They shall not normally be eligible for further re-election unless so resolved by the Council.
- 26 In seeking persons to fill the posts of Officers the President shall consult widely among the Fellowship in order to identify those who command the greatest support of Fellows and who can best fulfil the responsibilities of an Officer.

#### **Business of the President**

- 27 The business of the President, or Vice-President deputising for the President, shall be to:
- a) preside at meetings of the Council and be Chairman of the Trustees;
  - b) preside at the following meetings of the Society:
    - (i) Anniversary Meeting;
    - (ii) Annual Meeting for the election of Fellows and Foreign Members;
    - (iii) Meeting on Annual Admission Day;
    - (iv) Special General Meetings.

The President may call for the papers of any Committee or group within the Society and may attend any meeting.

#### **Vice-Presidents**

- 28 The President may appoint annually a member or members of the Council to be Vice-President(s). In the absence of the President, one of the Vice-Presidents shall act as the President's deputy.

### **Duties of the Treasurer**

- 29 The Treasurer, or some person appointed by the Treasurer with the approval of the Council, shall receive all monies due to and disburse all monies due from the Society; and shall keep accounts of all such receipts and payments as well as the assets and liabilities of the Society; provided that appropriate arrangements shall be made as agreed with the responsible government department for the receipt and disbursement of monies voted to the Society by Parliament.

### **Financial Authority**

- 30 The Council shall make appropriate arrangements for authorising payments and for signing cheques. Such arrangements shall include provision for authority to make all payments to be delegated to the Treasurer or other Officers and/or to the Executive Secretary or other member of staff as appropriate.

### **Investment of Monies**

- 31 The Treasurer, with advice from professional and other appropriate sources and acting under the general direction of the Council or of such a committee as the Council may create for the purpose, shall be responsible for investing such monies as, from time to time, shall become available, subject to the requirements of current charity legislation.
- 32 The Treasurer shall be responsible with the other members of the Council as Trustees for the administration of the Society, its employees and its premises. He or she shall be responsible for the safe-keeping of deeds relating to the Society's property, policies of insurance, investment certificates and governing instruments relating to trust and other funds.

### **Audit of Accounts**

- 33 The Treasurer shall arrange for the Accounts of the Society to be audited annually by professional registered auditors who shall be qualified as required by charity legislation, appointed by the agreement of a majority of Fellows present at the Anniversary Meeting and who shall be remunerated as agreed by the Council. The Treasurer shall present the audited Accounts within four months of the end of the Society's accounting year to an audit committee constituted by the Council as set out in Standing Orders. The Audit Committee shall enquire into the Treasurer's stewardship of the Society's funds and resources and report to and advise the Council on the adoption of the Accounts. When the Accounts are adopted by the Council they shall become its Accounts and shall be signed by a person duly appointed by it to do so.

### **Accounts to be Printed**

- 34 After the audit and at least four weeks before the Anniversary Meeting a copy of the Society's Accounts for the preceding financial year shall be prepared for the information of Fellows and others.

### **Duties of the Secretaries**

- 35 There shall be three Secretaries responsible within the Council for the general conduct of the Society's scientific business. One each shall be drawn from the physical and biological sciences respectively; the Foreign Secretary shall be responsible for overseeing the Society's international business. The Secretaries shall also carry out such other duties as may be determined by the President and the Council from time to time.

## **Chapter VII**

### **The Executive Secretary**

#### **Appointment of the Executive Secretary**

- 36 The Council shall appoint an Executive Secretary on such terms as the Council may think fit in agreement with the person appointed.
- 37 The person appointed to the office of Executive Secretary shall not be a Fellow of the Society or, if a Fellow, shall cease to be so upon appointment to, and acceptance of, that office.
- 38 The Executive Secretary shall work for the Society full-time and exclusively during normal working hours and at such other times as may be required or necessary subject to agreed arrangements for leave as set out in the terms of employment. He or she shall not engage in any activity, whether paid or unpaid, that may compromise his or her responsibilities as Executive Secretary and/or, where applicable, Accounting Officer for the Society's Parliamentary Grant-in-Aid.

#### **Duties of the Executive Secretary**

- 39 The Executive Secretary shall act under the general direction of the Council and Officers but shall be responsible, in the first instance, to the Treasurer for employment of the staff and control of the premises and general administrative business of the Society in accordance with its Charters, Statutes and corporate decisions. It is his or her duty, except as may be determined by the President, to attend, and be responsible for the minutes of all meetings of the Council. These minutes shall be submitted to the Secretaries for approval or revision.
- 40 The Executive Secretary shall ensure the safe-keeping of the Society's non-financial legal documents, records, valuables and papers and correspondence relating to the business of the Society all of which shall, except where the Council shall otherwise decide, be kept on the Society's premises ready to be produced at any meetings of the Society or of the Council or as may be required.

## Chapter VIII

### Meetings of the Society

#### Business Meetings

41 The Business Meetings of the Society shall be as follows:

- a) Anniversary Meeting;
- b) Annual Meeting for the election of Fellows and Foreign Members;
- c) Meeting on Annual Admission Day;
- d) Special General Meetings.

#### Anniversary Meeting

42 The Anniversary Meeting shall be held on 30 November each year except when this date falls either on a Saturday, when the Meeting will be held on the preceding Friday; or on a Sunday, when the Meeting will be held on the following Monday. The main business of the Anniversary Meeting shall be: to adopt the Annual Report and the Accounts; to make the annual awards of medals; to appoint financial auditors for the following twelve months; to receive the President's address; and to transact any other business. Fellows shall be notified at least six weeks in advance.

#### Meeting for the Election of Fellows and Foreign Members

43 The Annual Meetings for the election and admission of Fellows, Foreign Members and Honorary Fellows shall take place on such days and at such times, precisely, as the Council may in the preceding year determine.

#### Special General Meeting

44 The President or the Council may call a Special General Meeting of the Society whenever it may appear to them to be necessary.

45 Any six Fellows may, by notice in writing, signed by them and delivered to one of the Secretaries, require a Special General Meeting of the Society to be convened to consider and decide on the matters specified in such requisition, and the President shall, within four weeks after such requisition shall have been so delivered, appoint a day for a Special General Meeting accordingly.

46 At least four weeks' notice of any Special General Meeting shall be given to every Fellow resident in the United Kingdom, and such notice shall state the object of the Meeting; no business shall be transacted except that so notified.

## **Chapter IX**

### **Publications of the Society**

#### **Responsibility for Publications**

- 47 The Council shall be responsible for all publications. In respect of learned serial publications (and such other publications as the Council may agree) that responsibility shall be delegated to a standing committee called the Publishing Board.

#### **Publishing Board**

- 48 The Publishing Board shall be responsible for the governance, policy and strategy of the Society's publications and shall execute its powers in accordance with Standing Orders. The Publishing Board shall meet at least twice annually and shall report to the Council.

#### **Editors**

- 49 Each refereed learned serial publication shall have an Editor, selected from the Fellowship, and normally appointed by the Council. Editors shall serve normally for four years but be eligible for reappointment for up to three further consecutive years. Editors shall report to the Publishing Board in accordance with Standing Orders.

#### **Categories of Published Material**

- 50 Policy documents published or issued in the Society's name, not contained in one of the learned serial publications, shall prior to publication or issue, be considered and approved by the Council in accordance with such procedures as the Council may from time to time agree.

#### **Fellows entitled to Publications**

- 51 The Council shall decide and specify in Standing Orders which publications may be issued to Fellows without charge and which shall be available on payment, and what the payment shall be.

## **Chapter X**

### **The Books and Records of the Society**

#### **Charter Book**

- 52 A Charter Book shall be kept containing a copy of the 1663 Charter, all the Royal Grants on behalf of the Society, and the Obligation to be subscribed by the Fellows, Foreign Members and Honorary Fellows of the Society in their own handwriting.

#### **Statute Book**

- 53 A Statute Book shall be kept containing a copy of the Statutes and other laws made for the governance and regulation of the Society.

### **Register of Fellows**

54 A Register of the Fellows and Foreign Members of the Society shall be kept with the dates of their birth, admission, election and death, and indicating their place of birth.

### **Journal Books**

55 Journal Books shall be kept containing all the minutes and orders of the Business Meetings of the Society, and a Council Minute Book shall be kept containing the minutes of all meetings of the Council.

### **Access to Records**

56 Books and records of the Society, excepting documents that are confidential or have been in existence for less than thirty years, shall be available for consultation and study to Fellows, Foreign Members and Honorary Fellows and other authorised persons.

57 No document deposited in the Archives shall be removed from the Society's premises without permission of the Council.

## **Chapter XI**

### **The Common Seal**

#### **Sealing Deeds**

58 The Executive Secretary shall ensure the safe custody of the Common Seal of the Society.

59 Every instrument to which the Common Seal is affixed shall be signed by two persons approved by the Council for that purpose. Details of all instruments thus sealed shall be reported to the Council at its next meeting.

## **Chapter XII**

### **Standing Orders**

#### **Powers to make and alter Standing Orders**

60 The Council may from time to time make Standing Orders for the regulation of the affairs of the Society provided that such Standing Orders are consistent with the Society's Charters and Statutes. Such Standing Orders may be made, amended or repealed at any meeting of the Council provided that notice specifying the proposed new Standing Order, amendment or repeal has been given at the preceding meeting of the Council.

**Chapter XIII**

**Statutes**

**Power to make, amend or repeal Statutes**

61 Any proposal to make a new Statute, or to amend or repeal the whole or part of any existing Statute, must be first discussed at a meeting of the Council at which notice has been given in writing specifying the proposed new Statute or the proposed amendment or repeal. At that meeting, the Council may provisionally agree to the proposal subject to any alterations it may see fit to introduce. If such agreement be reached, the President shall summon a Special General Meeting of the Society of which at least four weeks' notice shall be given to discuss the proposed alteration. At that Special General Meeting, the proposed Statute, amendment or repeal shall be submitted for discussion and any Fellow may request that the Council reconsider the proposal in whole or in part. If such requests are seconded they shall be discussed and put to the vote by the President. At the next meeting of the Council following the Special General Meeting, the Council shall take these resolutions into consideration before approving or amending the proposal provisionally agreed upon. If the Council agrees, the new Statute, amendment or repeal shall be entered into the Statute Book of the Society and the Fellowship shall be informed.

**Quorum**

By the Charter and Statutes, the Quorum required for Meetings is as follows:

*Meetings of the Society*

Meeting on Annual Admission Day	21
Anniversary Meeting	31
Meeting to elect casual vacancies on the Council	21
Annual Meeting for the election of Fellows/Foreign Members	21
Special General Meeting	21

*Meetings of the Council*

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# Standing Orders of Council

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## Chapter I

### Nomination of candidates for Fellowship and Foreign Membership

1 The certificate proposing and recommending a candidate for Fellowship or Foreign Membership shall specify the name, title, profession, qualifications, nationality, date of birth and usual place of residence of the candidate; and shall include a statement of the principal grounds on which the proposal is made. It shall be delivered to the Executive Secretary and shall be registered, with the date of delivery, in a book kept for the purpose.

In accordance with Statute 1a)(ii), candidates for Fellowship who are foreign nationals are required to have resided in a Commonwealth country or the Irish Republic for at least three years immediately prior to being proposed and have a clear intention to remain there permanently. The proposers of such candidates shall provide statements annually to enable Council to decide on eligibility. Council has agreed that the implementation of this requirement shall be as follows:

- a) A candidate must meet the criteria relating to nationality (Statute 1a)(i)) or residence (Statute 1a)(ii)) at the time of being proposed;
- b) A candidate must continue to meet the criteria relating to nationality or residence during the period that the certificate remains valid and at the time of election to the Fellowship;
- c) A candidate who has been properly accepted as a candidate but subsequently ceases to meet the criteria relating to nationality (Statute 1a)(i)) or residence (Statute 1a)(ii)) will cease to be eligible for election from the date of their eligibility ceasing;

- d) The proposer is responsible for confirming continuing eligibility. Proposers will be asked to confirm annually that candidates of foreign nationality continue to meet the residency criteria and must inform the Society in writing if candidates cease to meet the criteria relating either to nationality or residence;
- e) When called upon to decide on the nature of the exceptional circumstances referred to in Statute 1a)(i), Council will be guided by considerations such as automatic citizenship of a non-Commonwealth country gained through marriage or evidence of a strong scientific involvement with a Commonwealth country.
- 2 The proposer and seconder must personally sign the certificate of a candidate for Fellowship or Foreign Membership.
  - 3 The proposer shall be responsible for informing one of the Secretaries of any change affecting the eligibility of the candidate. The proposer of a candidate for Fellowship shall inform the candidate of the Obligation to be subscribed and of the payment to be made to the Society before admittance as a Fellow. Foreign Members are not required to make a payment, but the proposer shall check that he or she is willing to be admitted if elected.
  - 4 In November, a list of all candidates proposed prior to the first day of October immediately preceding, including those candidates whose certificates have been reissued in accordance with Statute 3e), shall be arranged in alphabetical order, without reference to the dates of the certificates. These certificates shall be held available on the Society's premises until the day of election.
  - 5 In November, a list shall be printed containing the names of all the candidates in alphabetical order, together with the names of the Fellows by whom each candidate is proposed and recommended, and a copy of such list shall be sent immediately afterwards to every Fellow.
  - 6 The name of any candidate included in a previous printed list of candidates but who has not been elected and whose name has not been withdrawn by his proposer or seconder, shall be listed in alphabetical order together with those of new candidates. His or her certificate shall be held available with those of the new candidates.
  - 7 Any separate paper attached to the certificate, if intended to be printed for circulation to the Fellows, shall bear the signatures of the proposer and seconder. Corrections of fact may be made upon the certificate after it has been sent in, if initialled by the proposer or seconder, and marked unmistakably as new matter. However, changes in the candidate's occupation, post held or address, but no other amendment, may be communicated in writing by the proposer or seconder to either the Biological or Physical Secretary for insertion and initialling by proxy on the proposer's or seconder's behalf.

## Chapter II

### Sectional Committees

- 8 The Council shall appoint, from among the Fellows of the Society, Committees representing the several branches of Natural Knowledge, and called 'Sectional Committees'. The members of each Committee shall be chosen with a view to secure, so far as is possible, a representation of the several subdivisions of each branch of Natural Knowledge, and to obtain the assistance of Fellows who, from their connections and experience, are specially qualified to advise the Council in respect of particular parts of Natural Knowledge.
- 9 Each Sectional Committee shall advise the Council or any of the Officers upon matters referred to it by the Council or by any of the Officers, and otherwise shall make to the Council such suggestions as it may think desirable concerning the branch or branches of Natural Knowledge which it represents and concerning the Society's scientific meetings and journals.
- 10 The Council shall each year appoint a member of each Committee to serve as Chairman of that Committee, and to be the channel of communication between the Committee and the Council or Officers. The Chairman is authorised to appoint one of the Committee as a Deputy Chairman when necessary.
- 11 The Sectional Committees shall number at least eight. The allocation of subjects by Committees shall be for the present as follows:

*Sectional Committee 1*

Pure and applied mathematics, computer science.

*Sectional Committee 2*

Astronomy and physics, including theoretical physics and applied physics.

*Sectional Committee 3*

Chemistry, applied chemistry, theoretical chemistry.

*Sectional Committee 4*

Engineering.

*Sectional Committee 5*

Earth sciences and physical environmental sciences.

*Sectional Committee 6*

Biochemistry, structural biology and molecular cell biology.

*Sectional Committee 7*

Developmental biology, genetics (excluding population genetics), immunology and microbiology (except medical microbiology).

*Sectional Committee 8*

Anatomy, physiology and neurosciences.

*Sectional Committee 9*

Organismal, evolutionary and ecological science, including soils and agriculture.

*Sectional Committee 10*

Health and human sciences.

- 12 The number of members in each Sectional Committee shall be as determined by Council (but shall be at least nine), of whom one third shall retire each year. In all Sectional Committees four members shall form a quorum. Any member of a Sectional Committee absent for more than two successive meetings, without sufficient reason, shall be replaced.
- 13 Members of Council are expected to attend meetings of Sectional Committees and to take part in their deliberations but they shall not have the power to vote. Members of the Council shall be invited to state to the Sectional Committee or Committees the meetings of which they wish to attend; the summons and agenda for every meeting of each committee concerned shall then be sent to them as to ordinary members of each committee during their tenure of office as members of Council. The Chairman shall be expected to correspond with them as with ordinary members of the Committee.
- 14 The retirement of members shall be determined by seniority of appointment to the Committee; retiring members of the Committee shall not be eligible for election for the ensuing year and shall not normally be considered for re-election within less than three years.
- 15 Should, by reason of death or otherwise, a vacancy occur at any intermediate time, the Council shall appoint a person to fill the vacancy. The retirement of the person so appointed shall be according to the rules which would have applied to the member whose place is being filled. If, however, at the date of retirement of the person appointed to fill the vacancy, he/she has not served more than one year, he/she shall be eligible for immediate reappointment.
- 16 The appointment of the Fellows to serve as new members of Committees shall be made by the Council in July, and the members so appointed shall enter office on 1 December ensuing. Each shall normally serve for three years.
- 17 Voting shall normally be by ballot. The decisions arrived at by a meeting of the Committee at which the members present do not form a quorum shall be valid if subsequently agreed to in writing by not less than two-thirds of the whole Committee.
- 18 The Minutes of the Committee shall be duly recorded in a book kept for that purpose, and kept on the Society's premises, together with such correspondence and documents relating to the business of the Committee as the Committee may think it desirable to keep.

- 19 The Chairmen of Sectional Committees, together with the Officers of the Society, shall be a Standing Committee with powers to make such recommendations to the Council as they think fit concerning questions affecting the Sectional Committees jointly, or on any matters affecting the Society and not specifically excluded from their purview by resolution of Council. They shall meet at least once a year.

### Chapter III

#### Grouping of Candidates

- 20 Candidates for Fellowship are grouped as Mainstream, Applied or General, according to the nature of their claims to election:
- a) Mainstream Candidates are selected primarily for their contribution to knowledge and understanding in science, engineering or medicine.
  - b) Applied Candidates are selected primarily for having applied scientific knowledge to the invention or development of new devices, constructions, products or processes, or to the advancement of human health, welfare or the environment.
  - c) General Candidates are selected primarily on the basis of their wider contributions to science, engineering or medicine through leadership, organisation, scholarship or communication.
- 21 Candidates for Fellowship (whether Mainstream, Applied or General) are grouped as Ordinary or Joint accordingly as they are considered primarily by one or by more than one Sectional Committee. Candidates for Foreign Membership are not so classified.
- a) An Ordinary Candidate is one whose work is wholly or largely covered by the interests of a single Sectional Committee, which is made responsible for assessing that candidate's claims with or without advice from other Sectional Committees.
  - b) A Joint Candidate is one whose work so overlaps the interests of two (or occasionally more) Sectional Committees that no single Sectional Committee can be given responsibility for him or her; two (or more) Sectional Committees are then made responsible for assessing those parts of the work that fall within their respective fields.

## Chapter IV

### Method of nomination to the Fellowship and Foreign Membership

22 In accordance with Statute 3c):

- a) In consideration of candidates for Fellowship Council as a committee in two parts (physical and biological) shall meet with Chairmen of Sectional Committees to receive recommendations from them and to consider Applied candidates and, thereafter, meet as a whole to consider A/B Joint and General Candidates. At a later date, Council as a committee may meet to make recommendations on Mainstream candidates and to consider A/B Joint, Applied and General Candidates in relation to them. Subsequently, Council as a whole shall draw up a list of up to 44 candidates and ballot upon this list.
- b) Of the 44 nominations for Fellowship which may be made by Council the present procedure involves indicative allocations as follows:
  - i) A-side, Mainstream (Ordinary and Joint) 17
  - ii) B-side, Mainstream (Ordinary and Joint) 19
  - iii) General, Applied and A/B Joint 8Any places in category iii) not filled by General, Applied or A/B Joint candidates may be filled by Mainstream candidates.
- c) At the meetings described in 22a) above, Council shall also consider candidates for Foreign Membership. Subsequently, Council as a whole shall draw up a list of up to eight candidates and ballot upon this list.

## Chapter V

### Election of Fellows and Foreign Members

- 23 Ballot lists for the election of Fellows shall be prepared for the use of those attending the election, including space for such alterations as any Fellow present and voting may wish to make in pursuance of Standing Order 24 below.
- 24 On the day of election, two scrutators shall be nominated by the President, with the approval of the Society, to examine the lists; and each Fellow present and voting shall deliver to one of the scrutators one of the printed lists mentioned in Standing Order 23, having deleted the name of any candidate or candidates for whom the Fellow does not vote, and, if the Fellow shall think fit, having substituted the name of any other candidate or candidates contained in the printed list sent in pursuance of Standing Order 5. No list shall be valid which contains more than 44 names. The scrutators shall deliver to the Biological or Physical Secretary the names of the Fellows who voted.

- 25 The scrutators, after examining the lists with the Biological and Physical Secretaries, shall report to the President.
- 26 The procedure for the election of up to eight Foreign Members shall follow that of the election of Fellows, except that voting shall be by show of hands, unless the scrutators deem it necessary for printed lists to be delivered to them, as in Standing Order 24. The election shall be held immediately after the election of Fellows.
- 27 The scrutators shall report the result of the show of hands, or the examination of the lists, to the President.

## Chapter VI

### Annual contributions paid by Fellows

- 28 In accordance with Statute 12, the contribution to be paid by Fellows before admission to the Society and annually thereafter shall be set by Council. The new rates of contribution shall become effective from 1 January following the decision of Council. Annual contributions may be compounded by paying such a sum as may be determined by the Council.
- 29 For contributions due on 1 January the rates shall be:
 

For Fellows up to the age of 65 (inclusive)	£215
For Fellows aged 66-84 (inclusive)	£95
For Fellows aged 85 and over	Nil

The age of the Fellow shall be taken at the due date.

## Chapter VII

### Statute 4 ('Royal') elections

- 30 In accordance with Statute 4:
  - a) A ballot paper shall be sent to every Fellow containing the name of the person recommended by Council for election and giving at least four weeks' notice of the closing date;
  - b) The ballot paper shall be accompanied by a note explaining the reasons for the recommendation and the procedures to be followed;
  - c) Fellows shall be required to return the ballot papers indicating their vote for or against the recommended candidate. The ballot shall be secret and a ballot paper shall be valid only if received in a sealed envelope signed by a Fellow, with each Fellow being eligible to vote once only;

- d) On a date determined by Council, ballot papers shall be opened and counted in the presence of two scrutators selected by the President. In accordance with Statute 4, no person shall be elected unless two-thirds of the votes are in favour;
- e) Fellows shall be informed of the result by post.

## Chapter VIII

### Honorary Fellowship

- 31 Honorary Fellowship is intended for quite exceptional candidates who have given distinguished service to the cause of science and its applications, or who have brought great benefits to science, but who do not have the scientific achievements of the kind required of those elected under Statutes 1 and 2, and so cannot be elected under any other existing head.
- 32 The certificate proposing and recommending a candidate shall specify the name, title, profession, qualifications, nationality, date of birth and usual place of residence of the candidate; and shall include a statement of the principal grounds on which the proposal is made. It shall be delivered to the Executive Secretary and shall be registered, with the date of delivery, in a book kept for the purpose.
- 33 The procedure to be adopted shall be as follows:
  - a) All nominations shall be received by 30 September of the year in which the election is first proposed. Each certificate is valid for up to three successive ballots. After this period the candidature lapses and the person concerned will not be eligible for candidature again until a further three ballots have taken place.
  - b) Certificates for Honorary Fellowship will be made available in the Library with certificates for Fellowship and Foreign Membership. Fellows shall be informed if any new nominations have been received in each year, and may contact the Council and Fellowship Manager in person or by letter, to ascertain the name.
  - c) A special committee will be appointed by Council to consider candidates for election as Honorary Fellows, and shall make recommendations to Council.
  - d) Council in April shall consider the report of the special committee and, if appropriate, shall select one candidate to go forward to the Fellowship.
  - e) A ballot paper, accompanied by a statement in support of the nomination, shall be prepared and sent to all Fellows after the Council meeting in April. The ballot will take place at the Annual Meeting for the Election of Fellows and Foreign Members.

- f) On the day of election, two scrutators shall be nominated by the President, with the approval of the Society, to examine the papers; and each Fellow present and voting shall deliver to one of the scrutators one of the printed papers mentioned in Standing Order 23, having deleted the name of the candidate if the Fellow does not vote for him or her. The scrutators shall deliver to the Biological or Physical Secretary the names of the Fellows who voted.
- g) The scrutators, after examining the papers with the Biological Secretary and the Physical Secretary, shall report to the President whether or not the candidate has received the necessary proportion of the votes cast.
- h) The President shall write to the successful candidate before the next Anniversary Meeting informing him or her of election and issuing an invitation to attend for Admission.
- i) A candidate who has been considered by Council but is not selected shall be considered by Council again in any following elections, while the certificate is still valid.

## Chapter IX

### Council nominations and elections

- 34 As laid down by the Charter, the Council shall comprise 21 members, ten of whom will retire each year. The membership shall comprise the following three categories of membership:

**Category I** – Officers, shall hold office for one year but are eligible for re-election annually and shall normally serve for five years;

**Category II** – One representative from each Sectional Committee subject area, shall hold office for one year but are eligible for re-election for a second year;

**Category III** – Members elected to create a balanced and representative Council, shall hold office for one year and, dependent on the requirements of Council, may be eligible for re-election for a second year.

- 35 The Council, in November, shall note the retirement of Category I members at the following Anniversary Meeting, noting that as far as possible one (and only one) Officer shall retire each year. The President shall write to Fellows informing them of the anticipated retirement at the next Anniversary Meeting and seeking suggestions. Council may identify preferences in order to maintain an appropriate balance and set of skills and experience among the Officers.
- 36 Suggestions for Category I membership shall be confidential and accompanied by a brief explanation of why the Fellow is thought to be suitable, but need not be seconded. Suggestions shall be received by 31 January. The President will consult Council, Officers and Fellows as appropriate to ascertain the strength of support for the candidates.

37 The President, when writing to all Fellows in accordance with Statute 20, shall inform them of the Sectional Committee areas identified with Category II members due to be replaced at the next Anniversary meeting and shall advise Fellows that proposals for candidates in such areas shall be sought from the Sectional Committees concerned. The President shall seek suggestions of Fellows to fill potential vacancies in Category III membership, drawing attention to the attributes that contribute to an effective Council, including:

- subject balance;
- geographical distribution;
- gender balance;
- age spread;
- balance of academic, industrial and research council experience;
- knowledge of and involvement in national, European and international scientific organisations.

38 Suggestions for names for Category III shall be supported by three Fellows and accompanied by an assurance that the nominee has been consulted and would be willing and able to serve on Council if elected. Names for Category III are not associated with any particular Sectional Committee area.

Fellows may put forward names for Category III. Nominations shall be received by 28 February and be valid for one year only.

39 At their meetings in January and March Sectional Committees shall nominate at least two candidates in their own area for Category II membership to ensure that there is a reasonable field of candidates for the election.

40 Council in April shall:

- a) confirm a name to fill each of the Category I vacancies;
- b) confirm the list of nominations received from Sectional Committees for Category II members;
- c) decide upon the retirement of current Category III members; and
- d) from the list of Category III members selected from suggestions received from (i) the Fellowship, (ii) from unsuccessful Category II candidates from the previous year, and (iii) from further names (subject to confirmation of the persons' willingness to stand) from Councillors, draw up a short list of nominations for Category III members, with full regard to the breadth and balance required in the Council; and
- e) confirm the list of candidates to be sent to the Fellowship.

- 41 A ballot paper shall be issued immediately after the April Council:
- a) inviting Fellows to indicate their support or otherwise for the person proposed to fill each Category I vacancy;
  - b) listing under each Sectional Committee for which members are being sought in Category II the names of all valid candidates nominated by Sectional Committees and inviting Fellows to rank the candidates separately in each of the Sectional Committee areas in which they wish to vote; and
  - c) listing the nominations for Category III, containing the subject area (by Sectional Committee number) of each person and inviting Fellows to rank as many of the candidates as they wish in order of preference, taking due note of the attributes required to provide the necessary breadth and balance to the Council.
- d) The ballot paper shall be accompanied by:
- an outline of the procedures, and the criteria for selection of members;
  - a list of the continuing members of Council for Category II (and their Sectional Committee areas) and Category III; and
  - a statement in support of each candidate for Categories II and III, also giving his or her date of birth and year of election.
- 42 Fellows shall be required to return the ballot papers indicating their rankings of candidates in accordance with the procedures decided by Council. The ballot shall close on 31 May or no less than six weeks from the date of despatch of the ballot papers. The ballot shall be secret but only ballot papers received in sealed envelopes signed by a Fellow shall be valid.
- 43 Ballot papers shall be opened on a date determined by Council, in the presence of two scrutineers who shall be selected by the President and not be existing members of the Council or candidates for it. Where there are more than two candidates for one vacancy, counting shall be by the single transferable voting (STV) mechanism and the candidate receiving the most votes shall be deemed elected.
- 44 Council in July shall confirm the election results for Categories I, II and III members.
- 45 Fellows shall be informed by post of the result of the elections; those who will serve in the offices of President, Treasurer, the Secretaries and Foreign Secretary; the names of the continuing members of Council; and the names of the elected Category II and Category III members.

- 46 For electing any member of the Council (except Officers) to fill vacancies that may occur between Anniversary elections, the Council shall return to the results of the election that resulted in the appointment of the member whose place is vacant and take as elected the person with the next highest votes who is able to serve. In the case of a vacancy in the post of an Officer, or if the foregoing process fails to provide a new member, then a formal election of the Fellowship shall be held, with the summons for such election, and the proceedings in it, the same as is directed for the Anniversary election, except for any necessary change of dates. Except in the case of Officers, the person elected shall normally serve for the period of the person whom they have replaced.
- 47 If the office of President becomes vacant between Anniversary elections, the Treasurer, or in his or her absence, the Biological or Physical Secretary shall arrange for a meeting of Council to elect a new President. At this meeting, the Council or any eleven or more of them shall not adjourn until a majority have agreed on a new President.

## **Chapter X**

### **Audit**

- 48 The Audit Committee, which shall be appointed by and shall report to Council, shall comprise six members made up of one member of Council who is not an Officer, two Fellows who are not members of Council, two other persons, not being Fellows, having appropriate skills and experience to assist the Committee in carrying out its duties and one other person drawn from either of the latter two categories. A quorum shall comprise four members. The Chairman shall be appointed by Council, for a period not exceeding three years, from amongst those members of the Committee who are not members of Council. The Chairman shall be entitled to represent the Committee before Council on any matters germane to the Committee's Terms of Reference.

In order to maintain its independence, the Committee shall be authorised to spend up to £10,000 for legal advice without reference to Council.

The Committee shall meet at least once each year at which meeting it will consider and make its recommendation to Council as to the adoption of the Treasurer's annual accounts by Council, and at other times as it considers necessary.

## **Chapter XI**

### **Conduct of Business Meetings**

- 49 At each Business Meeting, any formal business of the Society which may be necessary, shall, unless the President decides otherwise, be the first business of the meeting.
- 50 The President shall have power at any Business Meeting, and at any time during that meeting he considers proper, to make such announcements or statements as he may think desirable relating to the advancement of Natural Knowledge.
- 51 Fellows wishing to put a resolution at a Business Meeting must notify the President at least two weeks before the Meeting. It shall be at the President's discretion whether the matter shall be discussed at that Meeting or at a subsequent Special General Meeting.
- 52 The Physical and Biological Secretaries, or the President in any emergency, may cancel a Business Meeting of the Society. Due notice shall be given of such cancellation.

## **Chapter XII**

### **Confidentiality**

- 53 The Council will, from time to time, lay down such regulations as they think fit with regard to communications to the Media. All proceedings at Council and Business Meetings are to be considered as confidential, and no communication with regard to any business transacted at these meetings shall be made without the authority of the Council.

## **Chapter XIII**

### **Representation on outside bodies**

- 54 Service by representatives of the Society on outside bodies shall not in general exceed ten consecutive years, unless specifically authorised by Council for a longer period, and they shall ordinarily be replaced on attaining the age of 75 years.

## **Chapter XIV**

### **Publications**

- 55 In accordance with Statute 47, the Publishing Board shall be responsible to Council for the policy and strategy of the Society's publishing programme within scientific and financial objectives set by Council; for reviewing that policy and strategy and its implementation and for reporting to Council with appropriate recommendations.
- 56 The Publishing Board shall be responsible for approving and overseeing the implementation of the Head of Publications' programme.

- 57 The following serial publications shall be published by the Society under the auspices of the Publishing Board: (1) the *Philosophical Transactions* and *Proceedings*, each in two series, namely series A containing papers relating to the physical sciences, and series B containing papers relating to the biological sciences; (2) *Notes and Records*, containing papers relating to the history of science and such other publications as the Council may from time to time agree.
- 58 Editors, each appointed in accordance with Statute 49, shall be assisted by an Editorial Board or Boards, constituted as decided by the Publishing Board. Members shall be appointed by the Publishing Board on the recommendation of the Editors. The length of service of the Editorial Board members shall be as determined by the Publishing Board.
- 59 Each Editorial Board shall meet at least once a year and shall be responsible for advising the Editor on matters relating to the scholarly content of the relevant publication.
- 60 Each Editor shall be responsible for the scholarly content of the relevant publication, in accordance with policy set by the Publishing Board.
- 61 The regulations governing the assessment and acceptance of the scholarly content of the Society's learned serial publications shall be as determined from time to time by the Editor in conjunction with the Editorial Board of each such publication and subject to approval by the Publishing Board.
- 62 The acceptance or rejection of a paper shall be the responsibility of the Editor, who may seek advice as he/she deems desirable in accordance with the regulations governing the publication.
- 63 The Society shall also publish, under such arrangements that meet Statutes 50 and 51 as Council may agree: (1) *Biographical Memoirs*, containing obituaries of members of the Society; (2) a *Year Book* containing a list of members of the Society and their addresses, together with such other matters as Council may order to be inserted; (3) an *Annual Report*; (4) other publications of an occasional nature.
- 64 Any Fellow elected under Statute 3 or 4, any Honorary Fellow or any Foreign Member elected after 1973, provided he/she has been admitted on or before the date of publication of an issue of one of the Society's publications, shall be eligible to receive a copy of that issue under the conditions set out in Standing Order 62, and shall be permitted to claim a copy of any such issue up to three years after the date of its publication, subject to its continued availability from stock. For each Fellow this eligibility shall cease on death, and the executor of any deceased Fellow shall not be entitled to receive a copy of any publication published after the death of that Fellow.

- 65 The publications available gratis to each Fellow shall be one copy of each issue of: (1) the *Year Book*; (2) *Biographical Memoirs*; and (3) *Notes and Records*. To avoid waste, Fellows are required to make their precise requirements known to the Society's Sales and Marketing Office.
- 66 Each Fellow may also purchase one series of *Proceedings*, or *Philosophical Transactions* at a price determined by Council after giving notice to a Special General Meeting of the Society. In addition, any Fellow wishing to purchase additional copies of any of the publications listed above or in Standing Order 63 may do so on payment of fifty per cent of the price to the public either by subscription (payable in advance of publication) or by payment for individual issues.
- 67 On election each Fellow shall be invited to make a choice (which may be varied subsequently provided three months' notice is given) of which publications, if any, he/she wishes to receive, how he/she wishes to order them and how he/she wishes to pay for any publication not received gratis.
- 68 The copyright of all material published by the Society shall normally be assigned to the Society, except where otherwise agreed by the Publishing Board or the Council. This Statute shall not prevent the author from subsequent use elsewhere of the original material.
- 69 In accordance with Statute 50 Council shall implement a review procedure for all policy documents intended for publication, the procedure adopted to be appropriate to the type of document, to the potential for controversy in the context and to time restraints. The Executive Secretary shall ensure that all material is in an appropriate form before it is sent to Council. Two options will be available to Council:
- a) A Review Panel is established to advise Council. The Review Panel should have a minimum of three members. Review Panels should include appropriate experts in the fields covered. It is permissible to extend the membership of the Review Panel outside the Fellowship where the appropriate expertise lies outside the Fellowship.
- To ensure the quality of reviewers the following steps will be taken:
- Review Panel Chair must be on Council (usually a Vice-President).
  - The majority of the Review Panel must be Fellows.
  - Review Panel members will be selected by the Review Panel Chair, and the final list approved by Council.

- (b) Council delegates the responsibility of reviewing and approving the policy document to the relevant Vice-President. If the relevant Vice-President has had considerable involvement with the production of the document then another Vice-President will take the responsibility of reviewing the document. If the relevant Vice-President believes that the subject matter requires more specialist review then additional reviewers can be used. The final, approved document will be reported to Council.
- 70 The purpose of the review is to ensure that the Royal Society is credibly represented by reports published in its name. The Report Review Panel is appointed to advise Council. It is important that the Society's quality assurance processes ensure that all publications reach the high standards expected. Reviewers are asked to consider whether in their judgement the evidence and arguments presented in the report are sound and support the conclusions. Reviewers are also asked to consider whether the report meets the terms of reference.
- 71 The revised material, or such part of it as is deemed appropriate by the Chairman of the Review Panel, shall be put to Council together with a written or oral report (or both) from the Chairman of the Review Panel. This should:
- a) state any major changes that have been made;
  - b) recommend whether or not Council should accept the material.

The form in which the reviewed material reaches Council may vary from the title and contents pages alone, to the full final draft.

## **Chapter XV**

### **Amendment of Standing Orders**

- 72 Council has power under Statute 61 to make and alter Standing Orders. Nevertheless Council may call a Special General Meeting (in accordance with Statutes 44-46) before making any alteration to Standing Orders which would materially affect procedures relating to elections or to the financial position of the Society.

# Statement by Council

## On the method of nomination to the Fellowship, Foreign Membership and Honorary Fellowship

### Election to Fellowship and to Foreign Membership (Statutes 1-3; Standing Orders 1-27)

#### I Timetable of procedure for election in 2010

- 1 30 September 2009: Deadline for the receipt of completed certificates. Certificates are submitted in accordance with Statutes 1, 2 and 3 and Standing Orders 1-3.
- 2 12 November 2009: *Chairmen of Sectional Committees* meet, with the Secretaries (and those nominated for election as Secretaries at the Anniversary Meeting), to review the classification of the candidates.
- 3 5-14 January 2010: *Sectional Committees* hold meetings to give preliminary consideration to candidates for Fellowship and Foreign Membership, to identify General Candidates (for Fellowship only) and to forward their names to the Secretaries with an indication of the degree of support for the candidate, and suggestions for appropriate referees.
- 4 February 2010: *The Secretaries* consider advice from the Sectional Committees on General Candidates and decide on further action, including the soliciting of written opinions, to aid subsequent evaluation of their relative merits.
- 5 3-11 March 2010: *Sectional Committees* meet separately with appropriate members of Council as follows (or as may be re-arranged on these days to suit the numbered Committees, subject to no two 'A' side and no two 'B' side Committees meeting at the same time).
- 6 17 March 2010: In consideration of candidates for Fellowship, Council as a Committee in two parts, physical and biological, normally meets with Chairmen of Sectional Committees in the morning to receive recommendations from Sectional Committees on Mainstream candidates for Fellowship and to consider Applied Science Candidates and later in the morning as a whole to consider A/B Joint and General Candidates. At these meetings candidates for Foreign Membership are also considered. Subsequently Council, as a whole, draws up a list of up to 44 candidates for Fellowship and a list of up to eight candidates for Foreign Membership.
- 7 15 April 2010: *Council as Committees and Council as a whole* (if required). If further discussion is required, Council as a Committee in two parts, physical and biological, meets in the morning to make recommendations on Mainstream candidates for Fellowship and to consider A/B Joint, Applied Science and General Candidates in relation to them. In the afternoon Council, as a whole, draws up a list of up to 44 candidates for Fellowship and a list of up to eight candidates for Foreign Membership and ballots on the lists.

- 8 20 May 2010: *Business Meeting of Society* for election of Fellows and Foreign Members and Honorary Fellow.
- 9 14 and 15 July 2010: New Fellows Seminar.
- 10 16 July 2010: Admission Day.

## II The Procedure

Council takes the full responsibility of recommending to the Society selected lists of candidates for election to Fellowship and to Foreign Membership. In preparing these lists it receives the advice of the Sectional Committees.

In the opinion of Council the primary and overriding consideration in election to the Fellowship and to Foreign Membership is to nominate each year, as far as possible, candidates with the strongest claims, irrespective of subject.

The Sectional Committees therefore must not expect Council always to select the same number of candidates from the lists of each Committee. Council cannot be bound by the recommendations of the Committees.

In order to promote a free exchange of views, members of Council attend the Sectional Committee meetings, they receive the papers distributed by the chairmen. **They do not vote.**

The branches of science of some candidates may not be adequately represented on a committee. The chairman then obtains the opinion, in writing, of one or more Fellows with special knowledge of the candidate. These written opinions may be distributed to the Committee and to the members of Council sitting on it, but they remain the personal property of the chairman. A chairman may at his discretion pass them forward to his successor but it is most undesirable that the same opinions should be quoted on more than a limited number of occasions.

In respect of Statute 1, Council agreed that residence in a Commonwealth country or the Irish Republic of at least three years and a clear intention to remain there permanently be taken as the general guideline when considering claims of candidates for Fellowship who are foreign nationals, and that the proposers of such candidates shall provide statements to enable Council to decide on eligibility. Council agreed that the implementation of this guideline be as follows:

- a) A candidate for Fellowship must meet the criteria relating to nationality or residence at the time of being proposed.
- b) Such a candidate must continue to meet the criteria relating to nationality or residence at each 30 September during the period that the certificate remains valid.

- c) Such a candidate who does not meet the nationality criterion but who meets the residency criterion in accordance with b) above will be eligible for election in the following year even if he or she moves so as no longer to meet the residency criterion, but eligibility will cease in the subsequent year.
- d) The proposer is responsible for confirming continuing eligibility (Standing Order 1), and must inform the Society in writing if a candidate for Fellowship ceases to meet the criteria relating either to nationality or residence.
- e) In relation to the residence of candidates for Fellowship of foreign nationality, proposers will be asked to confirm annually that those candidates continue to meet the residency criteria.

### III Grouping of Candidates

- 11 Candidates for Fellowship are grouped as Mainstream, Applied or General, according to the nature of their claims to election:
  - a) *Mainstream Candidates* are selected primarily for their contribution to knowledge and understanding in science, engineering or medicine.
  - b) *Applied Candidates* are selected primarily for having applied scientific knowledge to the invention or development of new devices, constructions, products or processes, or to the advancement of human health, welfare or the environment.
  - c) *General Candidates* are selected primarily on the basis of their wider contributions to science, engineering or medicine through leadership, organisation, scholarship or communication.
- 12 Candidates for Fellowship (whether Mainstream, Applied or General) are grouped as Ordinary or Joint accordingly as they are considered primarily by one or by more than one Sectional Committee. Candidates for Foreign Membership are not so classified.
  - a) An Ordinary Candidate is one whose work is wholly or largely covered by the interests of a single Sectional Committee, which is made responsible for assessing that candidate's claims with or without advice from other Sectional Committees.
  - b) A Joint Candidate is one whose work so overlaps the interests of two (or occasionally more) Sectional Committees that no single Sectional Committee can be given responsibility for him or her; two (or more) Sectional Committees are then made responsible for assessing those parts of the work that fall within their respective fields.
  - c) Candidates who have made contributions to scientific knowledge and who have also contributed with applications of scientific knowledge will be classified according to where the balance of their contribution lies. Regardless of how they are classified, both types of contribution will be considered when assessing the strength of their claims for election.

#### **IV Allocation of Nominations for Fellowship by the Council**

Of the 44 nominations which may be made by Council the present procedure involves indicative allocations as follows:

<b>A-side, Mainstream (Ordinary and Joint)</b>	<b>17</b>
<b>B-side, Mainstream (Ordinary and Joint)</b>	<b>19</b>
<b>General, Applied and A/B Joint</b>	<b>8</b>

#### **Election to Honorary Fellowship (Statutes 5-6 and 43; Standing Orders 31-33)**

##### **I Criteria**

Honorary Fellowship is intended for quite exceptional candidates who have given distinguished service to the cause of science and its applications, or who have brought great benefits to science, but who do not have the scientific achievements of the kind required of those elected under Statutes 1 and 2, and so cannot be elected under any other existing head.

Not more than one person shall be so elected in any one calendar year. Honorary Fellows shall pay no annual contributions, not be eligible to nominate, second or support candidates for the Fellowship, not vote on the Society's business, not serve on the Council or on Sectional Committees, but otherwise shall be subject to the same benefits and responsibilities as Fellows elected under Statute 3.

##### **II The Procedure**

- a) All nominations to be received by 30 September of the year preceding that in which the election is first proposed. A first Certificate (elections 1-3) is valid for three successive ballots. After this period the candidature lapses and the person concerned is not eligible for candidature again until three ballots have passed. The validity of second (elections 4-6) certificates are for three successive ballots. No further nomination will be accepted.
- b) Certificates for Honorary Fellowship to be made available in the Library with certificates for Fellowship and Foreign Membership. Fellows will be informed if any new nominations have been received in each year, and may contact the Council and Fellowship Manager, in person or by letter, to ascertain the names.
- c) A special committee will be appointed by Council to consider candidates for election as Honorary Fellows, and shall make recommendations to Council.
- d) Council in April shall consider the report of the special committee and shall select one candidate to go forward to the Fellowship.

- e) A ballot paper, accompanied by a statement of support of the nomination, shall be prepared and sent to all Fellows after the Council meeting in April. The ballot will take place at the Annual Meeting for the Election of Fellows and Foreign Members.
- f) On the day of election, two scrutineers shall be nominated by the President, with the approval of the Society, to examine the papers, and each Fellow present and voting shall deliver to one of the scrutators one of the printed papers mentioned in Standing Order 23, having deleted the name of the candidate if the Fellow does not vote for him or her.  
  
The scrutators shall deliver to the Biological or Physical Secretary the names of the Fellows who voted.
- g) The scrutators, after examining the papers with the Biological Secretary and the Physical Secretary, shall report to the President whether or not the candidate has received the necessary proportion of the votes cast.
- h) The President shall write to the successful candidate before the next Anniversary Meeting informing him or her of election and issuing an invitation to attend for both the formal announcement and for Admission.

A candidate who has been considered by Council but is not elected shall be considered by Council again in any following elections, while the certificate is still valid.