



FPA Rules

The Foreign Press Association in London is Registered under the Friendly Societies Act 1974

Registered number: MS44SA

PREAMBLE

Established in 1888, the **Foreign Press Association in London** is an association of journalists working in the United Kingdom for overseas media outlets. **We encourage and work toward the highest standards of professional integrity, ethics and skill**, helping to nurture the next generation of journalists and those working for media representing nations of the developing world. **We work actively to promote the freedom and independence of journalists and media personnel throughout the world** and work toward forging strong relationships and an active dialogue between all cultures. **We strive to assist and enhance the professional experience of members working in the United Kingdom** and foster working relationships with other, journalistic organizations that share our vision of a free press throughout the world.

NATURE AND OBJECTS

1. This Society is a **Specially Authorized Society** registered under the **Friendly Society's Act 1974** with the Financial Conduct Authority (FCA)

2. The Society is called the '**Foreign Press Association in London**' and is herein referred to as 'the Association'.

3. Its registered office is at **8, St James's Square, London SW1Y 4JU**.



4. Notice of any change in the registered office shall be sent within 14 days thereafter to the FCA, in the form prescribed by the Act.

5. The Association, through its regular briefings, pursues **the promotion and understanding of politics, governance, economics, foreign affairs, sport, literature, science and the fine arts** pursuant to the Special Authority of 10th June 1976 given under Section 7 (1)(f) of the Friendly Societies Act 1974.

In furtherance of the above objects, the Association shall take all reasonable steps **to promote and to protect professional journalism in the written, broadcasting, audio-visual and electronic media** and protect the professional journalistic interests of its Members.

The Association may:

(a) At its discretion provide its Members with the benefit of any legal and other advice which the Association has sought and which it considers may be of joint interest to itself and its Members.

(b) Provide a means of focus and forum for communication between members and organizations and individuals associated with media coverage who are based in or visiting the U.K.

MEMBERSHIP

6. The Association admits to **Full Membership** duly accredited and remunerated professional journalists stationed in the UK working for overseas media outlets who meet the admission criteria set by the Committee. Provided that such professional journalists, whose output is published/broadcast by established overseas media outlets, **derive no less than 75% of their working income (i.e. other than investment income, special payments, etc.) from their work as a journalist**. In cases of doubt, the discretion of the Committee shall be considered final.



Group Membership of Full Members (Bureau Membership)

The Association may, at the discretion of the Committee, admit to its membership news or media Bureau Members. The Committee will establish the criteria under which journalistic organizations may be admitted. These criteria will be reviewed annually by the Committee but at all times the criteria selected must be applied equally.

7. Every application for Full Membership shall be accompanied by a **letter of recommendation from the editor or director of the organization for whom the applicant works, together with curriculum vitae**. A candidate should be duly sponsored by one Full Member who knows the applicant personally and who is prepared to vouch for their personal and professional integrity. The application must establish the professional status of the candidate in accordance with the relevant FPA rules.

8. The Committee reserves the right to accept or reject any application even when all other requirements of membership are satisfied. Reasons will be provided to the applicant if requested.

FEES

9. The appropriate fee must accompany each application for membership. Any fees paid will be returned in full if an application for membership is not approved.

The annual subscription paid by Members covers their membership for the following 12 months from the issue date of their Press Card.

10. The Committee shall determine the level of all relevant fees of the Association each year. Should the Committee recommend that annual fees be raised by more than 20% in any one year; the membership should be asked to approve such a move at an Annual General Meeting



or a Special General Meeting, whichever is the sooner. The Committee may remove from membership any Member whose subscription remains unpaid for a period of 3 months. Any member whose subscription remains unpaid for one year shall automatically lose his/her membership unless there is evidence in the Committee's opinion of extreme hardship.

11. The Committee reserves the right to assess and review the credentials of any Member at any time in its sole discretion. Members must inform the Committee in a timely manner of any change in status/employer which might affect their continuing membership. Should a Member's circumstances change, the Committee at its sole discretion shall have the right to adjust a person's membership status appropriately and refund fees or a proportion thereof.

ASSOCIATE MEMBERSHIP

12. The Committee may approve applications from any individual who does not represent overseas media outlets but whose sphere of professional interest matches the Objects of the Association such as **representatives of the UK media, representatives of overseas embassies and High Commissions, public relations officers and other distinguished personalities** to enter the Association as Associate members. Associate members shall pay an entrance fee and an annual subscription to be determined from time to time by the Committee and in accordance with Rule 10. Associate members shall have no right to nominate candidates to vote at any meeting of the Association or to be elected to any office under Rule 21. The Committee may remove from Associate membership any Member whose subscription remains unpaid for a period of 3 months or if, in the opinion of the Committee, the reason for admission to associate membership no longer exists.

The Association may, at the discretion of the Committee, admit to its associate membership non-media Corporate Members. The Committee will establish the criteria under which organizations may be admitted. These criteria will be reviewed annually by the Committee but at all times the criteria selected must be applied equally.



HONORARY MEMBERSHIP

13. The Committee, on its own initiative or on the initiative of any member, can, by a majority of two-thirds, decide to award the status of Honorary Member to any individual who, in the opinion of the Committee, has previously served the Association well or will lend distinction to the Association. Honorary Members may not become a Committee Member. Honorary Members shall not be entitled to pay an annual subscription. Honorary Members shall otherwise enjoy the same membership privileges as Associate Members.

SENIOR MEMBERSHIP

14. Upon attaining a minimum age of 65, any Member who has retired from work in their profession, but who retains an active interest in it and in the activities of the Association, may apply to the Committee for Senior Membership. The annual subscriptions paid by Senior Members will be determined by the Committee but shall not exceed one half of that paid by Full Members. Senior Members shall otherwise have the same rights and privileges as Associate Members.

GUEST MEMBERSHIP AND AFFILIATE MEMBERSHIP

15. The Committee may admit to Guest Membership or Affiliate Membership individuals of other journalist clubs, associations or similar organizations, at a discretionary fee and for a discretionary period. Guest members shall normally enjoy the same privileges as Associate members, but the Committee reserves the right to vary the terms of such membership. The Committee has the discretion to create or amend any further category of membership and to determine the applicable fees, as well as the criteria for which individuals are eligible for such membership. Such discretion shall not extend to the alteration of Full Membership and the Committee may not grant the power to vote or stand for election to any other category of membership.



DISCIPLINARY PROCEDURES

16. The Committee shall have the power to reprimand any member of the Association, or terminate the membership of any member, whose conduct, in the opinion of the Committee, is in breach of the Rules of the Association or compromises the reputation of the Association. No action will be taken against a member under this Rule until an opportunity has been provided to the member to appear before the Committee to respond to any allegation. Any action taken by the Committee must be approved by eight or more members of the Committee. A member must be given at least 7 days written notice prior to appearing before the Committee.

Should the Committee decide to take disciplinary action, the member must be informed, in writing, within 48 hours of that decision. In the case of termination of Membership, upon receipt of such a decision, the member must, within a further 48 hours, return to the Association his or her membership card and any other equipment, passes or materials derived as a result of membership of the Association. The Committee shall have regard to the professional needs of the Member, and, if appropriate, provide at the Association's own expense a non Members' UK Press Card, except where the Member's actions are in breach of the regulations pertaining to the issue of Press Cards.

A member whose membership has been terminated by the Committee has the right to appeal against that decision to the Committee.

GOVERNANCE

17. The affairs of the Association shall be governed by a committee of 12 members elected as provided in Rule 22.

The Committee shall be responsible for:

- a) Upholding and promoting the Objects of the Association,
- b) Setting strategic direction, policy and financial objectives,



- c) The protection of financial and other assets, to which the treasurer and the president shall have full access,
- d) Representing and furthering the interests of the membership of the Association,
- e) Upholding the reputation and integrity of the FPA,
- f) The appointment and monitoring of the performance of a Head of the Executive (the "Director") of the Association, who will be responsible for implementing the policy, financial objectives and tasks set by the Committee.
- g) Ensuring compliance with the Association's governing documents, relevant laws and requirements of any regulatory bodies.
- h) Understanding, periodically reviewing and managing the Association's exposure to significant risks.
- i) Initiating, where applicable, the qualification and application for grants and fundraising

Each Committee member must act personally and not as the representative of any group or organization. They must ensure that they remain independent and not come under the control of any external organization or individual.

18. The daily affairs of the Association shall be run by an Executive team, responsible for the management and administration of the Association. It shall be the Executive's responsibility to execute the policy and financial strategies of the Committee. The Head of the Executive will advise and assist the committee in formulating policy and financial strategies. The Executive must report regularly to the Committee on performance against objectives.

19. There shall be two (2) Trustees elected for a term of three years. Candidates for election to the Trustees cannot have served on the Committee for a period of 2 years prior to election. The Trustees have the following responsibilities delegated to them by the Committee.

- a. Authorising, in consultation with the Committee and upon any reasonable request by the Committee, any disposal, acquisition or transfer of the Association's financial or other assets.



b. Fulfilling specific ad hoc requests from the Committee in respect of good governance of the Association and its affairs.

The election of Trustees shall be carried out every 3 years at the same time and in the same manner as elections for the Committee. Each member standing for election as a Trustee must receive nominations from 5 Full members prior to election for the post. Trustees can hold office for up to two terms and may not be considered for any other elected office of the Association for 2 years.

In the event of any Trustee dying, resigning or being removed from office, or if during their mandate vacancies occur, the Trustees shall have the power to call as successors those members of the Association who among the candidates nominated for the last election, but not elected, recorded the highest number of votes and are willing to act. A successor's tenure will be valid for the equivalent remaining tenure of the Trustee whom the successor is replacing.

In the event that there are no candidates to fill a vacancy, it will be the responsibility of the Committee to ensure that an appropriate candidate is found. If such vacancy occurs more than 6 months prior to the next Annual General Meeting, the Committee must hold a special election for this purpose. If such vacancy occurs less than 6 months prior to the next Annual General Meeting, the Committee will have the discretion to hold a special election for that purpose or to take no further action until the next Annual General Meeting.

A Trustee may be removed by resolution of a Special General Meeting, summoned for this purpose, passed by a two-thirds majority of members present.

The Trustees can only approve decisions where they are both present. All meetings of the Trustees must be minuted.

ELECTION OF THE COMMITTEE

20. Not more than 3 members of the Committee shall represent newspapers, periodicals, news agencies, radio, television organizations or group organization of any one country and not more than 1 member of the Committee shall be employed or retained by the same media



outlet. If as a result of an election the number of candidates elected exceeds such figures, the appropriate number of candidates polling the lowest votes shall be deemed not to have been elected.

21. Each Full member shall be entitled to nominate as many candidates for election to the Committee as there are vacancies to be filled. Each nomination must be signed by the proposing member, and shall contain the statement that the candidate has agreed to accept office, if elected.

The nominations shall be sent to the Hon.Secretary not later than 14 days before the date of the General Meeting. Candidates for election to the Committee must have been Full Members of the Association for not less than 6 months.

22. Members of the Committee shall be elected by means of a secret vote. The Association must allow its Full Membership the option to vote, whether via post or other secure and anonymous means including electronic mail (email) or the FPA website, voting shall not start any more than seven days before the meeting at which the election is to take place. Full Members shall also have the option to vote in person if present at that meeting. Any option to vote shall include an alphabetical list of all members nominated for election to the Committee.

The names of the proposers shall be added to each nomination.

23. Each Full Member is entitled to vote for as many candidates as there are vacancies to be filled. No Full member shall give more than one vote to the same candidate. If candidates receive an equal number of votes, and there are not adequate positions for each candidate on the Committee, lots shall be drawn by the President of the Association to decide between them. Votes given to members not included in the list of nominations shall not be valid. A term as a Committee member shall consist of 2 years.



24. The Committee shall, not later than at their second meeting after the Annual General Meeting, and by secret ballot, appoint from among themselves the following officers: A President, two Vice-Presidents, an Hon. Secretary and a Treasurer. All office holders will perform their duties in accordance with the wishes of the Committee. Preferably, at least one member should be a long term UK resident.

The President shall serve as Chairman of the Committee to order its affairs and preside over its meetings.

The President shall serve as titular head of the Association representing its interests. The President shall represent the collective will of the Committee and be considered as one among equals with other Committee members. The President and the Vice-Presidents shall be elected for a term of one year. The Committee may re-elect the President and the Vice-Presidents for a second year. No President or Vice-President can be re-elected for a further successive or subsequent term in office.

The Committee can elect one of its members who has been a former President of the FPA as its President Emeritus. This title holds for one year after the election. The President Emeritus can be re-elected for another year without limitations. The President Emeritus has the same competencies as any other member of the committee. He loses this title as soon as he stops being a member of the committee.

25. If during the year vacancies occur on the Committee, the Committee shall have the power to call as successors until the next Annual General Meeting those members of the Association who among the candidates nominated for the last election, but not elected, recorded the highest number of votes and are willing to act.

COMMITTEE MEETINGS AND GENERAL MEETINGS

26. The President shall have the power to convene a Committee Meeting when the President considers it necessary or when any three members of the Committee, by a requisition to the



President, require a Committee Meeting to be convened. This requisition must allow for the President to give reasonable notice to the Committee in its entirety. These meetings shall normally be held at the registered office.

27. The Committee shall meet at least once a month. A quorum of seven members of the Committee shall be necessary to constitute a Committee Meeting, except otherwise provided. If such a quorum is not present within half an hour of the time appointed the Meeting shall be adjourned. The Committee may invite any member of the Executive to be present at any Committee meeting.

28.

a. Any member of the Committee who, having received due notice, shall have been absent from three consecutive Committee Meetings or from 6 Meetings within a year without assigning sufficient cause shall receive a warning and be deemed to have resigned his/her membership of the Committee if there is no immediate change.

b. The Committee may suspend one of its members from office with a vote of 11 out of 12 in favour, at a meeting convened for that purpose. No vote will be taken under this Rule until an opportunity has been provided to the Committee member to appear before the Committee in order to respond to any allegations.

c. In addition, any member of the Committee may be removed from the Committee by resolution of a Special General Meeting, summoned for this purpose, passed by a two-thirds majority of members present.

29. The President, or in his/her absence one of the Vice Presidents, or in their absence the member with the longest uninterrupted service on the Committee shall preside at the Committee Meetings. In case of an equal division of votes at any such meeting, the person who is chairing the Committee Meeting shall have an additional casting vote.



The Committee shall establish 4 standing Sub-Committees:

- a) an Accreditation Sub-Committee that examines the qualifications of candidates and members under rules 6 and 12,
- b) a Marketing Sub-Committee,
- c) an Editorial Sub-Committee,
- d) a Finance Sub-Committee.

The Committee may establish further Sub-Committees, as it deems necessary for the effective organization of the Association. The Committee may appoint to such Sub-Committees from among its own members or from full members for specific purposes and as occasion requires. Their terms of reference shall be drawn up and periodically reviewed by the Committee, and all Sub-Committees shall be responsible to the Committee. The President shall be responsible for carrying out the decisions of the Committee. In his/her absence provisions of this rule will apply.

30. The Committee as elected by the Annual General Meeting is the highest decision making body of the Association. The Committee shall establish an Executive, and appoint a Head of Executive. The Head of Executive shall be accountable and responsible to the Committee who may dismiss him. The Committee has the discretion to establish the criteria by which the Head of Executive is appointed. The Committee must stipulate the rules of conduct and objectives for the Head of Executive. No single member of the Committee, or of the Sub-Committees or of the Executive shall be entitled to act on his/her own accord in the collective name at the Association, or use these various bodies for his/her personal purposes. The Executive may be present at all Committee and Sub-Committee meetings and will be responsible for the taking of minutes as well as for the effective delivery of actions agreed upon.

31. The Committee shall keep Minutes of all the proceedings of the Committee and of the General Meetings. It shall be the responsibility of the Hon. Secretary to maintain a record of these Minutes and to conduct the correspondence, to give notices of all Meetings, and to



prepare all reports of the Meetings. The Hon. Secretary may delegate these tasks to the Executive. The Minutes of the General Meeting may be inspected by any Full Member upon request to the Committee. A summary of business transacted and decisions taken reflecting the substance of the discussions at the Committee Meetings shall be communicated to all Full Members by the next following circular or bulletin.

32. An Annual General Meeting of members shall be held not later than November 15 each year, when the Annual Accounts (made up to 31st December preceding) and reports shall be submitted by the Head of Executive.

33. All members shall be informed one month at least before the Annual General Meeting, of the date of this Meeting, and requested to send in nominations of candidates for election as members of the Committee. The letter shall be accompanied by:

- (a) A summary of the work done during the year for the benefit of the Association by the Committee and a copy of the balance sheet and a summary income statement.
- (b) A statement recording the number of attendances of the members of the Committee.
- (c) A list of the retiring members of the Committee and forms for nominations. Not later than seven calendar days before the meeting the voting papers shall be sent to the members entitled to vote.

34. Only current Full Members of the Association shall be eligible for office or entitled to vote.

35. The Committee may at any time convene a Special General Meeting, and shall be bound to do so within 21 days on the written requisition of 30 Full members or one fifth of the total number of Full Members whichever is the smaller, specifying the nature of the business required to be transacted or discussed. No other business shall be brought forward at a Special General Meeting but such as is specified in the convening notice.



36. Notice of every Special General Meeting shall be communicated to every member seven calendar days before the date of the meeting. Such notice shall specify the particular business to be brought forward.

37. The voting at General Meetings (except for electing members of the Committee, as provided by Rule 22) shall be in person, and every Member present shall have one vote.

38. Rule 29 shall apply to General and Special General Meetings. The Chair of a General Meeting will be chosen by the Committee on the basis of the most appropriate choice on the occasion.

39. No voting shall take place at General Meetings on any subject, binding the Association as a whole, unless it has been specifically mentioned on the agenda for that meeting.

FINANCIAL MANAGEMENT

40. The management of the financial assets of the Association, the collection of monies and the book keeping fall under the responsibility of the Head of Executive, within the guidelines established by the Committee and according to the business plan and the budget set each year. All transactions and payments of the Association shall be the responsibility of the Executive in so far as the Executive is authorised. The Committee will monitor all financial transactions and will each year agree on the appropriate delegated financial authorities for the Executive. The Committee shall determine annually the threshold figure above which Committee approval is required for financial transactions.

The Executive must seek approval from the Committee for any spending that reasonably constitutes an investment or any other financial risk that exceeds what has been expressly agreed by the Committee.

The Committee shall appoint from among its members a Treasurer, who will liaise between the Committee and the Executive in respect to all financial matters. The Treasurer will be



supported by a Financial Sub-Committee, which he/she will chair. The Financial Sub-Committee shall perform its duties subject to Rule 29.

41. All monies received, however derived, shall be applied to carry out the Objects of the Association. So much of the funds of the Association as may not be wanted for immediate use or expenditure shall be invested with the consent of the Committee. The selection of such investment shall be decided by the Committee with the consent of a majority of the Members present. No money shall be withdrawn from investment, and added to the ordinary account of the Association for general use, except by a resolution of the Committee .

42. The Committee shall cause proper accounts of the Association to be kept by the Executive in accordance with the requirements of Section 29 of the Friendly Societies Act 1974. A separate account shall be kept by the Executive of the expenses of management and of all contributions and other monies which may be applied to these expenses. It shall be the duty of the Director to keep a copy of the last annual balance sheet and the report of the auditor always available on the website.

43. A summary of the books and accounts of the Association shall be open to the inspection by any Member or person having an interest in the funds of the Association at all reasonable times, at the registered office of the Association or at any place where they are kept.

44. (1) The Association shall in each year of account appoint a qualified auditor to audit its accounts and balance sheet for that year. For the purposes of this rule 'qualified auditor' means a person who is a qualified auditor under Section 36 of the Friendly Societies Act, 1974.
(2) Save as provided in paragraph (4) of this rule every appointment of an auditor shall be made by resolution of a general meeting of the Association.
(3) The Committee may appoint an auditor to fill any casual vacancy occurring between general meetings of the Association.



(4) A qualified auditor appointed to audit the accounts and balance sheet of the Association for the preceding year of account (whether by a general meeting or by the Committee) shall be re-appointed as auditor of the Association for the Current year of account (whether or not any resolution expressly re-appointing him has been passed) unless

(a) a resolution has been passed at a general meeting of the Association appointing somebody instead of him or providing expressly that he shall not be re-appointed or

(b) he has given to the Association notice in writing of his/her unwillingness to be re-appointed or

(c) he is ineligible for appointment as auditor of the Association for the current year of account or

(d) he has ceased to act as auditor of the Association by reason of incapacity.

(5) Provided that a retiring auditor shall not be automatically re-appointed by virtue of this rule if notice of an intended resolution to appoint another person in his/her place has been given in accordance with paragraph (6) of this rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person.

(6) A resolution at a General Meeting of the Association

(a) appointing another person as auditor in place of a retiring qualified auditor or

(b) providing expressly that a retiring auditor shall not be re-appointed shall not be effective unless notice of the intention has been given to the Association not less than 28 days before the meeting. On receipt by the Association of notice of the intention to move any such resolution the Association shall give notice of the resolution to the Members in accordance with Section 34 of the Friendly Societies Act 1974. The Association shall also give such notice to the retiring auditor in accordance with section 35 of the Friendly Societies Act 1974, and shall give notice to the Members in accordance with that section of any representations made or intended to be made by the retiring auditor.

(7) None of the following persons shall be appointed as auditor of the Association:

(a) An officer or servant of the Association or



(b) A person who is a partner or in employment of or who employs an officer or servant of the Association.

(8) The auditor shall in accordance with section 38 of the Friendly Societies Act 1974 make a report to the Association on the accounts examined by him and on the revenue account or accounts and the balance sheet of the Association for the year of account in respect of which he is appointed.

45. (1) Every year before the 1st August the Hon. Secretary shall send to the FCA an annual return relating to its affairs for the period required to be included in the return. The return shall be made up for the period beginning with the 1st January of the year preceding the year in which the return is required to be sent and ending with the 31st December then last inclusively. The return must be made in the form prescribed by the FCA and contain such particulars as may from time to time be required by the form. A copy of the report of the auditor on the accounts and balance sheet contained in the return must be sent with the annual return.

(2) The Hon. Secretary shall supply gratuitously to every Member or person interested in the funds of the Association on his/her application either a copy of the last annual form or balance sheet or other document copy of the last annual return or a balance sheet or other document duly audited containing the same particulars relating to the affairs of the Association as are contained in the Annual return together with a copy of the report of the auditors on the annual return or his/her report on the balance sheet or other document supplied in lieu of the annual return.

46. In the event that the affairs of the Association are no longer compatible with its Objects, or that the Association cannot meet its financial or other obligations, it shall be right for one fifth of the total number of Full Members by an application in writing to the FCA and signed by them in the form respectively provided by the relevant Regulations:



- (a) To apply for the appointment of one or more inspectors to examine the affairs of the Association and to report thereon.
- (b) To apply for the calling of a Special General Meeting of the Association.
- (c) Or to apply for an investigation into the affairs of the Association with a view to the dissolution thereof. Notice of any such application shall also be given to the Association, and must not be actuated by malicious motives. Any such application must lay out the reasons and evidence for requiring such action.

47. The English language is the language of the Association. There is no obligation on the part of the Committee to deal with communications drawn up in any other language, but they are entitled to do so, if this is in the interests of the Association.

48. The Association may at any time be dissolved by an instrument of dissolution approved by a special resolution of the Association.

49. The Director shall be responsible for ensuring that a copy of the rules is made available, at all times, on the FPA website.

50. Modification of these Rules shall only be made by Resolution of a majority of at least three-fourths of the votes at a Special General Meeting convened for that purpose. No amendment of Rules is valid until registered.

The Act: The Friendly Societies Act 1974 and any statutory modification thereof.

The Committee: The Committee elected under Rule 19.

FCA: The Financial Conduct Authority

Media Outlet: A media outlet will generally be held to be a for-profit venture or a public broadcasting having as its chief purpose the gathering and dissemination of news or analysis, and that it is not an organ for a special interest group. The output will be of interest to, and



available to, a wide segment of the general public, providing frequent news and which includes original content.

Notice: Notice in writing sent by post to a member's last known address in the United Kingdom.

The Hon. Secretary: Includes any person appointed to perform the duties of Hon. Secretary temporarily.

The United Kingdom: Great Britain and Northern Ireland.

Month: Calendar Month.

The Office: The Registered Office for the time being of the Association.

'**Full Member**' shall for the purpose of any current Licensing Act or any statutory modification or re-enactment thereof be deemed to have the same meaning as 'ordinary member' in that Act.

'**Writing**' shall include printing and lithography and other mode or modes of representing or reproducing words in a visible form.

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

Words importing the masculine gender only shall include the feminine gender.

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