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Australasian Faculty of Public Health Medicine (AFPHM) Council

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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Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Australia and Aotearoa New Zealand

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TABLE OF CONTENTS

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

1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the Australasian Faculty of Public Health Medicine (AFPHM) 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 seek excellence in public health medicine, education and practice to achieve the highest levels of health for the populations of Australia and Aotearoa New Zealand. The Faculty does this through training and continuing professional development of public health physicians, the promotion of public debate and advocacy on matters of public health and the encouragement of public health research.

3. FUNCTIONS

The functions of the Australasian Faculty of Public Health Medicine (AFPHM) Council include:

a) support the professional careers of Fellows and trainees of the Faculty;

b) work with appropriate College Bodies and staff in connection with:

   i. education, training and assessment of trainees;

   ii. continuing professional development of Fellows;

   iii. policy and advocacy;

   iv. the assessment of overseas trained physicians;

   v. research; and

   vi. workforce

   as each relates to public health medicine.

c) promote and advance the body of knowledge in public health medicine;

d) act as an authoritative source of advice within the College in connection with public health medicine; and

e) recommend candidates to the Board for membership of the Faculty.

4. COUNCIL 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 17 members, comprising:

5.1. Ex-officio Members

- AFPHM President (to chair);
- Chair, Aotearoa New Zealand AFPHM Committee;
- Chair, AFPHM Policy and Advocacy Committee;
- Chair (or permanent delegate), AFPHM Training Program Committee;
- AFPHM Representative, College Education Committee;
- Chair, AFPHM Trainee Committee; and
- Deputy Chair, AFPHM Trainee Committee.

5.2. Elected Members

Up to 8 elected members, elected by the AFPHM membership:

- AFPHM President-elect;
- five AFPHM Fellows resident in Australia; and
- two AFPHM Fellows resident in Aotearoa New Zealand.

5.3. Independent Community Members

Up to 2 independent community members comprising:

- one medical practitioner and/or public health practitioner who is Aboriginal or Torres Strait Islander; and
- one medical practitioner and/or public health practitioner who is Māori.

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

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. The Executive Committee shall 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 AFPHM President, in cases of emergency may decide.

6.3. Membership of the Executive Committee

The Executive Committee shall comprise of:

- AFPHM President;
- AFPHM President-elect;
- Chair, Aotearoa New Zealand AFPHM Committee;
- Chair, AFPHM Policy and Advocacy Committee;
- Chair, AFPHM Trainee Committee; and
- Chair (or permanent delegate), AFPHM Training Program 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 AFPHM Council may hold four meetings per calendar year and shall meet face to face (maximum once per year) or by videoconference.

The AFPHM Executive Committee may meet as required by videoconference.

7.2. Chair

The Chair or their appointee will chair all meetings.

7.3. Quorum

A quorum is one half of the total AFPHM 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 their 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.
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
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 27 July 2012.		
Revision	**Effective Date**	**Summary of Changes**
1.0	12 August 2014	Removal of clauses: • 3.4.8 '*the Chair of the Faculty's Workforce Committee, appointed by Faculty Council*'; and • 4.2.5 'the Chair of the Faculty Workforce Committee'. Amendment of clause 3.4.9 from '*the Deputy Chair of the Faculty's Education Committee, appointed by Faculty Council'* to *'the Deputy Chair of the Faculty's Education Committee, appointed from within that Committee*'.
2.0	27 November 2015	Amendment of clause 3.4.9 to confirm that appointment of two trainees to AFPHM Council will be determined by an Expression of Interest process.
3.0	14 May 2018	Removal of clause 6 to align with changes to the constitution approved by members in May 2016.
4.0	7 August 2020	Amendment of clauses 3.4.10 and 3.4.11 to add '*and/or public health practitioner'*
5.0	30 October 2020	Update to clause 3.4.9 to state: '*the Chair and Deputy Chair of the Faculty Trainee Committee'.*
6.0	28 March 2023	Transferred to the new template aligning the Governance of College Bodies By-law with the current by-law to be the guiding governance

		documents for this College Body. Added Chair, AFPHM Trainee Committee to the membership of the Executive Committee.
7.0	Feb 2026	To reflect changes in the Education Governance structure: removed Chair and Deputy Chair, Faculty Education Committee. Replaced with Chair (or permanent delegate), Faculty Training Program Committee and AFPHM Representative, College Education Committee in the memberships of AFPHM Council and the Executive Committee.