 The Geological Society	The Geological Society of London REGULATIONS	Number : R/FP/6 Issue : 2 Date : 28.03.01 Page : 1 of 10
	CODE OF CONDUCT	Approval Authority COUNCIL

1. OBJECTIVE

To ensure that Fellows are informed of the Code of Conduct established by the Society to prescribe acceptable behaviour of Fellows.

2. SCOPE

This Regulation covers the definition of the Code of Conduct, provides guidance on its contents and explains the actions that the Society may take if Fellows breach the Code.

3. THE CODE

The Code of Conduct is Annex A to this Regulation. Fellows may propose changes to the Code of Conduct to the Secretary (Professional Matters) at any time and these shall be considered by the Professional Standing Committee (PSC).

The Code of Conduct shall be reviewed by the PSC to ensure that it remains relevant and may propose amendments to the Code. Amendments to the Code of Conduct shall be approved by Council as amendments to this Regulation.

4. GUIDANCE ON THE CODE

The Code applies to all Fellows and Candidate Fellows of the Society.

Fellows who provide advice to others, whether to clients and employers in a professional capacity, through membership of committees or to the general public directly or via the media, are required, under the Code of Conduct, to restrict such advice to their own areas of expertise. For guidance, the Society considers that a Fellow's areas of expertise are likely to be characterised by some or all of the following:

- (i) a recognised degree or equivalent qualification in the specialist area;
- (ii) a period of relevant experience in the specialist area that will, most probably have led to the Fellow having been validated by Council as a Chartered Geologist;
- (iii) a programme of Continuing Professional Development with specific activities related to the Fellow's areas of expertise.

If evidence becomes available to the Society that a Fellow is in breach of the Code of Conduct, the evidence may be examined in accordance with the procedures defined by the Regulations (Grievance Procedures). Council may remove a Fellow from the Society for a serious breach of the Code of Conduct.

CODE OF CONDUCT

PREAMBLE

1. Geology is the science that deals with the composition, structure, resources, history and evolution of the Earth. In pursuing and applying the science, the practice of geology requires the highest standards of integrity, responsibility and professional knowledge. This Code of Conduct applies to all Fellows, Honorary Fellows, Senior Fellows and Candidate Fellows of the Geological Society and is consistent with the *Code of Professional Conduct of the European Federation of Geologists*.

RELATIONSHIPS


2. Fellows must exercise their professional skill and judgement to the best of their ability and must act in all matters towards their clients, employers and all others with whom their work is connected in an honourable and ethical way in keeping with the highest professional standards.
3. Fellows must treat their colleagues fairly and honestly, and must not harass an individual, nor maliciously injure or attempt to discredit or injure the professional reputation, personal standing, or business prospects of any others.
4. Fellows must not knowingly compete unfairly with any others. They must refer, or advise reference to, other specialists if the employer's or client's interests would be better served by others.
5. Fellows must not claim credit for the work of others.

BEHAVIOUR

6. Fellows must not presume to be experts in fields other than their own, or accept professional obligations that they are not competent to discharge.
7. When advice is sought or proffered, Fellows should provide reliable and objective opinions consonant with their knowledge and ability, and make clear to the recipient any possible dangers or serious consequences inherent in the neglect of advice.
8. Fellows must not be negligent in the practice of geology, and must take all reasonable precautions to avoid any act of commission or omission which might endanger life, adversely affect the health and safety of others, result in needless financial loss, or endanger or damage the natural and/or built environment.
9. Fellows must act on the basis of knowledge and honest conviction. They must never alter or deny the existence of evidence in order to strengthen an argument. Advice must be based on the scientific or technical evidence with the limitations clearly explained.

SCOPE (OUTSIDE THE UNITED KINGDOM)

10. Fellows working outside the UK must abide by the Code of Conduct. If a recognised code exists locally, Fellows should adhere to it provided that its scope and standards are in addition to those of this code.

 The Geological Society	The Geological Society of London REGULATIONS	Number : R/FP/1 Issue : 2 Date : 28.03.01 Page : 1 of 4
	NOMINATION AND ELECTION OF A NEW FELLOW	Approval Authority COUNCIL

1. OBJECTIVE

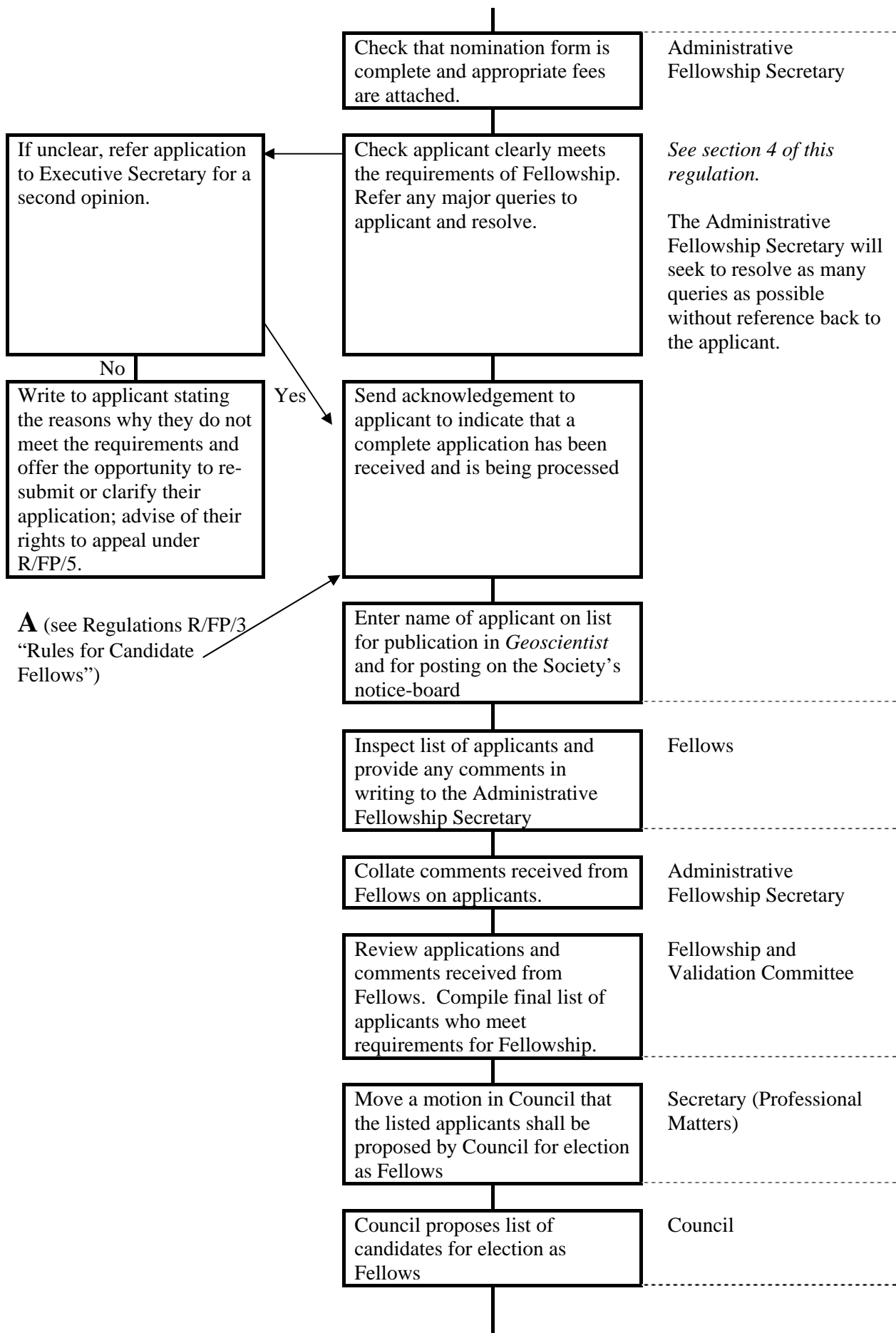
To ensure that the nomination and election process of a new Fellow is in accordance with Clause 2.8 of the Bye-laws.

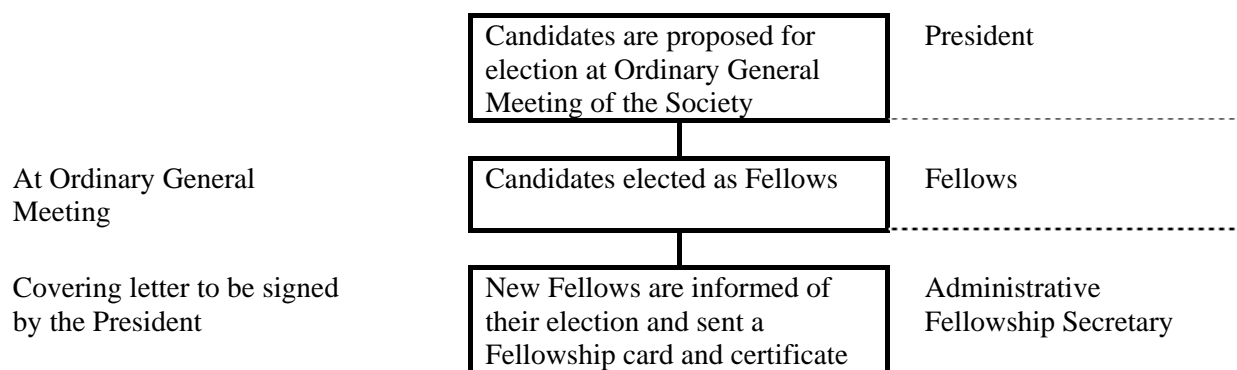
2. SCOPE

This Regulation covers the actions and responsibilities of the Administrative Fellowship Secretary, Fellows and Council in receiving and processing an application for nomination and election of a new Fellows.

3. PROCEDURE

Notes and Additional Information	Action	Responsibilities and References
<p>Applicant shall demonstrate that he/she meets the criteria for Fellowship (see Section 4 of this Regulation)</p> <p>Each applicant for admission to the Society as a Fellow must be proposed by at least two Fellows who shall have personal knowledge of the applicant.</p> <p>In the case of applicants who have difficulty in identifying Fellows to act as proposers, Council may vary these requirements by acting as proposers and/or accepting one or more proposers who are members of a similar Professional body or Learned Society.</p>	<div style="border: 2px solid black; padding: 10px;"> <p>Complete application form and submit the completed form and fees to the Society. Send proof of qualifying degree form (if appropriate) to Registrar of awarding body.</p> </div>	<p>Applicant</p> <p><i>Application form is Annex A</i></p> <p><i>Regulations R/FP/8 "Subscriptions and Fees"</i></p> <p><i>Acceptable degree subjects are listed in Annex B.</i></p>
<p>Continued</p>		





4. CRITERIA FOR ELECTION AS A FELLOW

The criteria for election are set down in Clause 2.6 of the Bye-laws.

4.1 Degrees and Equivalent Qualifications

Degrees and qualifications that meet the requirements (see Annex B) are:

- i. degrees accredited by the Society in accordance with the Regulations (Accreditation of Degrees);
- ii. degrees and equivalent qualifications awarded by a university or institution of higher education subject to the period of study leading to the degree or qualification satisfying the following requirements:
 - at least three years full time study, or an equivalent period of part-time study; and
 - at least 25% of the course content is comprised of geological/earth science based subjects.
- iii. postgraduate degrees in geology or a cognate subject.
- iv. degrees and equivalent qualifications awarded by a university or institution of higher education in natural sciences, mathematics or engineering subject to the following requirements:
 - the period of study leading to the degree or qualification shall have comprised at least three years full time study, or an equivalent period of part-time study; and
 - the applicant shall be able to demonstrate an interest in the earth sciences.

4.2 Relevant Experience

Applicants who do not meet the requirements for Fellowship that are based on them holding a recognised degree (as defined above) or equivalent qualification may apply to be elected as a Fellow if they have not less than six years relevant experience in geology or a cognate subject.

Relevant experience may include one or more of the following:


- i. study leading to any degree or equivalent qualification at a university or institution of higher education may count for up to two years experience;
- ii. employment in geology, or within a profession where geology is a core discipline;
- iii. active membership of a geological group or society;

- iv. employment as a secondary school teacher involved in teaching geology;
- v. active involvement in advancing the science or application of geology, such as author of papers published in scientific journals, contributions to published maps or reports or through the discovery and description of new geology such as a new fossil or mineral species.

The Fellows who propose the applicant for election as a Fellow shall attest, from personal knowledge of the applicant, that the applicant has the required relevant experience.

5. RESPONSIBILITY FOR RECORDS OF THE ADMINISTRATIVE FELLOWSHIP SECRETARY

- i. Maintaining a list of applicants for election as Fellows as set out in these Regulations. The list shall be published in Geoscientist and displayed on the notice-board in the Lower Library at Burlington House;
- ii. receiving and recording application forms received from those (listed in (i) above), who have applied for election as Fellows. These forms are to be available for inspection by Fellows, on application to the Administrative Fellowship Secretary, during the period between posting of the applicants' names and up to one hour before the applicants are considered for election as Fellows at an Ordinary General Meeting.
- iii. maintaining and keeping under review a list of current Fellows of the Society including the date of their election, their address, qualifications, titles (if appropriate) and areas of interest. Data from the Fellowship List shall be placed on the Society's web site in an area that is only accessible to Fellows, Candidate Fellows and Honorary Fellows. Fellows and Honorary Fellows may apply to the Administrative Fellowship Secretary for a hard copy of the Fellowship List
- iv. identifying and notifying those who are eligible to be designated Senior Fellows (Bye-law 2.9)

 The Geological Society	The Geological Society of London REGULATIONS	Number : R/FP/3 Issue : 3 Date : 13/09/01 Page : 1 of 4
	RULES FOR CANDIDATE FELLOWS	Approval Authority COUNCIL

1. OBJECTIVE

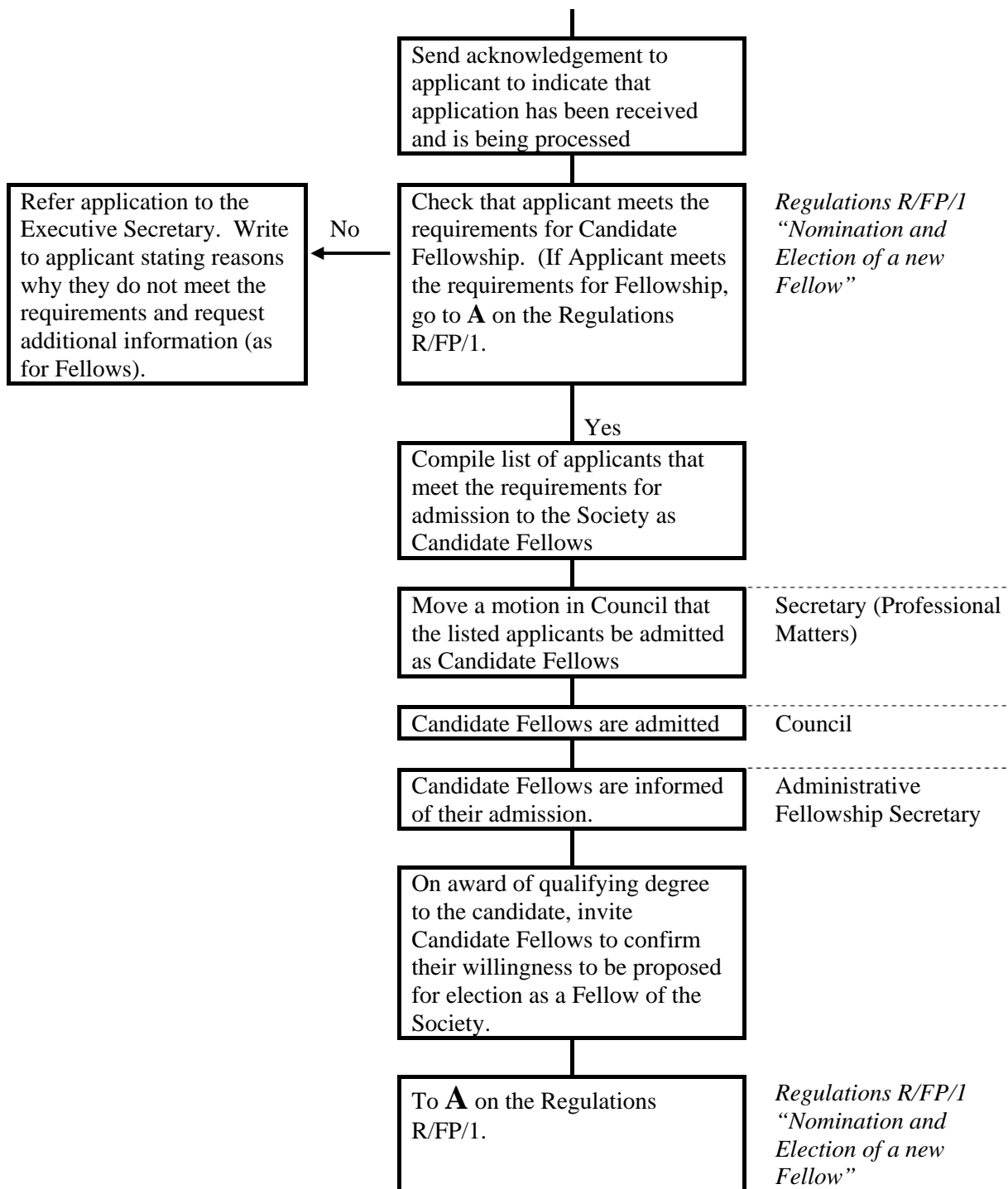
To ensure that the process for the nomination and election of Candidate Fellows is carried out and that the privileges of Candidate Fellows are defined in accordance with the requirements of Clause 2.18 of the Bye Laws.

2. SCOPE

This Regulation covers the actions and responsibilities of the Administrative Fellowship Secretary and Council in receiving and processing applications for admission as Candidate Fellows.

3. PROCEDURE

Notes and Additional Information	Action	Responsibilities and References
<p>Applicant shall demonstrate that he/she meets the criteria for Candidate Fellow (see Section 4 of this Regulation)</p> <p>Each applicant's application must be supported by two sponsors (See Section 5 of this Regulation)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Complete application form and submit the completed form and appropriate fees to the Society </div>	<p>Applicant</p> <p><i>Application form is Annex A</i></p> <p><i>Regulations R/FP/8 "Subscriptions and Fees"</i></p>
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Check that application form is correctly completed and appropriate fees are attached </div>	<p>Administrative Fellowship Secretary</p>
<p>The Administrative Fellowship Secretary should seek to resolve as many queries as possible without reference back to the applicant</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Refer any major queries to the applicant and resolve </div>	



4. CRITERIA FOR ADMISSION AS CANDIDATE FELLOW

To be elected as a Candidate Fellow, the candidate shall

EITHER

- i. be registered as a student for:
 - a. a degree accredited by the Society in accordance with the Regulations (Accreditation of Degrees); or

- b. a degree or equivalent qualification to be awarded by a university or institution of higher education, subject to the period of study leading to the degree or qualification satisfying the following requirements:
- at least three years full time study, or an equivalent period of part-time study; and
 - at least 25% of the course content is comprised of geological/earth science based subjects; or
- c a postgraduate degree in geology or a cognate subject

OR

- ii. be a student undergoing secondary education over the age of 16 who can provide satisfactory evidence of their intent to take a degree in geology or a cognate subject. Such evidence shall generally comprise either a letter signed by a member of the teaching staff at the school or a copy of a UCAS application form applying for admission to a degree course meeting the requirements listed in (i) above.

OR

- iii. be undertaking activities to acquire relevant experience in geology or a cognate subject that will enable the candidate to subsequently apply to be elected as a Fellow (see Regulation R/FP/1 section 4.2).

5. SPONSORING OF APPLICATIONS

Two Fellows who are personally acquainted with the applicant shall normally sponsor a candidate for admission as a Candidate Fellow.

Applicants who experience difficulty in identifying Fellows with whom they are personally acquainted should have their application sponsored by either:

- their personal tutor or the Society's agent at the university at which they are studying;
- a member of the teaching staff at their secondary school who is either the careers tutor or is responsible for teaching geology; or
- a responsible person who can personally attest that the candidate is acquiring relevant experience in geology or a cognate subject.

Council will, subject to being satisfied of the credentials of the applicant, agree to sponsor the application for admission as a Candidate Fellow.

6. PRIVILEGES

Subject to having paid the annual subscription to the Society, as laid down in the Regulations (Subscriptions), Candidate Fellows will be entitled to receive the following privileges:

- i. make direct and remote-access use of the Library, map collection and database;
- ii. visit the Apartments during opening hours
- iii. attend meetings of the Society, including meetings of the Specialist and Regional Groups; payment may be requested for attendance at all or part of Thematic Meetings;

- iv. receive free copies of specific publications of the Society (*Geoscientist*), have free electronic access to specific journals of the Society (*Journal of the Geological Society* and *Quarterly Journal of Engineering Geology and Hydrogeology*) and to purchase other publications at discount;

Candidate Fellows may attend General Meetings of the Society but may not vote. Candidate Fellows may not propose new Fellows.

Within one year of a Candidate Fellow meeting the requirements for election as a Fellow of the Society (Regulations on *Nomination and Election of a New Fellow*) a Candidate Fellow will be invited to confirm their willingness to be proposed for election as a Fellow of the Society subject to them not being in arrears with their subscriptions.

A Candidate Fellow who meets the requirements for election as a Fellow may not remain as a Candidate Fellow for more than one year from the time of meeting the requirements for being elected as a Fellow of the Society (Bye-law 2.16). A Candidate Fellow may not remain in this category for more than 6 years.

7. RESPONSIBILITIES

Candidate Fellows will be bound by the Code of Conduct (Regulations R/FP/6).

8. RECORDS

The Administrative Fellowship Secretary is responsible for:

- i. maintaining the following records:
 - a. a list of applicants for admission as Candidate Fellows who meet the requirements for admission and whose names are being presented to Council;
 - b. a list of Candidate Fellows admitted to the Society with dates of their admission, address, qualifications and areas of interest; and
- ii. identifying Candidate Fellows who are eligible for nomination for election as a new Fellow, notifying the Candidate Fellow, obtaining the appropriate proof of qualifying degree and/or relevant experience and obtaining the agreement of the Candidate Fellow for putting them forward as a candidate for election as a Fellow.