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By-law Adult Medicine

Division

A BY-LAW PURSUANT TO THE CONSTITUTION OF THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND MAINTENANCE OF A DIVISION OF THE COLLEGE TO BE KNOWN AS THE ADULT MEDICINE DIVISION

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1. INTRODUCTION AND PURPOSE

1.1. The Board of the College, pursuant to the Constitution of the College has established the Adult Medicine Division.

1.2. The Adult Medicine Division has been established to:

- 1.2.1.** support the professional careers of Fellows and Trainees of the Division;
- 1.2.2.** work with appropriate College Bodies and staff in relation to:
 - 1.2.2.a.** education, training and assessment of trainees;
 - 1.2.2.b.** training and continual professional development;
 - 1.2.2.c.** policy and advocacy; and
 - 1.2.2.d.** the assessment of overseas trained professionals, as each relates to AMD;
- 1.2.3.** promote and advance the body of knowledge of Adult Medicine;
- 1.2.4.** act as an authoritative source of advice within the College in connection with Adult Medicine;
- 1.2.5.** provide governance and oversight for other Adult Medicine Bodies of the College, including the Division Education Committee, Division Policy and Advocacy Committee and the Chapter of Palliative Medicine, Chapter of Addiction Medicine and the Chapter of Sexual Health Medicine.

2. MEMBERSHIP OF THE DIVISION

A person is a member of the Division if they have been admitted as a member by the Board on the recommendation of the Division in accordance with the Constitution.

3. COUNCIL OF THE DIVISION

3.1. Council

A Council for the Division is to be established and it will be the peak decision making body for the Division.

3.2. Role of the Council

The Council may do all things necessary to further the purposes of the Division, subject to this By-law and the direction of the Board, but the Council must not:-

- 3.2.1.** enter into contractual relationships; or
- 3.2.2.** represent or imply in any way that the Division is a body independent of the College.

3.3. Composition of the Council

The Council of the Division shall comprise:

- 3.3.1.** the President of the Division;
- 3.3.2.** the President-Elect of the Division;
- 3.3.3.** four Fellows of the Division elected by Members of the Division resident in Australia;
- 3.3.4.** one Fellow of the Division elected by Members of the Division resident in New Zealand;
- 3.3.5.** two Advanced Trainee and two Basic Trainee representatives, nominated by the College Trainees Committee;
- 3.3.6.** the Chair of the New Zealand Adult Medicine Division Committee;
- 3.3.7.** the Chair of the Division's Education Committee;
- 3.3.8.** the Division's Continuing Professional Development Lead;
- 3.3.9.** a representative of each of the Chapters of Addiction Medicine, Palliative Medicine and Sexual Health Medicine. The Chapter representative must be:
 - 3.3.9.a.** a Fellow of the College; and
 - 3.3.9.b.** the President or President Elect of the relevant Chapter, or an appointed officeholder of the relevant Chapter approved by the Chapter President;
- 3.3.10.** a representative of each Specialty Society affiliated with the Adult Medicine Division. The Specialty Society representative must be:
 - 3.3.10.a.** a Fellow of the College; and
 - 3.3.10.b.** the President, President Elect or Vice President of the relevant Specialty Society, or any other officeholder of the relevant Specialty Society approved by the Specialty Society President; and
- 3.3.11.** a representative of the Adolescent and Young Adult Medicine Committee. The Committee representative must be:
 - 3.3.11.a.** a Fellow of the College; and
 - 3.3.11.b.** an Adult Medicine Division representative of the Committee.

3.4. Quorum

A quorum of a meeting of the Council shall be a third plus one of Council members who are not disqualified from participating in the consideration of a particular matter due to a conflict.

3.5. Committees of the Council

The Council may, subject to Board approval, create such other committees or time-limited or specific purpose working groups as the Council may determine from time to time.

4. EXECUTIVE COMMITTEE

4.1. Establishment of Executive Committee

Subject to Board approval, the Council may, if it considers it necessary to do so, establish an Executive Committee.

4.2. Membership of Executive Committee

The Executive Committee will comprise:

- 4.2.1.** the President of the Division;
- 4.2.2.** the President-Elect of the Division;
- 4.2.3.** two elected members of the Council, as determined by the Council;
- 4.2.4.** the chair of the Adult Medicine Division Education Committee;
- 4.2.5.** AMD Council trainee representative; and
- 4.2.6.** the Chair of the New Zealand Adult Medicine Division.

4.3. Role of the Executive Committee

The Executive Committee shall meet in the intervening periods between Council meetings and as otherwise required by the Council, to exercise such powers of the Council in managing the business and the interests of the Division, as may be delegated to it by resolution of the Council, or as the President, in cases of emergency may decide.

5. ELECTION AND TERM OF OFFICE

- 5.1.** Every three years the President-Elect for the Division shall be elected by members of the Division.
- 5.2.** The President-Elect holds that office for a three year term commencing at the end of the first Annual General Meeting of the College following his/her election.
- 5.3.** The President-Elect automatically becomes the President of the Division from the date of the fourth Annual General Meeting of the College following his/her election.
- 5.4.** The President holds that office for a three year term ending at the conclusion of the sixth Annual General Meeting of the College following his/her election as President-Elect of the Division.
- 5.5.** Every three years elected members of the Division Council shall be elected by members of the Division.
- 5.6.** Elected members of the Council shall take office from the Annual General Meeting following their election and shall retire at the end of the fourth Annual General Meeting of the College after their election.

6. REPORTING

- 6.1. The Council is a Board Committee and must report to the Board as required by the Board from time to time.
- 6.2. The Council may make exception reports to the Board to address emergent or risk management issues as required.

7. DEFINITIONS

- “Board” means the Board of Directors of the Royal Australasian College of Physicians (ACN 000 039 047)
- “College” means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
- “Constitution” means the Constitution of the College as amended from time to time.

Approved by the Board Executive of the College on 28 September 2017

| Commencement of By-law | | |
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| This By-law was approved by the Board of the College on 22 March 2012 and commenced on that date. | | |
| Subsequent amendments to By-law | | |
| Item | Amendment | Commenced |
| 1 | Addition of Board Appointments Clause. | 24/05/2012 |
| 2 | Removal of Order Priority Clause – Now in Governance of College Bodies By-Law. | 27/07/2012 |
| 3 | Amendment to Clause 3.2 to include wording of Clause 3.3 regarding prohibitions. | 20/03/2014 |
| 4 | Clause 3.3 deleted and existing Clauses 3.4 and 3.5 renumbered as Clauses 3.3 and 3.4 respectively. | 20/03/2014 |
| 5 | Amended the wording of Clause 3.3.3 and 3.3.4 to state “Members” rather than “Fellows”. | 20/03/2014 |
| 6 | Amended the wording Clause 3.3.5 to increase basic and advance trainee representatives from one to two trainees. | 14/09/2016 |
| 7 | Amended Clause 4.2 by splitting clause 4.2.4 into two parts (4.2.4 and 4.2.5) and then renumbered the original 4.2.5 to 4.2.6. | 14/09/2016 |
| 8 | Removal of Clause 6 to align with the Constitutional amendments approved by Members in May 2016. | 14/05/2018 |
| 9 | Amendment to Clause 4.2.5 to delete <i>‘one appointed member of the Council, as determined by the Council’</i> and replace with <i>‘AMD Council trainee representative’</i> | 3/05/2019 |

Date of Commencement of By-law: 22 March 2012

Date of most recent amendment: 16 December 2020

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| 10 | Amendment to clause 3.3 addition of 3.3.11 regarding the appointment of an AYAM AMD representative | 13/09/2019 |
| 11 | Amendment to clause 3.3.10.b: to remove the requirement for AMD Council approval when a specialty society representative is not the President, President Elect or Vice President of the specialty society, provided that they are approved by the Specialty Society President. | 18/05/2020 |
| 12 | Amendment to clause 3.3.9.b: to remove the requirement for AMD Council approval when a Chapter representative is not the President or President Elect of the Chapter, provided that they are approved by the Chapter President. | 16/12/2020 |
| 13 | Amendment to clause 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6 in line with the updated Governance of College Bodies by-law approved at the December 2020 RACP Board meeting. | 16/12/2020 |

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