

Australasian Chapter of Palliative Medicine Committee

By-law

**BY-LAW PURSUANT TO THE CONSITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COMMITTEE OF THE COLLEGE TO BE KNOWN AS THE
AUSTRALASIAN CHAPTER OF PALLIATIVE MEDICINE COMMITTEE**

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1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the Australasian Chapter of Palliative Medicine Committee (the “College Body”). 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 College Body.

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2. PURPOSE

The purpose of the College Body is to act as the peak decision-making body for the Australasian Chapter of Palliative Medicine.

3. FUNCTIONS

The functions of the College Body include:

- a) supporting the professional careers of Fellows and Trainees of the Chapter;
- b) working with other relevant appropriate College Bodies and staff in relation to:
 - i. education, training and assessment of Trainees;
 - ii. education, continuing professional development and quality performance of Fellows;
 - iii. policy and advocacy;
 - iv. the assessment of overseas trained professionals;
 - v. research; and
 - vi. workforce,as each relates to Palliative Medicine;
- c) promoting and advancing the body of knowledge of Palliative Medicine; and
- d) acting as an authoritative source of advice within the College in connection with Palliative Medicine.

4. COLLEGE BODY PROHIBITIONS

The College Body must not:

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

5. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to ten members, comprising:

5.1. Elected Members

Up to eight elected members, elected by the Members of the Australasian Chapter of Palliative Medicine:

- a) the President of the Chapter (to Chair);
- b) the President-elect of the Chapter;
- c) up to four Fellows of the Chapter;
- d) one Trainee of the Chapter elected by Trainees.

5.2. Appointed Members

Up to one appointed member comprising:

- a) the President of the Australian and New Zealand Society of Palliative Medicine (ANZSM);
- b) one representative from the Paediatrics and Child Health Division.

- c) Chair of the Training Committee in Palliative Medicine (TCPM) appointed by TCPM.

5.3. Co-opted members

Co-opted members may be appointed for a particular purpose or term. Co-opting is guided by the Governance of College Bodies By-law.

6. MEETINGS

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 by teleconference, videoconference, or face to face.

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.

6.5. Minutes

The proceeding of all meetings of the College Body 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.

7. REPORTING

- a) The College Body must report and make recommendations to the Adult Medicine Division Council as required.
- b) The College Body is required to provide to the Adult Medicine Division Council 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.

8. REVIEW OF BY-LAWS

This By-law will be reviewed each three years.

9. 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

10. HISTORY

Commencement		
This By-law was approved by the Adult Medicine Division Council and commenced on 21 February 2013.		
Subsequent Amendments		
Item	Amendment	Date Approved
1		
2		
3		
4		
5		