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BY-LAW

AUSTRALASIAN FACULTY OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE

**A BY-LAW PURSUANT TO THE CONSTITUTION OF THE ROYAL
AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND MAINTENANCE OF A FACULTY OF THE COLLEGE TO BE KNOWN AS
THE AUSTRALASIAN FACULTY OF OCCUPATIONAL AND ENVIRONMENTAL
MEDICINE**

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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 Australasian Faculty of Occupational and Environmental Medicine.
- 1.2** The Australasian Faculty of Occupational and Environmental Medicine seeks excellence in occupational and environmental medicine, education and practice. The Faculty does this through training and continuing debate and advocacy on matters of occupational and environmental medicine and the encouragement of occupational and environmental medicine research.
- 1.3** The Australasian Faculty of Occupational and Environmental Medicine has been established to:-
 - 1.3.1** support the professional careers of Fellows and Trainees of the Faculty;
 - 1.3.2** work with appropriate College Bodies and staff in connection with:-
 - 1.3.2.a** education, training and assessment of trainees;
 - 1.3.2.b** training and continual professional development;
 - 1.3.2.c** policy and advocacy;
 - 1.3.2.d** the assessment of overseas trained professionals;
 - 1.3.2.e** research; and
 - 1.3.2.f** workforce,as each relates to Occupational and Environmental Medicine;
 - 1.3.3** promote and advance the body of knowledge in Occupational and Environmental Medicine;
 - 1.3.4** act as an authoritative source of advice within the College in connection with Occupational and Environmental Medicine; and
 - 1.3.5** recommend to the Board candidates for membership of the Faculty.

2. MEMBERSHIP OF THE FACULTY

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

3. COUNCIL OF THE FACULTY

3.1 Council

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

3.2 Role of the Council

The Council may do all things necessary to further the governance and direction of the Faculty (including the committees and working groups of the Faculty) and the purposes of the Faculty, subject to this By-law and the direction of the Board.

3.3 Council prohibitions

The Council must not:-

- 3.3.1 enter into contractual relationships; or
- 3.3.2 represent or imply in any way that the Faculty is a body independent of the College.

3.4 Composition of the Council

The Council of the Faculty shall comprise:-

- 3.4.1 the President of the Faculty;
- 3.4.2 the President-Elect of the Faculty;
- 3.4.3 one Fellow resident in each of the regions in Australia and Aotearoa New Zealand designated by the Faculty Council, elected by the Fellows resident in that region at the time of the election;
- 3.4.4 the Chair of the Faculty's Education Committee;
- 3.4.5 the Chair of the Faculty's Policy and Advocacy Committee;
- 3.4.6 the Lead Fellow, Environmental Medicine;
- 3.4.7 one Trainee elected by the Trainees of the Faculty;
- 3.4.8 any Board member who is a member of the Faculty and not otherwise a member of the Council; and
- 3.4.9 a representative appointed by the Australian and Aotearoa New Zealand Society of Occupational Medicine, who must be a Member of the College.

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 Faculty;
- 4.2.2 the President-Elect of the Faculty;
- 4.2.3 the Chair of the Faculty's Education Committee;
- 4.2.4 the Chair of the Faculty's Policy and Advocacy Committee; and
- 4.2.5 the Aotearoa New Zealand resident Council member elected pursuant to clause 3.4.3 of this By-law.

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 Faculty, 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 two years the President-Elect for the Faculty shall be elected by members of the Faculty.
- 5.2** The President-Elect holds that office for a two 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 Faculty from the date of the third Annual General Meeting of the College following his/her election.
- 5.4** The President holds that office for a two year term ending at the conclusion of the fifth Annual General Meeting of the College following his/her election as President-Elect of the Faculty.
- 5.5** Elected members of the Faculty shall take office from the Annual General Meeting following their election and will hold office for two years.

6. BOARD APPOINTMENT

Pursuant to the Constitution and the appointment of a Board member from the Faculty, the Faculty will appoint the President of the Faculty or another Fellow member of the Council to the Board.

7. REPORTING

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

8. DEFINITIONS

- “Board” means the Board of Directors of the College
- “College” means The Royal Australasian College of Physicians (ACN 000 039 047), and incorporated body limited by guarantee
- “Constitution” means the Constitution of the College as amended from time to time
- “Fellow” means a Fellow of the Faculty of Occupational and Environmental Medicine
- “Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship

of the Faculty of Occupational and Environmental Medicine

By-law History as from 27 July 2012		
Commencement of By-law		
This By-law was approved by the Board of the College on 27 July 2012 and commenced on that date		
Subsequent amendments to By-law		
Item	Amendment	Commenced
5.5	Removed clause relating to elections occurring every two years as it is covered in the Governance of College Bodies By-law	09/11/2015
3.4.9	Addition of clause 3.4.9 – to include a representative appointed by the Australian and Aotearoa New Zealand Society of Occupational Medicine, who must be a Member of the College as part of the Council membership	08/12/2017
6	Removed clause 6 – Board Appointment	14 May 2018