

Aotearoa New Zealand Committee

By-law

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

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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.

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1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the Aotearoa New Zealand Committee (the “Committee”). 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 Committee.

2. PURPOSE

The purpose of this Committee is to conduct the affairs of the College in Aotearoa New Zealand.

3. FUNCTIONS

The functions of the Aotearoa New Zealand Committee include:

- a) Advance the interests of the College in Aotearoa New Zealand (‘Aotearoa NZ’);
- b) Influence and implement the strategic direction of the College to ensure relevance of College activity in the Aotearoa NZ context;
- c) Develop the annual business plan for Aotearoa NZ in accordance with the College’s strategic plan;
- d) Advise the Board and its Committees of matters that may affect, or impact upon, the interests of the College and its Fellows and trainees in Aotearoa NZ;
- e) Support the College’s Continuing Professional Development programmes for Fellow’s resident in Aotearoa NZ;
- f) Develop and maintain relationships with relevant health related organisations (including non-government organisations and consumer groups) and regulators in Aotearoa NZ to support initiatives that improve health outcomes for all New Zealanders, in particular Māori;
- g) Support appropriate initiatives that will assist Fellows and trainees to develop their cultural competence. This incorporates tikanga Māori values of manaakitanga (hospitality, kindness and support), whanaungatanga (relationships, sense of family connection) and mōhiotanga (knowledge, understanding, insight);
- h) Actively engage with Government, other non-government agencies and consumer groups, and contribute to work on Aotearoa NZ specific health-related matters, including workforce;
- i) Develop health policy and advocacy specific to the Aotearoa NZ context;
- j) Actively contribute an Aotearoa NZ perspective to wider College and Board functions and strategies;
- k) Te Tiriti ō Waitangi/The Treaty of Waitangi
 - i. The Aotearoa NZ Committee acknowledges Te Tiriti ō Waitangi / The Treaty of Waitangi and the foundation principles of bicultural partnership, participation

and protection it guarantees. We therefore commit that all our policies will give consideration to the impact on the wellbeing and mana of Māori as tangata whenua and ensure these policies uphold the above principles.

3.1. COMMITTEES OF THE AOTEAROA NZ COMMITTEE

- a) The Committee may, subject to Board approval, create such other committees or time limited or specific purpose working groups as the Committee may determine from time to time.
- b) The Aotearoa NZ Committee shall establish the following standing committees, with such responsibilities and powers as the Committee shall determine:
 - i. Aotearoa NZ Policy and Advocacy Committee;
 - ii. Aotearoa NZ Trainees' Committee;
 - iii. Aotearoa NZ Overseas Trained Physicians Assessment Committee;
 - iv. Aotearoa NZ Continuing Professional Development Committee;
- c) In conjunction with the respective Divisional Council:
 - i. Aotearoa NZ Adult Medicine Division Committee; and
 - ii. Aotearoa NZ Paediatrics and Child Health Division Committee.
- d) The Aotearoa NZ Committee will determine terms of reference, including composition and committee responsibilities for each of the above committees and will confer with the relevant committees in this process. Responsibilities will include regular reporting to the Aotearoa NZ Committee.

4. COMMITTEE PROHIBITIONS

The Committee must not:

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

5. MEMBER COMPOSITION

The Membership of the Committee shall comprise up to 15 members, comprising:

5.1. Ex-officio Members

- Chair of Māori Health Committee;
- Chair of Aotearoa NZ Adult Medicine Division Committee;
- Chair of Aotearoa NZ Paediatrics and Child Health Division Committee;
- Chairs of each of the Aotearoa NZ Faculties of;
 - Public Health Medicine
 - Rehabilitation Medicine, and
 - Occupational and Environmental Medicine;
- Chair of Aotearoa NZ Policy and Advocacy Committee;
- The two Co-Chairs of the Aotearoa NZ Trainees Committee. Should either of the Trainee Co-Chairs become a Fellow during their term of office they may

- serve out the remainder of their term on this Committee;
- Chair of Aotearoa NZ Continuing Professional Development Committee;
- Any one member of the College Board who reside in Aotearoa NZ;
- Any one non-Board members of the Finance and Risk Management Committee who reside in Aotearoa NZ;

5.2. Appointed Members

5.2.1. Consumer Representatives

- Up to one Consumer Representative from the RACP appointed Consumer Advisory Group or approved delegate(s).
- Up to one Consumer Representative as appointed by way of Expression of Interest

5.3. Elected Members

Up to 2 elected members, elected by the Members eligible to vote.

5.3.1. Aotearoa NZ President

- Aotearoa NZ President (automatic appointment)
- The President of Aotearoa NZ holds that office for a two-year term ending at the conclusion of the fifth Annual General Meeting of the College following their election as President-Elect of Aotearoa NZ.
- The President of Aotearoa NZ also holds office as a Director of the RACP Board.

5.3.2. Aotearoa NZ President-elect

- Every two years the President-Elect of Aotearoa NZ shall be elected by members of the College resident in Aotearoa NZ.
- The President-Elect of Aotearoa NZ holds that office for a two-year term commencing at the end of the first Annual General Meeting of the College following their election.
- The President-Elect of Aotearoa NZ is automatically appointed President of Aotearoa NZ from the date of the third Annual General Meeting of the College following their election.

5.4. Co-opted members

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

6. MEETING

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

6.1. Number of Meetings

The College Body shall hold a minimum of four meetings per calendar year and shall meet with up to one kanohi ki te kanohi | face to face meeting, with remaining meetings to be held by hui ā-ataata | Zoom.

6.2. Chair

The Chair or their appointee will Chair all meetings.

6.3. Quorum

A quorum is one half of the total College Body membership.

6.4. Voting

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

The Co-Chairs of the Aotearoa NZ Trainees Committee hold one vote between them.

6.5. Minutes

The proceedings of all meetings of the Committee shall be recorded in the minutes.

6.6. Secretariat

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

6.7. Committee Reviews

The Committee are to undertake a skill and experience review annually.

The Committee are to review their performance against this By-law every two years.

7. REPORTING

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

The Committee 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.

8. REVIEW OF BY-LAW

This By-law will be reviewed every three years.

9. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians

Aotearoa New Zealand Committee By-law

Term	Means
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 the Governance of College Bodies By-law
Member	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution.

10. HISTORY

Commencement		
This By-law was approved by the Board and commenced on 5 August 2011		
Revision	Effective Date	Summary of Changes
1.0	22.03.2012	Membership from 12 to 15 members and inclusion of New Zealand Faculty Chairs in the composition.
2.0	7.12.2012	Removal of NZ Finance Committee and inclusion of Chair of NZ CPD Committee and Hon. NZ Treasurer in the composition.
3.0	24.07.2015	Deletion of sections with subject matter covered by cross College By-Laws, most commonly the Governance of College Bodies By-Law.
4.0	24.07.2015	Removal of some responsibilities and functions (and references to them) and inclusion of specific references to engagement with non-government and community organisations.
5.0	24.07.2015	Insertion of a section on the Committee's limitations.
6.0	24.07.2015	Replacement of an elected trainee member on the New Zealand Committee with designated representative (co- chair) of the New Zealand Trainees' Committee.
7.0	24.07.2015	Replacement of New Zealand Honorary Treasurer as a member of the New Zealand Committee with non-Board member representative on the Finance Committee resident in New Zealand.
8.0	24.07.2015	Insertion of information on process of appointment of New Zealand President and New Zealand President-Elect.
9.0	24.07.2015	Removal of Grants Advisory Committee and Workforce Committee as sub-committees.
10.0	10.11.2017	Acknowledging and committing to the principles of Te Tiriti in the By-laws of the Committee, confirming the RACP's moral and ethical obligation to supporting health equity for tangata whenua.
11.0	14.12.2018	Development of responsibilities of Committee to assist Fellows, trainees and staff to develop their cultural competence. Inclusion of definitions of manaakitanga, whanaungatanga and mōhiotanga
12.0	14.12.2018	Removal of provision for a nominee to attend NZ Committee meetings in place of the appointed member (one of the Co-Chairs)
13.0	14.12.2018	Addition of up to two Consumer Representatives from the RACP appointed Consumer Advisory Group or approved delegate(s) to the membership of the New Zealand Committee.

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14.0	3.05.2019	Amendment of committee name from “New Zealand Committee” to “Aotearoa New Zealand Committee” and country name from “New Zealand” to “Aotearoa New Zealand”
15.0	5.12.2019	Amendment of standing committee names from “New Zealand ...” to “Aotearoa New Zealand ...”
16.0	5.12.2019	Inclusion of clause outlining Board delegation of powers to enable Aotearoa NZ Committee to conduct the affairs of the College in Aotearoa NZ
17.0	8.03.2021	Amendment to frequency of face-to-face meetings in line with Board and FRMC decision
18.0	24.03.2023	Transferred to new template and approved by Board
19.0	23.08.2024	Amendment to clause 5.1 Ex-officio Members: The two Co-Chairs of the Aotearoa NZ Trainees Committee, or one delegated Committee Member. Should either of the Trainee Co-Chairs become a Fellow during their term of office they may serve out the remainder of their term on this Committee;