Adult Medicine Division Council

By-law

BY-LAW PURSUANT TO THE CONSTITUTION OF THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND OPERATION OF BOARD COMMITTEES

Area of College	Member Engagement & Support
Document Writer	Senior Executive Officer, Adult Medicine Division
Document Owner	Manager, Peak Bodies
Approved by	RACP Board
Effective Date	22/03/2012
Next Review Date	7/08/2028
References/Legislation	*Corporations Act 2001* (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the RACP Policy Framework. The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

TABLE OF CONTENTS

1. INTRODUCTION 3
2. PURPOSE 3
3. FUNCTIONS 3
4. COMMITTEE PROHIBITIONS 4
5. MEMBER COMPOSITION 4
5.1. Ex-officio Members 4
5.2. Appointed Members 4
5.3. Elected Members 5
5.4. Co-opted members 5
6. EXECUTIVE COMMITTEE 5
6.1. Establishment of the Executive Committee 5
6.2. Role of the Executive Committee 5
6.3. Membership of the Executive Committee 5
7. MEETING 5
7.1. Number of Meetings 5
7.2. Chair 6
7.3. Quorum 6
7.4. Voting 6
7.5. Minutes 6
7.6. Secretariat 6
7.7. Council Reviews 6
8. REPORTING 6
9. REVIEW OF BY-LAW 6
10. DEFINITIONS 7
11. HISTORY 7
SCHEDULE 1 – ADULT MEDICINE DIVISION AFFILIATED SPECIALTY SOCIETIES 9

1. INTRODUCTION

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

2. PURPOSE

The purpose of this Council is to be the College's peak body representing the interests of Fellows and trainees of the Adult Medicine Division.

3. FUNCTIONS

The functions of the Adult Medicine Division Council include:

a) supporting the professional careers of Fellows and trainees of the Adult Medicine Division;

b) working with appropriate College bodies and staff in relation to:

   i. education, training and assessment of trainees;

   ii. training and continuing professional development;

   iii. policy and advocacy; and

   iv. the assessment of overseas trained professionals, as each relates to the Adult Medicine Division;

c) promoting and advancing the body of knowledge of Adult Medicine;

d) acting as an authoritative source of advice within the College in connection with Adult Medicine; and

e) providing governance and oversight for other Adult Medicine bodies of the College, including:

   i. the Australasian Chapter of Addiction Medicine;

   ii. the Australasian Chapter of Palliative Medicine; and

   iii. the Australasian Chapter of Sexual Health Medicine.

4. COMMITTEE PROHIBITIONS

The Council must not:

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

5. MEMBER COMPOSITION

The membership of the Council shall comprise up to 43 members, comprising:

5.1. Ex-officio Members

Up to eight ex-officio members:

- the Chair, Aotearoa New Zealand Adult Medicine Division Committee
- the Adult Medicine Division representative on the College Education Committee
- the Adult Medicine Division Continuing Professional Development Lead
- the President, President-elect, or an appointed office holder of the Australasian Chapter of Addiction Medicine
- the President, President-elect, or an appointed office holder of the Australasian Chapter of Palliative Medicine
- the President, President-elect, or an appointed office holder of the Australasian Chapter of Sexual Health Medicine
- an Adult Medicine Division Fellow representative of the Adolescent and Young Adult Medicine Committee
- Chair, College Trainees' Committee (if an Adult Medicine Division trainee) or delegate who must be an Adult Medicine Division trainee.

5.2. Appointed Members

Up to 28 appointed members:

- up to three Adult Medicine Division trainee representatives (to include at least one Basic Trainee and one Advanced Trainee)
- one representative of each Specialty Society affiliated with the Adult Medicine Division (refer to Schedule 1). The Specialty Society representative must be:
  - a Fellow of the College; and
  - 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
- a representative nominated by the Aboriginal and Torres Strait Islander Health Committee
- a representative nominated by the Māori Health Committee.

5.3. Elected Members

Up to seven elected members, elected by the Members of the Division:

- the President of the Division (to Chair)
- the President-elect of the Division
- four Australian Fellows of the Division elected by Members of the Division resident in Australia
- one Aotearoa New Zealand Fellow of the Division elected by Members of the Division resident in Aotearoa New Zealand.

5.4. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

6. EXECUTIVE COMMITTEE

6.1. Establishment of the Executive Committee

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

6.2. 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.

6.3. Membership of the Executive Committee

The Executive Committee will comprise:

- the President of the Division (to Chair)
- the President-elect of the Division
- three members (Fellow) of the Council, as determined by the Council
- the Adult Medicine Division representative on the College Education Committee
- one Adult Medicine Division Council trainee representative and alternate as determined by the Council
- the Chair or permanent delegate of the Aotearoa New Zealand Adult Medicine Division Committee.

7. MEETING

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

7.1. Number of Meetings

The 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 Council membership.

7.4. Voting

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

7.5. Minutes

The proceedings of all meetings of the 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. Council Reviews

The Council is to undertake a skill and experience review annually.

The Council is to review its performance against this By-law every two years.

8. REPORTING

The Council must report and make recommendations to the Board as required.

The Council is required to provide to the Board each year:

- a new or updated work plan (work plans may be one or two years)
- a report against the preceding years' work plan.

9. REVIEW OF BY-LAW

This By-law will be reviewed every three years.

10. DEFINITIONS

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

11. HISTORY

Commencement		
This By-law was approved by the RACP Board and commenced on 22 March 2012.		
Revision	**Effective Date**	**Summary of Changes**
1.0	22/03/2012	Initial approval/New Document
2.0	27/07/2012	Removal of Order Priority Clause – Now in Governance of College Bodies By-Law.
3.0	20/03/2014	Amendment to Clause 3.2 to include wording of Clause 3.3 regarding prohibitions.
4.0	20/03/2014	Clause 3.3 deleted and existing Clauses 3.4 and 3.5 renumbered as Clauses 3.3 and 3.4 respectively.
5.0	20/03/2014	Amended the wording of Clause 3.3.3 and 3.3.4 to state “Members” rather than “Fellows”.
6.0	14/09/2016	Amended the wording Clause 3.3.5 to increase basic and advance trainee representatives from one to two trainees.
7.0	14/09/2016	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.
8.0	14/05/2018	Removal of Clause 6 to align with the Constitutional amendments approved by Members in May 2016.
9.0	03/05/2019	Amendment to Clause 4.2.5 to delete ‘one appointed member of the Council, as determined by the Council’ and replace with ‘AMD Council trainee representative’
10.0	13/09/2019	Amendment to clause 3.3 addition of 3.3.11 regarding the appointment of an AYAM AMD representative
11.0	18/05/2020	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.

12.0	16/12/2020	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.
13.0	16/12/2020	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.
14.0	22/04/2022	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.
15.0	28/02/2025	By-law transferred to new template issued by the Company Secretary. Clause 5 (trainee representation) amended from two advanced and two basic trainees to be three trainees (at least one advanced and one basic) and the Chair of the College Trainees' Committee (if an Adult Medicine Division trainee) or delegate. Addition of Schedule 1.
16.0	31/10/2025	Clause 5.2 amended to include representatives nominated by the Aboriginal and Torres Strait Islander Health Committee and Māori Health Committee. Clause 6.3 amended to include three members of the AMD Council on the Executive Committee.
17.0	21/08/2026	Amendments to clauses 3.e, 5.1 and 6.3 to remove references to the Adult Medicine Division Education Committee, in line with the Education Governance changes approved by the Board in June 2024.

SCHEDULE 1 – ADULT MEDICINE DIVISION AFFILIATED SPECIALTY SOCIETIES

1. Australasian Association of Nuclear Medicine Specialists (AANMS)
2. Australasian Sleep Association (ASA)
3. Australasian Society for Infectious Diseases (ASID)
4. Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists (ASCEPT)
5. Australasian Society of Clinical Immunology and Allergy (ASCIA)
6. Australian & New Zealand Bone & Mineral Society (ANZBMS)
7. Australian & New Zealand Society of Blood Transfusion (ANZSBT)
8. Australian and New Zealand Association of Neurologists (ANZAN)
9. Australian and New Zealand Society for Geriatric Medicine Ltd (ANZSGM)
10. Australian and New Zealand Society of Nephrology (ANZSN)
11. Australian and New Zealand Society of Palliative Medicine (ANZSPM)
12. Australian Diabetes Society (ADS)
13. Australian Rheumatology Association (ARA)
14. Australian Society for Medical Research (ASMR)
15. Cardiac Society of Australia and New Zealand (CSANZ)
16. Endocrine Society of Australia (ESA)
17. Gastroenterological Society of Australia (GESA)
18. Haematology Society of Australia & New Zealand (HSANZ)
19. Human Genetics Society of Australasia (HGSA)
20. Internal Medicine Society of Australia and New Zealand (IMSANZ)
21. Medical Oncology Group of Australia (MOGA)
22. Thoracic Society of Australia and New Zealand (TSANZ)
23. Transplantation Society of Australia and New Zealand (TSANZ)