

## **The Chartered Institute of Bankers in Scotland Nominations for Fellowship – Guidance Notes**

1. Fellows, who are voting members of the Institute, shall be elected by the Council from among those:
  - (i.) who are Members or Associates of at least 10 years standing;
  - or**
  - (ii.) who hold a University degree (or equivalent qualification) accepted by the Council for this purpose;

provided that candidates under both (i) and (ii) above shall be considered by the Council to have made a significant contribution to banking, or to the objects of the Institute.<sup>1</sup>
2. Fellows shall be entitled to use after their names the following words and designatory letters: "Fellow of the Chartered Institute of Bankers in Scotland"—F.C.I.B.S.<sup>2</sup>
3. Fellows (FCIBS) who participate in and annually complete the Continuing Professional Development Programme of the Institute shall, for so long as they continue to do so, be entitled to use the designation 'Chartered Banker'<sup>3</sup>
4. Nominations for Fellowship should be submitted on the appropriate form to the Chief Executive of the Institute. Proposals will be accepted from existing Fellows of the Institute or appropriate representatives of Financial Services organisations. However, in each case the nomination must be signed by TWO current Fellows i.e. either the proposer and one seconder OR two seconders if the proposer is not a Fellow.. The form must also be signed by the nominee.
5. All nominations will be considered by the Institute's Executive Committee for recommendation to Council. Approved nominations will then be considered for confirmation at the next scheduled meeting of Council. The length of the approval process will depend upon when the nomination is submitted in the annual cycle of Committee and Council meetings. The maximum period would be five months but in most cases will be considerably less. Nominees will receive an initial acknowledgement letter and will be advised of Council's decision following the meeting at which their name is put forward..<sup>4</sup>
6. Fellowship is formally conferred at the Institute's annual Graduation Ceremony to which all newly elected Fellows are invited. However, nominees are entitled to refer to themselves as Fellows and to use the designation FCIBS as soon as Council has advised them of their election to the roll of Fellows which, as noted above, will be confirmed by letter.
7. Please note that in order to use and maintain their designation, Fellows are required to pay the appropriate annual membership subscription.

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<sup>1</sup> See Schedule Rules no. 2

<sup>2</sup> See Royal Charter no. 12

<sup>3</sup> See Schedule Rules no. 3

<sup>4</sup> See Council Regulations no. 1a