



RACP
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Adult Medicine Division

By-law

**BY-LAW PURSUANT TO THE CONSTITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COLLEGE BODY**

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1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the Adult Medicine Division Council (the “AMD Council”). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both the Governance of College Bodies By-law and this By-law govern the AMD Council.

2. PURPOSE

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

3. FUNCTIONS

The functions of the AMD Council include:

- a) support the professional careers of Fellows and Trainees of the Division;
- b) work with appropriate College Bodies and staff in relation to:
 - education, training and assessment of trainees;
 - training and continual professional development;
 - policy and advocacy; and
 - the assessment of overseas trained professionals, as each relates to AMD;
- c) promote and advance the body of knowledge of Adult Medicine;
- d) act as an authoritative source of advice within the College in connection with Adult Medicine;
- e) 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.

4. MEMBER COMPOSITION

The Membership of the AMD Council shall comprise:

- 4.1.1. the President of the Division;
- 4.1.2. the President-Elect of the Division;
- 4.1.3. four Fellows of the Division elected by Members of the Division resident in Australia;
- 4.1.4. one Fellow of the Division elected by Members of the Division resident in Aotearoa New Zealand;
- 4.1.5. two Advanced Trainee and two Basic Trainee representatives, nominated by the College Trainees Committee;
- 4.1.6. the Chair of the Aotearoa New Zealand Adult Medicine Division Committee;
- 4.1.7. the Chair of the Division’s Education Committee;
- 4.1.8. the Division’s Continuing Professional Development Lead;
- 4.1.9. a representative of each of the Chapters of Addiction Medicine, Palliative Medicine and Sexual Health Medicine. The Chapter representative must be:
 - 4.1.9.a. a Fellow of the College; and
 - 4.1.9.b. the President or President Elect of the relevant Chapter, or an appointed officeholder of the relevant Chapter approved by the Chapter President;
- 4.1.10. a representative of each Specialty Society affiliated with the Adult Medicine Division. The Specialty Society representative must be:
 - 4.1.10.a. a Fellow of the College; and
 - 4.1.10.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

- 4.1.11.** a representative of the Adolescent and Young Adult Medicine Committee.
The Committee representative must be:
- 4.1.11.a.** a Fellow of the College; and
 - 4.1.11.b.** an Adult Medicine Division representative of the Committee.

5. AMD COUNCIL PROHIBITIONS

The AMD Council must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the AMD Council is a body independent of the College.

6. EXECUTIVE COMMITTEE

6.1. Establishment of Executive Committee

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

6.2. Membership of Executive Committee

The Executive Committee will comprise:

- 6.2.1.** the President of the Division;
- 6.2.2.** the President-Elect of the Division;
- 6.2.3.** two elected members of the Council, as determined by the Council;
- 6.2.4.** the Chair or permanent delegate of the Adult Medicine Division Education Committee;
- 6.2.5.** AMD Council trainee representative; and alternate, as determined by the Council; and
- 6.2.6.** the Chair or permanent delegate of the Aotearoa New Zealand Adult Medicine Division.

6.3. 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.

7. MEETINGS

This section is to be read in conjunction with the Governance of College Bodies By-law.

7.1. Number of Meetings

The AMD Council shall hold a minimum of two meetings per calendar year and shall meet by teleconference, face to face or videoconference.

7.2. Chair

The Chair or their appointee will Chair all meetings.

7.3. Quorum

A quorum is one half of the total AMD Council membership.

7.4. Voting

Decisions will be made by consensus of the majority of members.

7.5. Minutes

The proceeding of all meetings of the AMD Council shall be recorded in the minutes.

7.6. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

7.7. AMD Council Reviews

The AMD Council are to undertake a skill and experience review annually.

The AMD Council are to review their performance against this By-law each two years.

8. REPORTING

- a) The AMD Council must report and make recommendations to the Board as required.
- b) The AMD Council is required to provide to the Board each year:
 - i. a new or updated work plan (work plans may be one or two years)
 - ii. a report against the preceding years' work plan.

9. REVIEW OF BY-LAWS

These By-laws will be reviewed each three years.

10. DEFINITIONS

Term	Means
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
College Body	Has the same meaning as in the College Constitution
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Fellow	Has the same meaning as in the College Constitution
Member	Has the same meaning as in the College Constitution
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution

11. HISTORY

Commencement of By-law		
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

Date of commencement of By-law: 22 March 2012

Date of most recent amendment: 22 April 2022

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
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
14	Clause 6.2 updated to permit a permanent delegate of the Adult Medicine Division Education Committee and the Aotearoa New Zealand Adult Medicine Division, and an alternate trainee representative.	22/04/2022

Date of Commencement of By-law: 22 March 2012

Date of most recent amendment: 22 April 2022