



The Science Council

REGULATIONS

THE SCHEDULE

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1. Membership application (Bylaws 3 and 4)

- 1.1 The defined criteria for membership being that:
- 1.1.1 • the profession represented by the Organisation shall be based on a recognised body of scientific learning where knowledge and understanding of the natural and social world are pursued through a systematic methodology based on evidence;
 - 1.1.2 • the Organisation is an independent body which exists for the collective pursuit of professional aims and objectives in science as set out in a Royal Charter or Memorandum and Articles of Association incorporated under the Companies Acts or formally registered in the UK in some other way;
 - 1.1.3 • the Organisation has, among its objectives, the practice of the profession in the interest of the public as well as that of its members,
 - 1.1.4 • the Organisation operates a Code of Professional Conduct and disciplinary procedures;
 - 1.1.5 • the Organisation recognises its responsibility to advance and extend the body of learning on which the profession is based;
 - 1.1.6 • the Organisation recognises its responsibility to concern itself with facilities, methods and provision for educating and training future entrants to the profession and for enhancing the knowledge and competence of present practitioners; and
 - 1.1.7 • the Organisation must have at least one membership category that is based on standards of competence as attested by an appropriate qualification and relevant professional practice, or relevant professional practice,
or
 - if the Organisation does not have strict entry standards or at least one category of its members it has agreed with the Board that it is working towards the introduction of such an entry standard.
- 1.2 Every application for membership shall be forwarded to the Chief Executive of the Council confirming eligibility for membership (as prescribed in regulation 1.1) and the Chief Executive shall circulate the name of the applying Organisation, and details of its aims and objects to the existing Member Bodies.
- 1.3 After a minimum of 21 days the Chief Executive shall lay the application before the Board of the Council together with evidence of fulfilment of the criteria for membership and any comments received. The Board will then consider the application and decide whether or not to recommend the Organisation for membership at the next General Meeting of the Council.
- 1.4 At the next General Meeting of the Council following the meeting at which the Board recommended an Organisation for membership, the Council will vote upon a resolution to admit such Organisation as a Member Body
- 1.5 When an applying Organisation has been admitted by the Council, the Chief Executive shall give the Organisation notice thereof, but the name of the Organisation shall not be added to the Register of Member Bodies of the Council until the requisite resolution and subscription have been received.

- 1.6 The requirements of the resolution of the governing body of the applying Organisation shall be
- that the Organisation applies for membership of the Council,
 - that the Organisation agrees to be bound by the Charter, the Bylaws and regulations made under the said Charter and Bylaws, and
 - that the Organisation appoints a nominated representative, save that no individual is the nominated representative of an existing Member Organisation.
- 1.7 When an Organisation has been admitted to membership, that Organisation will be invited to attend all meetings open to Member Bodies but will have no vote until it has been added to the Register of Member Bodies.
- 1.8 If the said Organisation has not fulfilled the requirements for inclusion in the Register of Member Bodies within 12 months of the date on which it is admitted by the Council, the offer of membership shall be withdrawn.
- 1.9 The first nominated representative of a Member Body shall be such person whose name is set out in the resolution of the applying Organisation. Thereafter a Member Body may by notice in writing to the Council appoint, remove and/or replace a nominated representative at any time. If the Member Body fails at any time to appoint a nominated representative (or if the nominated representative has indicated that he no longer holds that position), the nominated representative shall be deemed to be the most senior employee for the time being of the Member Body or, in the absence of any employees, the most senior honorary officer of the Member Body.

2. Membership Subscriptions (Bylaw 6)

- 2.1. At the beginning of each financial year of the Science Council, the Chief Executive shall require the Member Bodies to submit returns of their membership numbers at the end of their last financial year.
- 2.2. The annual subscription shall be calculated on a per capita basis charged on categories of membership of the Member Body as at the end of their last financial year.
- 2.3. The Board may determine the per capita charge and set maximum and minimum subscriptions for Member Bodies provided that in the first instance the level shall be set by a resolution from the Board passed at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose and thereafter in accordance with the requirements of Bylaw 6.
- 2.4. Every Member Body shall be required to pay the annual subscription to the Council by 30th September for each relevant calendar year unless an alternative schedule has been agreed with the Board.
- 2.5. Subscriptions from new Member Bodies shall become due from the date on which the organisation is added to the Register of Member Bodies of the Council.
- 2.6. The first subscription of any new Member Body shall be apportioned according to the number of remaining full quarters of the Council's financial year but if any such subscription

falls due in the last quarter of the Council's financial year the subscription then due shall be a full annual subscription for the following financial year of the Council.

2.7. The Board may at its discretion offer a reduced subscription to a new Member Body or to an existing Member Body that has demonstrated to the Board a case for such reduction provided that any such reduced subscription shall be not less than fifty per centum of the calculated subscription for that Member Body or of the minimum or maximum subscription applicable at that time and that there shall be a planned revision of the annual subscription for that Member Body to attain the appropriate full subscription over a maximum period of three years.

2.8. Fees for affiliation and association will be set by the Board.

3. Membership – disciplinary actions (Bylaw 9) and removal by the Council (Bylaw 11)

3.1 The Board may initiate proceedings to terminate membership of a Member Body.

3.2 In the event that a complaint is received against a Member Body in relation to the undertaking made by that Body on becoming a Member Body of the Council, the Chief Executive shall write to the complainant requesting a specific statement of the complaint with supporting evidence. The complainant shall be required to reply within 28 calendar days of the date of the letter from the Chief Executive or its complaint shall be forfeit. The grounds for the complaint shall be that either the Body no longer fulfils the criteria set out in Regulation 1.1 or the Body has acted in a manner detrimental to the welfare of the Council.

At its first meeting after the complaint is received, the Board shall call for an initial response from the Member Body which should be produced within 28 calendar days. The Board shall consider the complaint and the response at its next meeting and shall consider the information presented. If it is decided that there is no case to answer or the matter is considered trivial, then the Board shall instruct the Chief Executive to write to the complainant informing it of the decision and that decision shall be final provided that, at the Board's discretion, the matter could be reconsidered in the light of new information being presented at a future occasion. If the Board decides that the matter should proceed, a date and time shall be set for a hearing. A minimum of 28 calendar days' notice shall be given to all parties.

3.3 The complaint shall be heard by a panel set up for the purpose by the Board. The panel will comprise a minimum of three members. There shall also be a non-voting secretary who may be the Chief Executive.

3.4 The panel shall appoint a chair from its members who shall have a second and casting vote in the event of a tie.

3.5 The findings of the panel shall be reported to the Board and shall comprise at least a recommended conclusion together with any recommended actions. The Board shall consider the recommendations and confirm or determine the disciplinary action to be taken, the decision being given to the relevant parties in writing within 14 calendar days of the Board meeting at which the decision was made.

3.6 The decision of the Board shall take one of four forms, namely:

- dismissal of the complaint,

- a reprimand with or without recommended action(s),
- suspension of membership pending fulfillment of required action(s) agreed between the panel and the Member Body, or
- recommendation to the Council, that the membership of the Member Body be terminated.

If the decision of the Board is to recommend to the Council that it terminate the membership of the Member Body, then the requirements of Bylaw 11 shall apply. The Member Body shall then have 28 days from the date on which the decision was notified to the Member Body in which to appeal against the decision of the Board in accordance with Regulation 4 and no resolution shall be put to the Council until such period has expired, any appeal has been heard and the Board has considered and made its decision on such appeal in accordance with Regulation 4.2.

- 3.7 Any additional rules established for the preparation and execution of grievance hearings and disciplinary actions shall be appended to the notice of the hearing together with the relevant regulations.

4. Membership – Disciplinary Action - appeals (Bylaw 10)

- 4.1. In the event of an appeal against a disciplinary action or termination of membership, the Chief Executive shall write to the appellant Member Body requesting a statement with supporting evidence of the specific grounds for the appeal. The appellant Member Body shall be required to reply within 28 calendar days of the date of the letter from the Chief Executive, or the appeal shall be forfeit.

The grounds for the appeal shall be either:

- (i) additional information, which could not reasonably have been presented at the time of the hearing in Regulation 3.2, is available, or
- (ii) proper procedures have not been followed.

In the case of (i) above, if the Board considers there to be grounds for appeal, it shall direct the panel to reconvene. In the case of (ii) above, if the Board considers there to be grounds for appeal, it shall convene a new panel in accordance with Regulation 3.2 which shall rehear the complaint.

- 4.2. The findings of the panel shall be reported to the Board and shall comprise at least a recommended conclusion together with any recommended actions. The Board shall consider the recommendations and decide on the outcome of the appeal, the decision being given to the relevant parties in writing within 14 calendar days of the Board meeting at which the decision was made. The decision of the Board shall be final.
- 4.3. Any additional rules established for the preparation and execution of appeals shall be appended to the notice of the appeal hearing together with the relevant regulations.

5. Criteria for eligibility for an Elected Trustee (Bylaw 18)

5.1 The Board shall seek to ensure that at least 60% of the Elected Trustees are nominated and elected in accordance with Regulation 5.2 (“Category A Elected Trustees”). The remaining Elected Trustees shall be nominated and elected in accordance with Regulation 5.3 (“Category B Elected Trustees”).

5.2 Any person wishing to be nominated as a candidate for election as a Category A Elected Trustee must be a member or employee of a Member Body and be nominated by the Member Body of which they are a member or employee.

5.3 Candidates for Category B Elected Trustees shall be identified by the Board via an open recruitment process keeping in mind the skills balance required by the Board.

5.4 The Board may from time to time establish a Committee to consider the skills balance of the Board and to assist with the nominations process as the Board may determine.

6. Elected Trustees in office at the date of amendment of these Bylaws (Bylaw 19)

6.1 With effect from the close of the General Meeting at which the resolution to approve the amendment to these Bylaws is passed, the ten Elected Trustees shall be those persons whose names are set out below, who shall each hold office until the close of the Annual General Meeting set against his or her name.

Robert Ashford, 2017

Heather Barrett-Mold, 2017

Tom Blundell, 2016

Ian Campbell, 2019

Simon Festing, 2018

Adam Law, 2019

Beverley Mackenzie, 2018

Edmund Nickless, 2016

Stuart Palmer, 2018

Robert Parker, 2016

Philip Wright, 2019

6.2 The period of office served by the Elected Trustees named in regulation 6.1 prior to the date of adoption of these regulations shall count as a term of office for the purposes of Bylaw 19.

7. Procedure for Elected Trustees (Bylaws 17 - 24)

7.1 The Chief Executive (or such other person as the Board shall appoint) shall act as the Supervising Officer in relation to the process of electing Elected Trustees. The decision of the Chief Executive (or other such appointee) on any question arising in connection with the nomination and election process or the validity of any part of the process or procedures shall be final.

- 7.2 Prior to the Annual General Meeting the Board shall notify the Member Bodies of the number of vacancies for Category A and B Elected Trustees which will arise at the close of the next Annual General Meeting together with the current skills requirements of the Board and will invite Member Bodies to nominate candidates to fill the vacancies for Elected Trustees for the ensuing year. The Member Bodies shall be given at least 60 days to nominate candidates.
- 7.3 Nominations for election of Category A and Category B Elected Trustees shall be on the prescribed form available from the Chief Executive. The nomination for election shall include the name of the proposed representative and the Member Body with which they are connected. Nominations must be received by the Chief Executive by the date given on the notice sent out in accordance with Bylaw 7.2
- 7.4 After the nomination period has ended, the Nominations Committee shall consider the nominations received for Elected Trustees and make a recommendation to the Board. If insufficient nominations for election have been received the Board may nominate additional candidates from amongst the members of the Member Bodies selected such as to maintain an adequate balance of skills and expertise on the Board. If the Board receives nominations in excess of the number of vacancies for Category A Elected Trustees then a ballot will be held.
- 7.5 If required, Ballot forms containing the name and other relevant details of the candidates for election as Category A and Category B Elected Trustees shall be sent to each Member Body not less than four weeks prior to the date of the Annual General Meeting, in such form as the Board may determine. The Ballot shall be conducted as follows:
- a) Each Member Body may vote for as many candidates as there are vacancies in each Category and the candidates with the most votes shall be elected as Category A Elected Trustees.
 - b) If the number of candidates for Category B Elected Trustees are equal to the number of vacancies then each Member Body shall be invited to vote for or against the appointment of the person nominated as a Category B Elected Trustee.
 - c) If the number of candidates for Category B Elected Trustees exceed the number of vacancies then each Member Body may vote for as many candidates as there are vacancies and the candidates with the most votes shall be elected as Category B Elected Trustees.
- 7.6 Ballot forms must be returned to the Council by the date set out on the ballot form which shall be at least three working days prior to the date of Annual General Meeting. Any ballot form received after that date will not be counted.
- 7.7 Following the closing date of the ballot, the Chief Executive (together with the Chair of the Board) shall open all the ballot forms and determine the outcome of the elections.
- 7.8 The results of any ballot or if there is no ballot, the names of uncontested candidates for election as Category A Elected Trustees, shall be announced at the Annual General Meeting.

8. Co-options to the Board (Bylaw 25)

- 8.1 If, after an Annual General Meeting the Board considers that it does not have an adequate representation of relevant expertise in a particular area, it may co-opt up to three additional Board Members Any such co-opted members may serve for one one year and may be renewed for a further two for a maximum of three consecutive years in accordance with Bylaw 26.
- 8.2 Provided that the Board has acted in accordance with these regulations, the decision of the Board shall be final.

9. Board members – disciplinary actions (Bylaw 28)

- 9.1 In the event that a complaint is received against a Board member, the Chief Executive shall write to the complainant requesting a specific statement of the complaint. The aggrieved party shall be required to reply within 28 calendar days of the date of the letter from the Chief Executive the complaint will be forfeit. The grounds for complaint shall be that the Board member has:
- failed to attend 3 consecutive Board meetings or
 - has otherwise failed to discharge his/her responsibilities as a Board member without adequate reason; and/or
 - acted in a manner discreditable to the Science Council
- 9.2 The Board shall set up a panel for the purpose of enquiry comprising a minimum of three members, all of whom shall be past Board members or former Presidents of the Member Bodies provided that none of the members of the panel shall be members of the same Member Body or Member Bodies as the complainant or members of any Member Body of which the complainant is or has been an Officer or an employee. There shall also be a non-voting secretary who may be the Chief Executive. The panel shall consider the information presented. If the panel shall decide that there is no case to answer, it shall instruct the Chief Executive to write to the aggrieved party informing the said party of its decision and that decision shall be deemed to be a decision of the Board and shall be final provided that, at the Board's discretion, the matter could be reconsidered in the light of new information being presented at a future occasion. If the panel decides that the matter should proceed to adjudication, a date and time shall be set for a hearing and the complainant shall be asked to withdraw from the Board until that date. A minimum of 28 calendar days' notice of the hearing shall be given to all parties.
- 9.3 The panel shall conduct the adjudication and shall appoint a chair from its members who shall have a casting vote in the event of a tie.
- 9.4 If the panel finds against the Board member on whom the complaint was laid it will determine appropriate disciplinary action either immediately following its judgement at the end of the hearing or, not later than 7 days from the date of the hearing. The disciplinary action shall take one of three forms, namely:
- a. a reprimand with or without recommended action(s),
 - b. suspension of Board membership pending fulfilment of required action(s) agreed between the panel and the Board member, or

- c. a recommendation to the Council that the office of the Board member be terminated forthwith.

If the decision of the panel is to recommend the termination of membership, then the requirements of Bylaw 30 shall apply. The Board member shall have 28 days from the date on which the decision was notified to the Board member in which to appeal against a decision of the Board in accordance with regulation 10 and no resolution shall be put to the Council until such period has expired and the outcome of any appeal is known.

- 9.5 The removal of a Board member by the Council shall take effect from the time at which the resolution is passed by the Council.
- 9.6 Any additional rules established for the preparation and execution of disciplinary actions shall be appended to the notice of the hearing together with the relevant regulations.

10. Board members – appeals (Bylaw 30)

- 10.1 In the event of an appeal against a disciplinary action or proposed recommendation to the Council of the termination of membership of the Board, the Chief Executive shall write to the appellant Board member requesting a statement of the specific grounds for the appeal, which shall be:

- (i) that additional information, which could not reasonably have been presented at the time of the hearing in **Regulation 9.2** is available or
- (ii) proper procedures have not been followed.

In the case of (i) above, if the Board considers there are grounds for appeal, it shall direct the panel to reconvene. In the case of (ii) above, if the Board considers there are grounds for appeal, it shall convene a new panel in accordance with **Regulation 9.2** and whose members have served on the first panel, which shall reconsider the complaint. The appellant Board member shall be required to reply within 28 days of the date of the letter from the Chief Executive or before the date of the next Board Meeting, whichever is later, or the appeal shall be forfeit.

- 10.2 The decision of the panel shall be deemed to be a decision of the Council and shall be final. If the panel decides that a Board Member should be reinstated, he shall be reinstated from the date upon which the decision of the panel is made.
- 10.3 Any additional rules established for the preparation and execution of appeals shall be appended to the notice of the appeal hearing together with the relevant regulations.

11. Election of President (Bylaw 33)

- 11.1 Not less than 6 weeks before the Annual General Meeting at which the President is to retire, the Chief Executive shall send notice to all Member Bodies of the Board's nomination for President together with the prescribed form for nominations to be made by Member Bodies and a detailed job description (which sets out the primary role and functions of the President, the skills sought and an estimate of the time commitment required).
- 11.2 Any candidate for President must be eligible for the designation of Chartered Scientist.

12. Signing Documents (Bylaw 38)

- 12.1 The Board shall determine the names of persons empowered to sign cheques and other documents on behalf of the Council.

13. Meetings of the Board (Bylaw 43)

- 13.1 The President or Chair of the Board may and, on the request of three members of the Board, the Chief Executive shall, at any time, summon a meeting of the Board by notice served upon the several members of the Board. When a meeting is convened at the request of three members the notice of meeting shall state the nature of the business to be discussed and any resolution to be voted on. Only business of which notice shall be so given shall be considered at the meeting.
- 13.2 The members for the time being of the Board may act notwithstanding any vacancy in their body; provided always that in case the members of the Board shall at any time be, or be reduced in number to, less than the minimum number prescribed by or in accordance with the Bylaws, it shall be lawful for them to act as the Board for the purpose of approving Organisations to membership of the Council, filling up vacancies in their body, or of summoning a General Meeting, but not for any other purpose.

14. Procedure for ballots (Bylaw 54)

- 14.1 In the event that a vote by ballot has to be taken at the Annual General Meeting or at an Extraordinary General Meeting, the Chief Executive (or a person appointed to fulfil that role) shall prepare ballot papers containing sufficient information where appropriate to enable the voting members to vote on the matter.
- 14.2 Each voting representative shall be offered a ballot paper for which said representative will sign against his or her name on a list containing the names of all voting representatives and their Member Bodies present at the meeting.
- 14.3 The President or chair of the meeting shall inform the voting representatives of the options available and how to mark their ballot papers.
- 14.4 Each voting representative may record his or her vote on the ballot paper and shall return it to the Chief Executive to be counted.
- 14.5 When the chair of the meeting has determined that no further voting papers will be returned, the Chief Executive shall count the votes for each option under the scrutiny of two persons appointed at the meeting and inform the chair of the meeting of the number of votes cast for each option, the number of ballot papers not returned and the number of spoilt papers.
- 14.6 The chair of the meeting shall announce the result of the ballot.
- 14.7 In the event that a ballot for the election of President is held, each voting representative shall mark a cross against the name of one candidate. If one of the candidates for President is chairing the meeting, he or she shall yield the chair to one of the voting representatives present who shall be appointed by the meeting as temporary chair of the meeting for the duration of the ballot.

15. Appointment of Proxies (Bylaw 54)

- 15.1 A Member Body entitled to attend and vote at any General Meeting shall be entitled to appoint a proxy. The instrument appointing a proxy shall be in writing duly signed on behalf of the Member Body by the nominated representative.
- 15.2 To be valid, the instrument appointing a proxy shall be deposited at the registered office of the Council (or such other place as is specified for that purpose in the notice covering the General Meeting) not less than 48 hours before the time for holding the meeting.
- 15.3 An instrument appointing a proxy shall be such form as shall be approved by the Board from time to time.

16. Registration Authority – membership (Bylaw 56)

- 16.1 In addition to the chair the minimum number of the members of the Registration Authority shall be one Board member and three members appointed by the Board from the Licensed Bodies in accordance with the Bylaws and four members appointed by the Board who shall be individuals with appropriate professional expertise.
- 16.2 The term of the chair shall be up to a maximum of four years, and that for a member (unless ex officio) up to a maximum of three years.
- 16.3 The period of continuous service on the Registration Authority shall be restricted to two terms with the sole exception that three continuous terms may be served if the third term is as chair.

(Thus the sequence member/member/chair is permitted, whereas member/member/member; member/chair/member; or chair/member/member is not).

17. Registrar

- 17.1 The Board shall have the right to appoint a Registrar to administer the Science Council professional registers. The Registrar will be responsible to the Chief Executive and will support the work of the Registration Authority.

18. Committees (Bylaw 59)

- 18.1 The Board shall prescribe the terms of reference, the membership and authority to vote of any committee, working group or other body that it sets up together with regulation of any aspects of the proceedings of such committee, working group or other body as it deems necessary.

19. Registration Authority - duties (Bylaw 78 and Bylaw 79)

- 19.1 The Registration Authority, on behalf of the Board, shall carry out the following functions.
 - 19.1.1 In relation to standards it shall
 - a. develop and maintain standards of admission to the Registers of Chartered Scientist, Registered Scientist and Registered Science Technician, and
 - b. set standards for the award and retention of the designations “Chartered Scientist” and “Registered Scientist” and “Registered Science Technician”.
 - 19.1.2 In relation to quality assurance it shall

- a. license Member Bodies to award and remove the designation of professional designations,
- b. monitor the activities of Licensed Bodies with respect to the Council's Professional Registers and give guidance, specify information required and give directions on the format of application documents,
- c. ensure that Licensed Bodies establish and maintain appropriate code of conduct, disciplinary procedures including routines for the consideration of complaints of unprofessional conduct and a related appeals procedure, and ensure that Licensed Bodies adopt and pursue such routines and procedures,
- d. require arrangements to be made concerning the professional development and maintenance of professional conduct of registrants.

19.2 The Registration Authority shall also carry out any other functions that may be prescribed by the Board from time to time.

19.3 The Registration Authority may set up committees or working groups to carry out any of the above.

19.4 The Registration Authority, subject to any guidance or resolution of the Board, may regulate its proceedings as it thinks fit.

20. Registration Authority – quality assurance (Bylaw 78)

20.1 The Registration Authority may specify in guidance documents the features required of quality assurance processes of Licensed Bodies.

20.2 The initial licensing assessment of Member Bodies and monitoring of their activities in relation to retention of the licence shall be carried out by quality assurance assessors appointed by the Registration Authority.

20.3 The assessors shall maintain confidentiality of the details of any members of the Member Bodies to which they have access.

20.4 Post assessment the Member Body will be provided with a written report approved by the Registration Authority setting out the basis of any decision. The report will be confidential to the assessors and to the Registration Authority with the exception of the final decision which will be available to any Member Body through the Chief Executive.

20.5 In the event of a disciplinary action or an appeal, any of the information detailed in **regulation 20.4** and deemed relevant to that disciplinary action or appeal by the Registration Authority shall be made available to the Board and to the panel set up to hear the appeal.

20.6 Assessors shall not assess Member Bodies of whom they are members.

21. Requirements for application for a licence (Bylaw 80)

21.1 Member Bodies who wish to be licensed to award any or all of the designations "Chartered Scientist" or "Registered Scientist" or "Registered Science Technician" shall contact the Registrar who shall send the Member Body an application form together with details of the criteria necessary to make an application.

- 21.2. The criteria for a Member Body to apply for a licence to award for any of the Professional Registers shall be that it is recognised as a professional body, and:
- a. the Body is a member of the Science Council,
 - b. the Member Body has at least one membership entry standard that is based on standards of competence as attested by an appropriate qualification and relevant professional practice, or relevant professional practice,
 - c. the Member Body has an appropriate level of experience administering entry standards or has made approved arrangements with another Licensed Body to do so,
 - d. the members holding registration on a Science Council professional register are bound by a Code of Professional Conduct and the Licensed Body has disciplinary procedures, and
 - e. the Member Body is committed to monitoring the professional development of its Science Council registrant members and is able to do so.

The applying Member Body shall also agree to be assessed by the Registration Authority and to pay any specified non-returnable application fee.

- 21.3 Completed application forms together with any other information supplied by the applying Member Body shall be passed to the Registration Authority.
- 21.4 For those Member Bodies unable to meet the criteria for Licensing, an appropriate agreement with an existing Licensed Body or Licensed Bodies may be possible. Any bilateral agreement will be subject to approval and review by the Registration Authority.

22. Requirements for the award of a licence (Bylaws 80 and 81)

- 22.1 On receipt of an application for a licence, the Registration Authority shall consider the information submitted and provided that the applying Member Body appears to meet the criteria the Registration Authority will then appoint a panel of assessors to make an assessment in accordance with any guidelines which it may prescribe.
- 22.2 The primary function of the assessment shall be to examine the way in which the Member Body maintains and applies its own member standards and how it operates its own professional development scheme with a view to the Member Body demonstrating that it would be able to apply the standards set by the Board. Additionally, evidence of compliance to the other criteria will be sought.
- 22.3 The assessors shall present their findings to the Registration Authority. The decision of the Registration Authority shall be submitted in writing to the applying Member Body. One of the following three decisions shall be made, namely
- a. to award a licence,
 - b. to award a licence subject to the fulfilment of certain conditions, or
 - c. not to award a licence.

23. Maintenance of licence (Bylaw 83)

- 23.1 Licensed Bodies shall be periodically reviewed as stated in **Bylaw 83**. Reviews shall have the primary function of examining the Licensed Body to ensure that it is maintaining the standards for the award of the professional designations for which it has been licensed and that all other specified criteria are being fulfilled. Such reviews shall be conducted at a frequency determined by the Registration Authority but shall be at a minimum of every five years.
- 23.2 The assessors shall present their findings to the Registration Authority. The decision of the Registration Authority shall be submitted in writing to the Member Body. One of the following four decisions shall be made, namely
- a. to renew the licence,
 - b. to conditionally renew the licence subject to the fulfilment of certain conditions, or
 - c. to suspend the licence pending certain conditions, or
 - d. to recommend to the Board non-renewal of the licence.

24. Licensed Bodies – licensing fees (Bylaw 99)

- 24.1 The Board may set, and at its discretion vary, application and annual fees for licensing of Member Bodies.
- 24.2 The Board may charge, at its own discretion and on the request of the Registration Authority, Licensed Bodies assessment fees for assessments that are carried out in addition to the usual scheduled assessments.

25. Registrants – Disciplinary Action (Bylaw 85)

- 25.1 A complainant bringing a complaint against the conduct of a registrant in relation to **Bylaw 80 (c)** shall be referred to the registrant's Licensed Body. The Licensed Body shall consider the complaint in accordance with the terms of the Licence. The Registration Authority shall act upon any recommendation from the Licensed Body in respect of the scientist's registration.
- 25.2 Appeals against removal from the Registers shall be considered in accordance with Bylaw 95.
- 25.3 Licensed Bodies shall inform the Science Council within 30 days of the name and date of birth of any person who has been removed by them from the Professional Registers for disciplinary reasons. With reference to **Bylaw 87**, this information shall be available on request by Licensed Bodies provided that the request is for purposes of processing an application for registration and for no other reason.

26. Licensed Bodies – Disciplinary Action

- 26.1 Complaints against a Licensed Body in relation to adherence to the terms of the Licence shall be considered in accordance with the requirements of **[Regulation 3]**. In addition to the provisions of **[Regulation 3.5]** the Council may suspend or withdraw the Body's Licence.

26.2 In the event of suspension or withdrawal of a Licence, individual registrants shall not necessarily cease to be registrants in accordance with **Bylaw 97**

27. Professional Registers (Bylaw 87)

27.1 The Science Council shall have responsibility for the maintenance of the Professional Registers of Chartered Scientist, Registered Scientist and Registered Science Technician.

27.2 Each Licensed Body shall maintain a register of those members who have been admitted by them to the Registers.

27.3 The Registers maintained by the Science Council and those maintained by the Licensed Bodies shall include information on each registrant, namely

- a. full name and titles,
- b. address (including e-mail address where appropriate)
- c. date of birth,
- d. gender,
- e. individual registrant number,
- f. date of the award,
- g. date of renewal of award, and
- h. qualifying Licensed Body
- i. such other information as shall be required from time to time agreed by the majority of the Board present at a meeting of the Board after consideration of the views of the Licensed Bodies.

Additionally the Licensed Body shall retain records of the basis on which the award was made.

27.4 The Chief Executive shall request quarterly returns from each of the Licensed Bodies detailing information on

- a. new registrants,
- b. renewal of registrations,
- c. registrants who have not renewed,
- d. removal of registrants

For new registrants and renewal of existing registrants, the information required in **regulation 26.3** shall be submitted with the return. For registrants who have not renewed their registration, the return should contain sufficient information to enable the Council to identify and remove them from the Register. In the cases of new applicants who have failed to achieve registration and of former registrants who have failed to achieve re-registration, the Licensed Body shall return the name, address, date of birth, date of failure, and date of original registration if applicable to the Science Council.

27.5 The Council may publish the Professional Registers in whatever form it may decide.

27.6 The published Registers shall include name, awarding Licensed Body and individual registrant number.

28. Professional Registers – qualifying standards (Bylaw 92)

28.1 A registrant shall be a person who is able to demonstrate to the relevant Licensed Body:

- knowledge and understanding to the level specified and published by the Board
- competence in the following five areas to the level specified and published by the Science Council
 - Application of knowledge and understanding
 - Personal responsibility
 - Interpersonal skills
 - Professional practice
 - Professional standards
- continuing professional development in accordance with the Board's published standards
- ongoing compliance with the Board's published Model Rules of Conduct as well as the Code of Conduct of their Licensed Body

28.2 The Board shall publish in schedules the standards specific for each of the Professional Registers it maintains.

28.3 The Licensed Body shall ensure that applicants are in possession of any guidelines that relate to the criteria outlined in **regulations 28.1 and 28.2**.

28.4 Successful applicants will, on payment of the required fees, be entitled to the use the designatory letters "CSci" or "CSciTeach" or "RSci" or "RSciTech" as appropriate to the registration they have achieved

28.5 Registrants who wish to renew their registration shall confirm annually to their respective Licensed Body that they comply with the standards as determined from time to time by the Registration Authority, including:

- a. participation in appropriate professional development, and
- b. continuing practice such that scientific knowledge or practice at an appropriate level have formed the basis for the fulfilment of their role.

28.6 Once granted a licence, Licensed Bodies, that can to the satisfaction of the Registration Authority identify groups of members for which the current entry standard is at or above the level of demand for registration, may offer grandparenting arrangements for a limited period to persons in those groups, irrespective of the admission criteria at the time the particular individual was admitted to the identified group of members.

29. Registrants – fees (Bylaw 99)

29.1 The Board shall set the annual fees for registrants to the Professional Registers.

- 29.2 The amount decided for the registrant fee shall take effect from 1st January and shall be communicated to Licensed Bodies not less than twelve months in advance. Registrant fees are the property of the Science Council and will be collected through the Licensed Bodies to be paid quarterly with the returns required in **regulation 27.4**.
- 29.3 The Licensed Bodies may add an additional charge to the registrant's fee and will be required to notify the additional amount to the Chief Executive on the quarterly return. The Chief Executive shall inform, on request, any Licensed Body of the average and the range of these additional charges.
- 29.4 On behalf of the Registration Authority, Licensed Bodies shall issue to registrants upon payment of a fee prescribed by the Council, a certificate certifying entry to the Professional Registers. The fee shall be forwarded to the Council. The certificates shall remain the property of the Council. In the event of cessation of registration, the Licensed Body shall ensure that the certificate is returned by the registrant and forwarded to the Council.