

College Journals 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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Document Writer	Manager, Peak Bodies
Document Owner	Manager, Peak Bodies
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Associated RACP Documents	Governance of College Bodies By-law, Appointments to College Bodies Policy, RACP Constitution
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 College Journals 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 monitor the performance of the College Journals and to provide assurance to the Board that the College Journals are operated in accordance with the current Board Strategy and budget.

3. FUNCTIONS

The functions of the College Journals Committee include:

- a) monitor the operations and performance of the College Journals to ensure that each is functioning in a manner that is consistent with the Operating Principles approved by the Board (refer Schedule 1);
- b) manage the process for and make recommendations to the Board regarding the appointment of the Editor-in-Chief of each journal;
- c) coinciding with the tabling of the annual performance report of the Internal Medicine Journal’s (IMJ) publisher, convene an annual meeting of the Committee to receive an annual report from the IMJ Editor-in-Chief;
- d) coinciding with the tabling of the annual performance report of the Journal of Paediatrics and Child Health (JPCH) publisher, convene an annual meeting of the Committee to receive an annual report from the JPCH Editor-in-Chief;
- e) review the prior year’s performance of the journals and in collaboration with the Editors-in-Chief, set performance measures for the following year;
- f) acknowledge, support, respect, and protect the principle of editorial independence.

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 four members, comprising:

5.1. Ex-officio Members

- one member of the College Board (to Chair the Committee);
- the President or President-elect of the Adult Medicine Division Council, or a nominee;
- the President or President-elect of the Paediatrics and Child Health Division Council, or a nominee.

5.2. Appointed Members

Up to one appointed member comprising:

- a member of the College.

5.3. Co-opted members

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

5.4. Members of the Editorial Boards of the College Journals

Members of the Editorial Boards of the College Journals are not eligible for appointment to the College Journals Committee.

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 one meeting per calendar year and shall meet face to face or by videoconference.

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 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/Council Reviews

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

The Committee is 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
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 RACP Board and commenced on 17 April 2019.		
Revision	Effective Date	Summary of Changes
1.0	17 April 2019	Initial approval/New Document
2.0	February 2021	Typographical corrections made.
3.0	20 May 2022	Transferred to new Governance-issued template. Member composition (ss 5.1 and 5.2) updated.

SCHEDULE 1

Operating Principles of the Internal Medicine Journal and the Journal of Paediatrics and Child Health

That the relevant journal:

1. Reflects the values and mission of the College as a whole.
2. Provides value to members through:
 - 2.1 publishing original articles relevant to professional practice and specialty education
 - 2.2 publishing reviews
 - 2.3 publishing commentaries and editorials
 - 2.4 providing an opportunity for College Fellows and trainees to publish material consistent with 2.1 to 2.3 above.
 - 2.5 providing College Fellows with information about key professional issues (e.g., revalidation, national initiatives, and relevant changes to legislation or regulation).
3. Delivers overall continuous improvement of journal performance.
4. Addresses specific aspects of performance as identified in annual review meetings.
5. Works with the publisher to modernise the journal, taking advantage of online and other opportunities and linking to value adding services such as social media.
6. Adheres to the principles of editorial independence as outlined in the International Committee of Medical Journal Editors (ICMJE) and the World Association of Medical Editors (WAME) guidelines.
7. Demonstrate effective financial management.