



The British  
Psychological Society

Promoting excellence in psychology

# The Royal Charter *and* Statutes

February 2017

## **The Royal Charter first granted**

at the court at Buckingham Palace, the 26th day of February, 1965.

### **Present,**

THE QUEEN'S MOST EXCELLENT MAJESTY IN COUNCIL

WHEREAS there was this day read at the Board a Report of a Committee of the Lords of Her Majesty's Most Honourable Privy Council, dated the 12th day of February, 1965, in the words following, viz:

"YOUR MAJESTY having been pleased, by Your Order of the 20th day of January, 1964, to refer unto this Committee the humble Petition of the President of the British Psychological Society and others, praying for the grant of a Charter of Incorporation to the said Society:

"THE LORDS OF THE COMMITTEE, in obedience to Your Majesty's said Order of Reference, have taken the said Petition into consideration and do this day agree humbly to report, as their opinion, to Your Majesty, that a Charter may be granted by Your Majesty in terms of the Draft hereunto annexed."

HER MAJESTY having taken into consideration the said Report, and the Draft Charter accompanying it, was pleased, by and with the advice of Her Privy Council, to approve thereof, and to order, as it is hereby ordered, that the Right Honourable Sir Frank Soskice, one of Her Majesty's Principal Secretaries of State, do cause a Warrant to be prepared for Her Majesty's Royal Signature, for passing under the Great Seal a Charter in conformity with the said Draft, which is hereunto annexed.

*W.G. Agnew*

### **and amendments allowed**

*at the court at Buckingham Palace, the 18th day of December, 1987.*

### **Present,**

THE QUEEN'S MOST EXCELLENT MAJESTY IN COUNCIL

WHEREAS the Council of the British Psychological Society has duly made amendments to the Society's Charter:

AND WHEREAS the said amendments have been submitted to Her Majesty in Council for allowance:

NOW, THEREFORE, Her Majesty, having taken the said amendments into consideration, is pleased, by and with the advice of Her Privy Council, to allow the same as set forth in the Schedule to this Order.

*G.I. de Deney*

### **and**

*at the Council Chamber, Whitehall, the 18th day of July, 2001.*

BY THE LORDS OF HER MAJESTY'S MOST HONOURABLE PRIVY COUNCIL

WHEREAS the British Psychological Society has made amendments to its Statutes as set out in the Schedule to this Order:

AND WHEREAS the amendments have been submitted to the Lords of The Privy Council for approval:

NOW, THEREFORE, Their Lordships, having taken the amendments into consideration, are pleased to approve them.

*A.K. Galloway*

### **and amendments allowed**

*at the court at Buckingham Palace, the 10th day of November 2010.*

### **Present,**

THE QUEEN'S MOST EXCELLENT MAJESTY IN COUNCIL

Her Majesty has allowed amendments to the Charter of The British Psychological Society as set out in the Schedule to this Order.

*Judith Simpson*

# ROYAL CHARTER

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**ELIZABETH THE SECOND** by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

**TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS!**

**WHEREAS** a Petition has been presented unto Us by the President of the British Psychological Society and others praying that We should be pleased to grant a Charter of Incorporation for the purpose of constituting the British Psychological Society a Corporation with the object among others of acquiring and taking over the properties and liabilities of the Institution known as the British Psychological Society and carrying on and developing its work under such regulations and with such powers as to Us might appear meet and expedient.

**AND WHEREAS** We have taken the said Petition into Our Royal Consideration and are minded to accede thereto.

**NOW THEREFORE KNOW YE** that We by virtue of Our Prerogative Royal and of all other powers Us enabling to do of Our especial grace, certain knowledge and mere motion have granted and ordained and by these Presents do for Us, Our Heirs and Successors grant and ordain as follows:

1. The persons who at the date hereof are members of The Old Institution (being the said Society known as the ‘British Psychological Society’ whose President presented the said Petition) and all such persons as may hereafter become members of the Corporation hereby constituted shall for ever hereafter be one Body Corporate and Politic by the name of ‘The British Psychological Society’ (‘the Society’) and by that name shall and may sue and be sued plead and be impleaded in all Courts whether of law or equity and shall have perpetual succession and a Common Seal which may be changed or varied by them or at their pleasure.
2. In this Our Charter and Statutes unless the context otherwise requires:
  - ‘**Annual General Meeting**’ shall mean an annual general meeting of the Members held in accordance with Statute 13;
  - ‘**Board of Trustees**’ shall mean the board of Trustees of the Society;
  - ‘**Boards of the Society**’ shall mean the Society’s decision making boards;
  - ‘**Code of Ethics and Conduct**’ shall mean the Society’s code of ethics and conduct;
  - ‘**General Meeting**’ shall mean a general meeting of the Members as described at Statute 13(1);
  - ‘**Graduate Basis for Chartered Membership**’ shall have the meaning as set out in Statute 4;
  - ‘**List of Members**’ shall mean the list of members maintained by the Society;
  - ‘**Members**’ shall mean members of the Society namely Student Members, Graduate Members, Chartered Members and Honorary Members;
  - ‘**Member Conduct Rules**’ shall mean the member conduct rules of the Society;
  - ‘**Member Network**’ shall have the meaning as set out in Article 12;

<b>‘Officers’</b>	shall mean the officers appointed by the Society;
<b>‘The Old Governing Body’</b>	shall mean the persons constituting at the date hereof the Council of The Old Institution;
<b>‘the Old Institution’</b>	shall have the meaning given in Article 1;
<b>‘Representative Council’</b>	shall have the meaning set out in Statute 21;
<b>‘the Society’</b>	shall have the meaning given in Article 1;
<b>‘Special General Meeting’</b>	shall mean a special general meeting of the Society;
<b>‘Statutes’</b>	shall mean the Statutes of the Society for the time being in force;
<b>‘Subscribers’</b>	shall mean subscribers of the Society;
<b>‘The Trustees’</b>	shall mean the Board of Trustees of the Society; and

words importing the singular number only shall include the plural number and vice versa.

3. The objects of the Society shall be:

to promote the advancement and diffusion of a knowledge of psychology pure and applied and especially to promote the efficiency and usefulness of Members of the Society by setting up a high standard of professional education and knowledge.

In pursuance of those objects and no other the Trustees may exercise the following powers:

- (1) to establish, maintain and extend a library of books, works or manuscripts on psychological science, the applications thereof and other subjects allied thereto, and to make provision for a laboratory or laboratories for research in pure and applied psychology;
- (2) to maintain a Code of Ethics and Conduct for the guidance of Members and to compel the observance of strict rules of professional conduct as a condition of membership;
- (3) to keep a List of Members with such particulars as the Board of Trustees shall decide;
- (4) to institute and conduct examinations and to issue Certificates and Diplomas to persons qualified to practise and teach psychology;
- (5) to make grants of money, books, apparatus or other matters or things for the purpose of promoting invention and research in psychological science, or its applications, or in subjects connected therewith;
- (6) to arrange, provide for, or join in arranging and providing for the holding of conferences, national or inter-national exhibitions, meetings, lectures, classes and discussions on subjects of general and special interest to persons interested in psychology, and also for the exhibition of any new, improved or other apparatus for psychological research, and any new or other experiments illustrative of psychological laws or phenomena calculated directly or indirectly to further the objects of the Society or any of them;
- (7) to print, publish and circulate, gratuitously or otherwise, and to sell, lend, issue and distribute gratuitously or otherwise any papers, treatises, books, pamphlets, leaflets or communications made to the Society, or documents relating to psychology, and any reports of the proceedings and accounts of the Society, and for this purpose to cause translations to be made of any such papers, treatises or communications as shall be in a foreign language, and to illustrate any of the publications as the Society may think expedient in connection with the objects of the Society or any of them;

- (8) to invite and collect subscriptions and donations to the funds of the Society by any lawful means;
  - (9) to act as trustee of any trusts established solely or principally for purposes associated with the objects of the Society;
  - (10) to co-operate with other organisations with a view to the promotion of the objects of the Society or any of them;
  - (11) in furtherance of these objects to acquire and dispose of real or personal property and to invest moneys of the Society in accordance with the provisions of the Statutes;
  - (12) to do all such acts and things as are or may be deemed incidental or conducive to the attainment of any of the objects of the Society or the exercise of any of its said powers.
4. The Members shall consist of the persons who at the date hereof are members of The Old Institution and such other persons who have such qualifications in pure and applied psychology as may be required by the Statutes for the respective classes of membership hereinafter set out and as may be admitted to membership by the Board of Trustees in accordance with such regulations as may be issued from time to time by the Board of Trustees in this behalf. Every Member including those who at the date hereof are members of The Old Institution shall be classed according to his or her qualifications and experience as one of the following:
- (1) Student Member
  - (2) Graduate Member
  - (3) Chartered Member
  - (4) Honorary Member
- and his or her name entered in the List of Members.
5. Subject to and in accordance with the provisions of the Statutes, the Board of Trustees may admit other persons as Subscribers to such privileges and benefits of the Society as they may determine from time to time excepting always the right to vote at General Meetings of Members.
6. The qualifications, mode of admission, rights, privileges and obligations of Members shall, subject as herein provided, be as prescribed by the Statutes.
- (1) Any Member who shall have acted in breach of the Member Conduct Rules shall be liable to have his or her membership terminated or suspended in accordance with the procedures laid down in the Statutes.
7. Subject to the provisions of this Our Charter, the rights and obligations of Student Members, Graduate Members, Chartered Members and Honorary Members insofar as they are provided for by the Statutes may be varied or abrogated by any amendment of or addition to the Statutes without any sanction, approval, consent or resolution by any individual or class by a General Meeting.
8. The Statutes shall provide for the payment of entrance fees, transfer fees and subscriptions payable by Members.
9. Members may use such titles and abbreviations after their names as specified in the Statutes.
10. There shall be held a General Meeting of the Society once in each calendar year and Special General Meetings at such times as may be necessary or desirable, in every case in accordance with the provisions of the Statutes.

11. There shall be a Board of Trustees of the Society totalling not less than twelve Members who are Graduate or Chartered Members or Honorary Members who have been Graduate or Chartered Members, comprising the President, Honorary Treasurer, Honorary General Secretary, President-Elect, Vice President, the Chairs of the other Boards of the Society and other persons co-opted in a manner prescribed by the Statutes.
12. The Board of Trustees may establish Member Networks of the Society, as set out in this Article ('the Member Networks'), to assist in the promotion of its objects and the Statutes shall provide for the activities and conduct of the established and future Branches, Sections, Divisions and Special Groups;
  - (1) Branches in any part of Our United Kingdom of Great Britain and Northern Ireland;
  - (2) Sections concerned with special branches or aspects of psychology;
  - (3) Divisions concerned with the standards of professional education and knowledge of their Members;
  - (4) Special Groups (which may be otherwise designated) concerned with principal areas in which psychologists provide advice, tuition or services;
  - (5) Other such groups as the Board of Trustees thinks fit.
13. The income of the property of the Society whencesoever derived shall be applied solely towards the promotion of the objects of the Society set forth in this Our Charter and no portion shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever for profit to the Members of the Society. Provided always that with the exception of Members of the Board of Trustees to whom the restrictions of the Charities Act 2006 apply nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any officers or servants of the Society or to any Member of the Society, for any services actually rendered to the Society, nor the payment of royalties to an author or editor under contract, nor the payment of reasonable and proper fees to any examiner appointed by the Board of Trustees whether a Member of the Board of Trustees or not provided also that at any given time the President and Honorary General Secretary may receive payment out of the property of the Society to compensate them for the sum or sums of money lost from employment or deducted from their earnings by their employers in respect of time spent on the conduct of the business of the Society, provided that:
  - (1) such compensation does not exceed the amount that would be regarded as reasonable payment for the work undertaken on behalf of the Society;
  - (2) a Member shall not vote on any resolution or question relating to any fee payable to him or her, or to his or her conditions of service;
  - (3) nothing in this Article shall prevent the payment of interest at a rate not exceeding five per cent per annum on money which may be borrowed for the purposes of the Society from any Member of the Society;
  - (4) nothing in this Article shall prevent the payment of any premium in respect of any indemnity insurance to cover the liability of the Board of Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Society, provided that any such insurance shall not extend to any claim arising from any act or omission which the Trustees knew to be a breach of trust or breach of duty or which was committed by the Trustees in reckless disregard of whether it was a breach of trust or breach of duty and provided also that any such insurance shall not extend to the costs of an unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as Trustees of the Society.

14. Subject to the provisions of this Our Charter and of the Statutes the Board of Trustees shall have the management and control of the affairs of the Society and the administration of all the property and income thereof with power to delegate all or any of their powers to Committees or Sub-Committees from among their own number or otherwise appointed for the purpose. Provided that no resolution passed at a meeting of a Committee or Sub-Committee shall take effect unless a majority of the persons present at such meeting are Members or the resolution is confirmed by the Board of Trustees.
15. The Statutes set forth in the Schedule hereto shall be the Statutes of the Society until the same shall be amended in manner hereinafter provided.
16. The Board of Trustees shall have full power but subject always to the provisions of this Our Charter to make and when made to amend Statutes touching the government of the Society, the appointment and removal of all persons employed in or in connection with the Society and any other matters whatsoever relating to the administration and management of the Society. Provided that no amendment to the Statutes shall have any force or effect unless and until the same shall have been approved by resolution passed by a majority of the Members voting at a General Meeting convened by notice specifying clearly the substance of the amendment proposed nor until it shall have been approved by the Lords of Our Most Honourable Privy Council of which approval a Certificate under the hand of the Clerk of Our said Privy Council shall be conclusive evidence.
17. True accounts shall be kept of the income and expenditure of the Society. There shall be an audit of the Accounts of the Society made every year by one or more duly qualified Auditors to be appointed by the Members in General Meeting. The Auditors shall make a report to the Society. If more Auditors than one be appointed the continuing Auditor or Auditors shall have power to act notwithstanding any casual vacancy. No person shall be qualified for appointment as Auditor unless he or she is a person who would be approved by the Department of Business Enterprise and Regulatory Reform as an auditor for a public company with limited liability.
18. It shall be lawful for the Society with the sanction of two consecutive Special General Meetings thereof called for the purpose to surrender this Our Charter subject to the sanction of Us, Our Heirs or Successors in Council and upon such terms as We or They may consider fit and to wind up or otherwise deal with the affairs of the Society in such manner as shall be directed by such General Meetings or in default of such directions as the Board of Trustees shall think expedient having due regard to the liabilities of the Society for the time being. If upon the winding up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Society, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Society, and which shall prohibit the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Society under or by virtue of Article 13 hereof, such institution or institutions to be determined by the Members of the Society at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object. Throughout this our Charter and the Statute of the Board of Trustees, 'charitable' means charitable in accordance with the law of England and Wales provided that it will not include any purpose which is not charitable in accordance with any statutory provision regarding the meaning of the word 'charitable' or the words 'charitable purposes' in force in any part of the United Kingdom. For the avoidance of doubt, the system of law governing the constitution of the charity is the law of England and Wales.
19. The Board of Trustees may by resolution in that behalf passed at any meeting by a majority of not less than two-thirds of the Trustees present and voting (and being an absolute

majority of all members of the Board of Trustees) and confirmed at a Special General Meeting held not less than one month nor more than four months afterwards by a majority of not less than two-thirds of the Members voting, amend or add to this Our Charter and such amendment or addition shall when allowed by Us, Our Heirs or Successors in Council become effectual so that this Our Charter shall thenceforward continue and operate as though it had been originally granted and made accordingly. The provision shall apply to this Our Charter as amended or added to in manner aforesaid.

20. Lastly We do by these Presents for Us, Our Heirs and Successors grant and declare that these Our Charter and Statutes shall be in all things valid and effectual in law according to the true intent and meaning thereof and shall be taken, construed, adjudged in the most favourable and beneficial sense for the best advantage of the Society as well in Our Courts of Record as elsewhere by all Judges, Justices, Officers, Ministers and other subjects whatsoever for Us and Successors any non-recital or other omission, defect or thing to the contrary notwithstanding.

IN WITNESS whereof We have caused these Our Letters to be made Patent. WITNESS Ourselves at Westminster the third day of May in the Fourteenth year of Our Reign.

**BY WARRANT UNDER THE QUEEN'S SIGN MANUAL**

## STATUTES

### 1. Interpretation

- (1) These Statutes are subject to the Charter and shall be read in conjunction with the Charter. If any inconsistency exists between these Statutes and the Charter, the Charter shall prevail.
- (2) In these Statutes words defined in Our Charter shall have the same meaning in these Statutes.

### 2. Members

Every person whose name is entered on the List of Members shall thereupon become and be a Member. The names of all persons who were Members of The Old Institution or who shall be admitted as Members in accordance with the provisions of these Statutes shall be entered on the List of Members. No person shall be admitted to be a Member until he or she shall have signed an undertaking as provided by the Rules. An application for admission as a Member shall be made in the manner prescribed by the Rules.

### 3. Student Members

- (1) All persons who were Student Subscribers of The Old Institution or who are admitted as hereinafter provided shall be Student Members and may describe themselves as Student Member of the British Psychological Society.
- (2) A candidate for admission as a Student Member shall satisfy the Board of Trustees that he or she is a bona fide student registered on a course recognised by the Board of Trustees as being of a breadth and standard appropriate for the Graduate Basis for Chartered Membership (as defined at Statute 4(2)(a)(ii)).
- (3) The Board of Trustees shall have the right to refuse to admit a candidate to Student Membership who, in the opinion of the Board of Trustees, has breached the Member Conduct Rules as approved by the Board of Trustees. Applicants who are refused admission shall have the right of appeal. Those wishing to appeal shall notify the Honorary General Secretary of the Society in writing, who shall request the Board of Trustees to appoint a suitable person to hear the appeal in line with the Member Conduct Rules.

### 4. Graduate Members

- (1) All persons who were elected Graduate Members or Ordinary Members of The Old Institution, all persons who were Fellows or Associate Fellows of the old Institution who were not at the date these Statutes came into effect entered on the Register of Chartered Psychologists, and all persons who are admitted as hereinafter provided shall be Graduate Members and may describe themselves as a Graduate Member of the British Psychological Society.
- (2) A candidate for admission as a Graduate Member:
  - (a) shall satisfy the Board of Trustees that he or she has either:
    - (i) obtained an undergraduate degree conferred by an Institution of Higher Education for which psychology has been taken as a main subject and which is regarded by the Board of Trustees as covering appropriate areas of psychology to an appropriate breadth or standard; or
    - (ii) for graduates not covered under Statute 4(2)(a)(i) above, has such further experience or postgraduate qualifications in psychology as determined by the Board of Trustees as shall assure the Board of Trustees that the applicant has at least as broad a knowledge and understanding of the areas of psychology as that required in Statute 4(2)(a)(i) above and to the same standard .

Candidates who have the qualifications referred to in 4(2)(a)(i) or 4(2)(a)(ii) may be referred to as having the 'Graduate Basis for Chartered Membership' (GBC).

- (3) The Board of Trustees may admit such eligible candidates to be Graduate Members as it thinks fit.
- (4) The Board of Trustees shall have the right to refuse to admit a candidate to Graduate Membership who, in the opinion of the Board of Trustees, has breached the Member Conduct Rules. Applicants who are refused admission shall have the right of appeal. Those wishing to appeal shall notify the Honorary General Secretary of the Society in writing within fourteen days of the date of the letter from the Society notifying the applicant of refused admission, who shall request the Board of Trustees to appoint a suitable person to hear the appeal in line with the Member Conduct Rules.

## **5. Chartered Members**

- (1) All persons who were entered on the Register of Chartered Psychologists at the date these Statutes come into force and all persons who are admitted as hereinafter provided shall be Chartered Members and may describe themselves as a Chartered member of the British Psychological Society.
- (2) A candidate for admission as a Chartered Member shall both:
  - (a) have the Graduate Basis for Chartered Membershipand
  - (b) since the date of conferral of a qualification referred to in Statute 4 (2) (a) (i) or from the first date of becoming eligible for exemption from it under Statute 4(2) (a) (ii) shall have successfully completed a period of study of, or practice in, psychology, or a combination of both, acceptable to the Board of Trustees, the relevant period being of three years duration if full-time or an equivalent period if part-time, or such greater period as the Board of Trustees may stipulate.
- (3) The Board of Trustees may admit such eligible candidates to be Chartered Members as it thinks fit.
- (4) The Board of Trustees shall have the right to refuse to admit a candidate to Chartered Membership who, in the opinion of the Board of Trustees, has breached the Member Conduct Rules. Applicants who are refused admission shall have the right of appeal. Those wishing to appeal shall notify the Honorary General Secretary of the Society in writing, who shall request the Board of Trustees to appoint a suitable person to hear the appeal in line with the Member Conduct Rules.

## **6. Honorary Members**

- (1) Honorary Fellows and Honorary Life Members of The Old Institution shall be Honorary Members, may describe themselves as Honorary Member of the British Psychological Society and may retain the title Honorary Fellow or Honorary Life Member.
- (2) The Board of Trustees may recommend for admission to Honorary Membership and award of the titles Honorary Fellow and Honorary Life Member, by acclamation at a General Meeting, persons of distinction who have satisfied such criteria as approved by the Board of Trustees from time to time.

## **7. Undertaking required of Members**

- (1) No person shall be admitted to Membership until he or she shall have signed an undertaking as determined by the Board of Trustees, to abide by the Member Conduct Rules and the guidance provided by the Code of Ethics and Conduct.
- (2) Removal from the List of Members

Any Member who breaches the Member Conduct Rules may have his or her membership terminated or suspended for a period in line with the Member Conduct Rules which will be approved by the Board of Trustees from time to time. Any Member whose membership is suspended or terminated in accordance with this Statute shall have the right of appeal in accordance with the appeals procedure set out in the Member Conduct Rules.

## **8. Associate Fellows**

- (1) Associate Fellows of The Old Institution shall be entitled to use the title Associate Fellow.
- (2) To be eligible for the award of the title of Associate Fellow a candidate shall be a Member and shall satisfy the Board of Trustees that, since first being eligible for Graduate Membership, he or she has satisfied such criteria as provided in the Rules.
- (3) The Board of Trustees may award the title Associate Fellow to such eligible candidates as it thinks fit.
- (4) Associate Fellows shall be entitled to use after their name the abbreviation 'AFBPsS'.

## **9. Fellows**

- (1) Fellows of The old Institution shall be awarded the title Fellow.
- (2) No Member shall be eligible for the award of the title Fellow unless he or she shall have satisfied such criteria as provided in the Rules.
- (3) The Board of Trustees may award the title Fellow to such eligible candidates as it thinks fit.
- (4) Members may not use the title Associate Fellow in addition to the title Fellow
- (5) Fellows shall be entitled to use after their name the abbreviation 'FBPsS'.

## **10. Membership Grades and Abbreviations**

- (1) **Student Members**  
Student Members shall not be entitled to use any abbreviation after their name.
- (2) **Graduate Members**  
Graduate members shall be entitled to use after their name the abbreviation 'MBPsS' save where the Board of Trustees has conferred a title.
- (3) **Chartered Members**  
Chartered members shall be entitled to use the title 'Chartered Psychologist' and to use after their name the abbreviation 'C.Psychol.' in addition to any title awarded by the Board of Trustees.
- (4) **Honorary Members**
  - (a) Honorary Fellows shall be entitled to use after their name the abbreviation 'HonFBPsS'
  - (b) Honorary Life Members shall be entitled to use after their name the abbreviation 'HonMBPsS'
  - (c) Members may not use the title Fellow in addition to the title Honorary Fellow.
  - (d) Honorary Members who were Chartered Members at the time of their admission to Honorary Membership may continue to use the title 'Chartered Psychologist' and to use after their name the abbreviation 'C.Psychol.'

## **11. Subscribers**

- (1) All persons who were elected Affiliates or Foreign Affiliates of The Old Institution shall be Subscribers.
- (2) The Board of Trustees shall determine the rights, privileges and benefits of Subscribers
- (3) The Board of Trustees may at any time terminate the rights, privileges and benefits of Subscribers.
- (4) Subscribers shall not use the description 'Subscriber of The British Psychological Society' in any context.

## **12. The List of Members**

- (1) The Board of Trustees shall , in accordance with the Charter, maintain a List of Members which shall, subject to the provisions set out in this Statute, include the name of every Member and such other particulars as determined by the Board of Trustees.
- (2) The Society shall promptly upon the admission of each Member, provided such Member has complied with the provisions of these Statutes, arrange for the particulars of that Member to be entered on the List of Members and upon his or her ceasing for any reason to be a Member, or being suspended from Membership, shall remove his or her name from the list.
- (3) The Society shall issue each Member a Certificate of Membership. A duplicate Certificate may be issued at such fee as may be prescribed.
- (4) The Board of Trustees shall make regulations with respect to the form and keeping of the List of Members and the making of entries and alterations therein and in particular:
  - (a) regulating the making of applications for membership and providing for the evidence to be produced in support of any such applications;
  - (b) determining procedures by which candidates for membership whose applications are rejected may appeal to the Society for reconsideration;
  - (c) providing for the notification to the Society's officials of any changes in the particulars relating to Members on the List of Members and for the removal of such information from the List of Members;
  - (d) determining a period of time by which all Members must notify the Society of a change of address;
  - (e) providing for the entry in the List of Members of such additional information relating to Members as the Board of Trustees shall deem appropriate and for the removal of such information from the List of Members;
  - (f) authorising the Society's officials to erase from the List of Members the name of a person who after the prescribed notice and warnings fails to supply information required to ensure that the particulars entered in the List of Members are correct;
  - (g) determining a period of time after which if a membership fee remains unpaid, the Board of Trustees may authorise its officials to remove from the List of Members the name of the Member whose fee is unpaid.

### **13. Meetings of Members**

- (1) The Society shall hold meetings of Members called General Meetings.
- (2) A General Meeting shall be held once in every calendar year and shall be known as the Annual General Meeting. At this meeting the business to be transacted shall include the consideration of the accounts, the reports of the Board of Trustees and Auditors, the election of Officers and Members of the Board of Trustees as requisite. Special General Meetings shall be held from time to time as directed by the Board of Trustees or upon requisition of the President or of Members as hereinafter provided.
- (3) Only business relating to the management and government of the affairs of the Society shall be transacted at General Meetings.
- (4) The President shall take the Chair at all General Meetings and in his or her absence the President-Elect or the Vice-President but if none of these be present then the Members present shall choose someone of their number to be Chair of such meeting.
- (5) At every General Meeting ten Members present in person at the commencement of the business and entitled to vote shall be a quorum. If within half an hour from the time appointed for a General Meeting a quorum is not present the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall be adjourned to the same day in the following week at such time and place as the Chair of such meeting shall announce. If at such adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting then the meeting shall be dissolved.
- (6) The Chair may, with the consent of the meeting, adjourn a General Meeting from time to time and from place to place but no business shall be transacted at an adjourned General Meeting other than the business left unfinished at the meeting from which the adjournment took place.

### **14. Resolutions**

Members may bring to the notice of the Honorary General Secretary resolutions within the objects of the Society for consideration by the Board of Trustees. If the Honorary General Secretary or the Board of Trustees fails to act on the resolution to the satisfaction of the Members concerned then upon the requisition of one percentum of the Members as recorded in the Annual Report presented by the Board of Trustees to the last Annual General Meeting, the Honorary General Secretary shall either convene and hold a Special General Meeting to vote on the resolution or arrange for a ballot of all Members on the resolution. The Board of Trustees or the President may call and hold a Special General Meeting or call for a ballot of the Members at any time upon due notice. If upon a requisition the Honorary General Secretary fails to convene and hold a Special General Meeting or to arrange for a ballot within three months of a requisition, then a Special General Meeting or a ballot to be held within forty-two days of the expiration of the said period of three months may be convened by the President or not less than half those making the requisition.

### **15. Notices**

- (1) Meetings shall be called by not less than the number of clear days' notice set out in this Statute:
- (2) For Annual General Meetings and Special General Meetings at which resolutions are to be proposed for the purpose of amending the Charter or Statutes, twenty-one clear days' notice shall be given; and for all other General Meetings, fourteen clear days' notice shall be given.
- (3) If any General Meeting is adjourned for more than thirty days then fresh notices shall be given for the appropriate period.

- (4) Every Member shall receive notice of an Annual General Meeting of at least fourteen clear days, unless paragraph (2) applies; and shall be given access to a copy of the Accounts and Auditor's Report fourteen clear days in advance of the Meeting.
- (5) Notices shall be given to all Members entitled to receive them. The accidental omission to give notice of a meeting to, or the non receipt of a notice of a meeting by, any Member entitled to receive notice shall not invalidate the proceedings of that meeting.
- (6) Subject to these Statutes, the Rules shall prescribe the mode and place of service.

## **16. Votes**

- (1) At any General Meeting a resolution put to the Meeting shall be decided on a show of hands unless a ballot is demanded by the Chair or at least one hundred Members present. On any matter for which a vote is to be taken, the Board of Trustees, the President or the Honorary General Secretary may arrange in advance for the taking of a ballot, the results of which shall be announced at a General Meeting. A declaration by the Chair that a resolution has been carried or lost or carried or not carried by a particular majority and an entry to that effect in the Minute Book of the Society shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour or against the resolution.
- (2) On a show of hands every Member present and in a ballot every Member shall have one vote unless, at the date of the meeting or on the date of opening a ballot by despatch of the ballot papers or other means, his or her subscription is in arrears for more than three months.
- (3) In the case of an equality of votes, whether on a show of hands, or on a ballot the Chair of the Meeting at which a show of hands takes place or at which the resolution of the ballot is announced shall have a second or casting vote.
- (4) A vote demanded on the election of the Chair or on any question of adjournment or any other procedural motion shall be taken forthwith. In all other cases the vote shall be taken at such time and in such manner as directed by the Chair in accordance with the voting procedure as approved by the Board of Trustees from time to time.

## **17. Subscriptions**

- (1) Every Member shall, upon admission, pay an annual subscription for the year in which admitted unless waived in accordance with the Rules and shall in each subsequent year pay such annual subscription as may be fixed by the Rules. Honorary Members shall not be required to pay subscriptions.
- (2) The rates of subscription by Subscribers shall be determined by the Trustees from time to time.
- (3) Every Member on admission to a higher grade of Membership shall pay such admission fee to the Society as may be fixed by the Rules.
- (4) The rates of subscription by Members of the Society shall be determined by the Society in General Meeting and shall be incorporated in the Rules.
- (5) The Board of Trustees may in any special case reduce or remit any annual subscription, admission fee or the arrears of annual subscriptions of any Member or Subscriber.

## **18. The Board of Trustees**

The Board of Trustees shall comprise the Officers of the Society and other members as defined below:

- (1) Presidential team: The President-Elect shall be elected annually at the Annual General Meeting. The President shall hold office for one year after his or her term as President-Elect. The Vice President shall hold office for one year next following his or her retirement as President.

- (2) Officers: The Honorary Treasurer and Honorary General Secretary shall be elected by the Annual General Meeting for a three-year period of office which may be extended for a further three-year period after which they shall be ineligible for re-election for a three-year period.
- (3) Proposals for election to President-Elect or of an Officer must be made with the written consent of the Member so proposed, by two or more Members who are Chartered Members, Graduate Members, or Honorary Members who have been Chartered Members or Graduate Members. Such proposals should be submitted to the Honorary General Secretary in such form and manner as the Board of Trustees may from time to time direct but in any event not later than eight clear weeks before the date fixed for the Annual Meeting at which the election is intended to take place.
- (4) The Board of Trustees shall include the following other members:
  - (a) The Chairs of the Boards of the Society;
  - (b) At least two and not more than five other members co-opted to the Board in a manner determined by the Representative Council in accordance with the Rules.
- (5) An officer or member of the Board of Trustees who is adjudged bankrupt, or becomes of unsound mind, or who refuses to act or is unfit or otherwise unable to act, or who notifies the Honorary General Secretary of his or her wish to resign or who is absent from all meetings during the period of one year, or ceases to be a member of the Society, or has been removed from office by a resolution of Members of the Society in General Meeting shall, thereupon, cease to be a member of the Board of Trustees.
- (6) The Board of Trustees shall take action to ensure that vacancies on the Board of Trustees are filled without delay according to the normal processes of appointment for that vacancy. Should the number of serving members of the Board of Trustees fall below the stipulated quorum for conducting its business the Board of Trustees shall make emergency appointments to bring the number up to that threshold.
- (7)
  - (a) If during his or her term of office the President Elect shall die or retire, or his or her office shall be vacated in accordance with Statute 18(5), the office of President Elect shall remain vacant for the remainder of such year.
  - (b) At the Annual General Meeting after which such President Elect would have become President of the Society, the Members of the Society shall elect as President for the ensuing year a Member of the Trustees or Representative Council who held office as such during the year in which the President Elect shall have died, retired or vacated office, and the appropriate provisions of Statute 18(3) shall apply.

## **19. Powers and duties of the Board of Trustees**

- (1) The Board of Trustees shall conduct the business of the Society consistently with provisions of the Charter and these Statutes and shall supervise the expenditure of all moneys on account of the business of the Society and do all such other things as are necessary for the transaction of the business of the Society and the furtherance of its objects, subject always to the directions of General Meetings.
- (2) The Board of Trustees may appoint and engage such officials and servants who shall perform such duties and exercise such powers and hold office upon such terms for such period and upon such conditions as the Board of Trustees shall from time to time determine.

## **20. Proceedings of the Board of Trustees**

- (1) The President shall chair all meetings of the Board of Trustees at which he or she is present and in his or her absence the President-Elect or the Vice President but if none of these be present then the members present shall choose someone of their number to be the Chair of such meeting.
- (2) Subject to these Statutes, the Board of Trustees may meet for the despatch of business and adjourn and otherwise regulate its meetings, as it thinks fit. Questions arising at any meeting shall be decided by a majority of votes and in the case of equality of votes the Chair shall have a second or casting vote.
- (3) No business transacted by the Board of Trustees shall be valid unless at least one-third of the appointed members of the Board of Trustees, or five persons, whichever is the larger number, participate in the decision.
- (4) The Honorary General Secretary shall, on the requisition at any time of any three members of Board of Trustees, summon a meeting of the Board of Trustees by giving at least seven clear days' notice to all members of the Board of Trustees; provided that no notice need be sent to any member of the Board of Trustees for the time being absent from the United Kingdom who has given notice of this fact to the Honorary General Secretary.
- (5) The Board of Trustees may, from time to time, at their discretion appoint from among their members or otherwise such Committees as shall appear expedient and may, from time to time, modify or dissolve any Committee.
- (6) Any Committee so appointed shall in exercise of the powers delegated to it conduct its affairs in accordance with such regulations as may be imposed on it by the Board of Trustees.
- (7) All acts done by the Board of Trustees or any Committee thereof or by a person acting as a member thereof shall, notwithstanding that it was afterwards discovered that there was some defect in the appointment of any such member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been appointed or qualified and continued to be a member of the Board of Trustees or such Committee as the case may be.

## **21. The Representative Council**

There shall be a representative council which shall advise the Board of Trustees ("the Representative Council"). It will comprise:

- (1) The Officers of the Society; the President, Honorary General Secretary, Honorary Treasurer, President-Elect and Vice President;
- (2) The Chairs of the Boards of the Society;
- (3) A representative from each of the Member Networks approved by the Board of Trustees;
- (4) Co-opted Members who shall serve for one year as prescribed in the Rules.

## **22. Examiners**

- (1) The Board of Trustees shall, from time to time, and as may be requisite, appoint such competent and proper persons, as they shall think fit, to be Examiners for such period as the Board of Trustees may direct to conduct all such examinations as the Board of Trustees may require for admission to Membership or the Register or the issue of diplomas or otherwise.
- (2) Notwithstanding that members of Boards of Examiners may be Officers of the Society or members of the Board of Trustees they shall, nevertheless, be entitled to be paid all reasonable and proper fees as Examiners.

### **23. The Seal**

- (1) The Board of Trustees shall provide for the safe custody of the Common Seal which shall be affixed to an instrument only in the presence of either two members of the Board of Trustees and of the Honorary General Secretary or three other persons appointed by the Board of Trustees and in pursuance of a resolution of the Board of Trustees.
- (2) The Honorary General Secretary shall keep a Seal Book in which shall be entered the date of each occasion on which the Seal is affixed and the nature of the instruments sealed and the date of the resolution authorising the sealing.

### **24. The Rules**

- (1) The Society in General Meeting may from time to time make, vary and revoke the Rules for the regulation of the business of the Society, provided that no Rule shall amend any provision of these Statutes.
- (2) Notwithstanding the provisions of Statute 24(1) any Rules made by the Board of Trustees within one year of the date of the Charter shall be effective only during such period of one year unless approved by a Special General Meeting.

### **25. Member Networks of the Society**

- (1) The Branches, Sections, Divisions and Special Groups of The Old Institution shall be the Branches, Sections, Divisions and Special Groups of the Society.
- (2) The Board of Trustees may establish such other types of Member Network as it thinks fit.
- (3) No further Member Network shall be formed unless the proposal for its formation is supported by not less than such number of Members as may be specified from time to time by the Board of Trustees and is approved by a General Meeting of the Society.
- (4) If the membership of any Member Network shall fall below the minimum number respectively specified by the Board of Trustees the same may be dissolved by a meeting of its members or by the Board of Trustees.
- (5) All Members resident in the geographical area covered by a Branch shall automatically be members of that Branch.
- (6) Members may join a Member Network in accordance with their rules as determined from time to time by the Board of Trustees.
- (7) The activities and business of each Branch shall be to carry on the functions of the Society within its area. Their respective meetings, committee meetings and affairs shall be conducted in the same manner as meetings of Members of the Society and of the Board of Trustees as required by these Statutes except in so far as the Rules or the Board of Trustees shall otherwise prescribe or direct.
- (8) The rules and objects of any Member Network shall be prescribed by the Board of Trustees at the time of such formation and the Board of Trustees shall, in advance of implementation, agree any subsequent proposed changes.
- (9) The affairs of all Member Networks shall be conducted in the same manner as that of Branches as hereinbefore mentioned, and their activities shall be to carry on the functions of the Society in relation to the objects for which they have respectively been established.

### **26. Investments**

Any moneys of the Society not needed immediately for the current purposes of the Society may, by way of investment, be used in the manner specified in the Trustee Act 2000.

**The British Psychological Society**

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