



The Royal Australasian  
College of Physicians

# **Paediatric & Child Health Division Chapter of Community Child Health**

## **COVER NOTE**

*Please note: This is not part of the Chapter of Community Child Health By-Law.*

**Cover note as at 5 June, 2013**



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## **By-Laws and Policies relevant to the governance of this Committee:**

**As at 5 June, 2013 these are the College By-Laws most pertinent to the CCCH By-Law:**

1. [Constitution – Royal Australasian College of Physicians;](#)
2. [By-Law Governance of College Bodies;](#)
3. [Nominations & Election Process for the Board of the College & its College Bodies;](#)
4. [Establishment & Management of Working Groups By-law; and](#)
5. [Appointment of Representatives to External Bodies By-law.](#)
6. [Appointment of Representatives to Internal Bodies By-law](#)
7. [Paediatrics & Child Health Division By-Law](#)

**Below is a summary of relevant provisions for general guidance. To ensure you have the most up to date information please refer to the relevant by-law on the College website:**

### **Quorum:**

- A quorum of a meeting of a College Body shall not be less than one half of members (other than members who are disqualified from participating in the consideration of a particular matter due to a conflict) unless the College Body determined that a greater number shall constitute a quorum (2 – refer above)
- 50% of the CCCH Committee will constitute quorum.

### **Co-opted Committee members**

- From time to time a College Body may require the contribution of person who has particular expertise to assist the College Body in its deliberations. To achieve this, College Bodies are able to co-opt members for a specified time, usually not exceeding 6 months, or a specified task. (2 – refer above)

### **Casual Vacancies**

- Any person appointed to fill a casual vacancy shall hold office for the remainder of the term of the member who they have replaced. That person will then be eligible for re-election as a member of the Body. (2 – refer above)

### **Appointments**

- Appointed members, including co-opted members, of a College Body shall be appointed following a merits-based selection process.

### **Nomination and Election**

- Nominations and Elections to College Bodies are to be conducted strictly in accordance with the College's nomination and election policy and process. (2 & 3 – refer above)



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# **Chapter of Community Child Health By-Law**

**TERMS OF REFERENCE PURSUANT TO THE CONSTITUTION OF THE ROYAL  
AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND  
MAINTENANCE OF A CHAPTER OF THE COLLEGE TO BE KNOWN AS  
CHAPTER OF COMMUNITY CHILD HEALTH**



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## **1 INTRODUCTION AND PURPOSE**

- 1.1** The Paediatrics and Child Health Division (PCHD) of the College has established the Chapter of Community Child Health.
- 1.2** The PCHD has established the Chapter of Community Child Health to:
  - 1.1.1** support the professional careers of Fellows and Trainees of the Chapter;
  - 1.1.2** prepare annually for the approval of the PCHD Council, a proposed list of projects;
  - 1.1.3** develop, coordinate, implement, and monitor the projects approved by the PCHD Council;
  - 1.1.4** respond to new and emerging Community Child Health issues relevant to the PCHD as they arise provided, whenever possible, the issue is approved by the PCHD President or PCHD Council prior to work commencing;
  - 1.1.5** work with other relevant appropriate College Bodies and staff in relation to:
    - 1.1.5.a** contributing to education matters;
    - 1.1.5.b** contributing to policy and advocacy matters;
    - 1.1.5.c** contributing to research matters; and
    - 1.1.5.d** contributing to workforce matters,as each relates to Community Child Health;
- 1.2.3** promote and advance the body of knowledge of Community Child Health; and
- 1.2.4** act as an authoritative source of advice within the College in connection with Community Child Health.



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- 1.3** The activities of the Committee must be consistent with the College's Strategic Directions document or any successor document.

## **2 MEMBERSHIP OF THE CHAPTER**

### **2.1 Advanced Trainees**

Advanced Trainees undertaking training in Community Child Health or dual training with Community Child Health and another specialty are eligible for admission to the Chapter of Community Child Health.

### **2.2 PCHD Fellows**

On application, PCHD Fellows are eligible for Membership of the Chapter.

### **2.3 Non-Fellows**

Upon request, 'other medical practitioners' after considering the relevance of their training and skills may be approved by the Committee as Members of the Chapter. Non-Fellows admitted to Membership of the Chapter are not Members of the College.

## **3 COMMITTEE OF THE CHAPTER**

### **3.1 Chapter of Community Child Health Committee**

A Committee for the Chapter is to be established and it will be the peak decision making body for the Chapter.

### **3.2 Role of the Committee**

The Committee may do all things necessary to further the purposes of the Chapter, subject to this By-law and the direction of the Board or the Division Council.

### **3.3 Committee prohibitions**

The Committee must not:

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



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### **3.4 Composition of the Committee**

The Committee of the Chapter shall comprise:

- 3.4.1** The Chair of the Chapter;
- 3.4.2** Six Appointed Fellows of the Chapter, at least one being a resident of Aotearoa New Zealand;
- 3.4.3** The Chair of the Chapter Specialist Advisory Committee;
- 3.4.4** The Chairs of the Chapter Specialist Interest Groups;
- 3.4.5** One Trainee of the Chapter;
- 3.4.6** One Fellow of the Chapter with an interest in adolescent and young adult medicine;

The Chapter Committee may co-opt any additional members.

## **4 ELECTION AND TERM OF OFFICE**

### **4.1 Chair**

The Chair is initially appointed by the PCHD Council following a nomination process. The Chair shall take office from the College Annual General Meeting following their appointment.

The initial term of the Chair shall be two years and no Chair shall be appointed to chair the Committee for more than three consecutive terms unless the Board approves otherwise.

If agreed by the current Committee Chair, any subsequent term of appointment for the Chair, up to the maximum of three consecutive terms, can be on the recommendation to the PCHD Council by the Committee without a need for the nomination process to occur.

Once an incumbent Chair has served three consecutive terms, the PCHD Council must then appoint a new chair following a nomination process.



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#### **4.2 Chair-Elect**

At the last face to face meeting of the Chair's final term, the Committee may, at its discretion, elect from within the Committee, a Chair Elect. The Chair Elect will be recommended to the PCHD Council for appointment as the Chair of the Committee to take office in accordance with clause 4.1.

#### **4.3 Appointed Fellows**

Fellows are appointed by the Committee following nomination. Fellows shall take office from the College Annual General Meeting following their appointment.

The term of the appointed Fellow shall be two years and no Member shall be appointed to the Committee for more than three consecutive terms unless the Board approves otherwise.

#### **4.4 Appointed Trainee**

The Trainee is appointed by the Committee following nomination. The Trainee shall take office from the College Annual General Meeting following their appointment.

The term of the Trainee shall be two years and a maximum of one term. The Term may be completed after gaining Fellowship.

#### **4.5 Chapter Chat Editor**

A Chapter member will be appointed by the Committee to be the editor of Chapter Chat. The term of appointment is a two year term and no more than two consecutive terms.

### **5 REPORTING**

**5.1** The Chapter is a part of the PCHD and as such the Committee must report to the PCHD Council as required by the Council and also in accordance with Clause 1.

**5.2** The Committee may make exception reports to the PCHD Council to address emergent or risk management issues as required.

### **6 SUB-COMMITTEES OF THE COMMITTEE**

The Committee may, with approval of the Division Council create other Sub-Committees or time-limited or specific purpose working groups.

#### **6.1 Special Interest Group**

The following special interest groups are sub-committees of the Committee:

- Child Protection Special Interest Group;
- Child Population and Health Special Interest Group; and



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- Child Development and Behaviour Special Interest Group.

## 7 DEFINITIONS

“Board”	means the Board of Directors of the College.
“College”	means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
“Constitution”	means the Constitution of the College as amended from time to time.
“Fellow”	means a Fellow of the PCHD.
“PCHD”	means the Paediatrics & Child Health Division of the College.
“Trainee”	means a person who is undertaking a program of Advanced Training approved by the College in order to gain Fellowship of a Division, Chapter or Faculty of the College.

<b>By-Law History as from 5 June, 2013</b>		
<b>Commencement of By-Law</b>		
This By-Law was approved by the Paediatrics and Child Health Division Council on 5 June 2013 and commenced on that date.  <i>Note that the previous By-Law was approved by the College Board December 2007 – significant changes have been made and thus a new version is approved.</i>		
<b>Subsequent amendments to By-Law</b>		
<b>Item</b>	<b>Amendment</b>	<b>Commenced</b>
4.1	Update of text to allow a Chair to be elected to a second or third term by the Committee.	28 February, 2014