

# College Trainees' Committee

## By-law

### BY-LAW PURSUANT TO THE CONSTITUTION OF THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND OPERATION OF BOARD COMMITTEES

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<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	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 Trainees' 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 be the College's peak body representing the interests of trainees/dual trainees of the College.

## 3. FUNCTIONS

The functions of the College Trainees' Committee include:

- a) providing a forum for the views of all trainees/dual trainees;
- b) advocating on behalf of trainees/dual trainees in matters relating to their selection, education, training, assessment, supervision, and overall trainee experience, including trainee wellbeing;
- c) making recommendations regarding policy relating to any training matter;
- d) liaising with state, territory, and Aotearoa New Zealand based trainees' committees;
- e) liaising with trainee representatives across the College and its College bodies;
- f) recommending to the appropriate College body any new initiatives to support trainees/dual trainees and enhance their training experience; and
- g) managing the selection, election, and nomination of trainee representatives to College bodies, as required.

## 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 23 members, comprising:

### 5.1. Ex-officio Members

- Trainee Director, Board of the RACP

## 5.2. Appointed Members

Up to 22 appointed members comprising:

- one Australian Capital Territory trainee/dual trainee nominated by the New South Wales and Australian Capital Territory Trainees' Committee
- two New South Wales trainees/dual trainees nominated by the New South Wales and Australian Capital Territory Trainees' Committee
- two Victorian trainees/dual trainees nominated by the Victorian and Tasmanian Trainees' Committee
- one Tasmanian trainee/dual trainee nominated by the Victorian and Tasmanian Trainees' Committee
- two trainees/dual trainees nominated by the Queensland Trainees' Committee
- two trainees/dual trainees nominated by the South Australian Trainees' Committee
- two trainees/dual trainees nominated by the Northern Territory Trainees' Committee
- two trainees/dual trainees nominated by the Western Australian Trainees' Committee
- two trainees/dual trainees nominated by the Aotearoa New Zealand Trainees' Committee
- one Australasian Faculty of Occupational and Environmental Medicine trainee/dual trainee
- one Australasian Faculty of Public Health Medicine trainee/dual trainee
- one Australasian Faculty of Rehabilitation Medicine trainee/dual trainee
- one trainee/dual trainee who identifies as Aboriginal or Torres Strait Islander
- one trainee/dual trainee who identifies as Māori
- one trainee/dual trainee who completed their primary medical degree in a country other than Australia or Aotearoa New Zealand.

Where the number of representatives on the Committee from any region is more than one, no more than one shall be from any particular Division or Faculty of the College.

## 5.3. Term

- Members of the Committee may complete consecutive terms, as outlined in the Governance of College Bodies By-Law, provided they are still a trainee at the commencement of the term.
- Members of the Committee who become Fellows during their term of office may continue to serve out the remainder of their term.
- Members of the Committee who suspend their training for any reason may:
  - continue to serve out the remainder of their term, subject to the agreement of the Committee; or
  - step down from their position.

- Members of the Committee who permanently relocate to a different region during their term of office may:
  - continue to serve out the remainder of their term, subject to the agreement of the state, territory or Aotearoa New Zealand trainees' committee they represent; or
  - step down from their position.

## 5.4. Chair and Deputy Chairs

On the recommendation of the Committee, the College Board will appoint a member of the Committee as Chair and up to three members of the Committee as Deputy Chairs.

## 6. EXECUTIVE COMMITTEE

### 6.1. Establishment of Executive Committee

Subject to College Board approval, the College Trainees' Committee may, but is not required to, establish an Executive Committee.

### 6.2. Membership of the Executive Committee

The Executive Committee will comprise:

- the Chair and Deputy Chair(s) of the College Trainees' Committee; and
- other members of the College Trainees' Committee as determined by the College Trainees' Committee.

### 6.3. Role of the Executive Committee

The Executive Committee shall exercise such powers of the Committee in managing the business and the interests of the Committee, as may be delegated to it by resolution of the Committee or as the Chair, in cases of emergency, may decide.

## 7. MEETING

This section is to be read in conjunction with the [Governance of College Bodies By-law](#).

### 7.1. Number of Meetings

The College Body shall hold a minimum of four meetings per calendar year and shall meet by teleconference, face to face, or videoconference.

### 7.2. Chair

The Chair or their appointee will Chair all meetings.

### 7.3. Quorum

A quorum is one half of the total College Body 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 Committee 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. Committee 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.

### **8. 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.

### **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.
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.

## 11. HISTORY

<b>Commencement</b>		
This By-law was approved by the RACP Board and commenced on 24 May 2012		
<b>Revision</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
1.0		Initial approval
2.0	27/07/2012	Removal of Order Priority Clause – Now in Governance of College Bodies By-Law.
3.0	22/05/2015	Amendment to Clause 2.4.2 advising that members of the College Trainees' Committee are able to complete consecutive terms, as outlined in the Governance of College Bodies By-Law.
4.0	14/10/2016	Clause 5 Amendment to definitions of "Trainee" and "Dual Trainee" to align with the Constitution. Clause 2.2.1 Addition of a Māori representative position
5.0	14/05/2018	2.2.1 Addition of Board Trainee Director
5.1	05/10/2018	2.2.4 Addition of the Trainee Director of the College attending the Committee Meetings in an ex-officio capacity, as a result of the implementation of the Board reform to a smaller, skills-based Board. 3.2 Deletion of clause 3.2 c and amendment of 3.2 d – there is no longer a communications specific position on the Committee, and Committee resolved Chair and two deputy Chairs was sufficient.
6.0	01/06/2021	Amendment of clause 2.2.1.g- from 'one (1) representative from the Northern Territory' to 'up to two (2) representatives from the Northern Territory'  The term of membership of the College Trainees' Committee shall be in accordance with clause 6.1.1 of the Governance of College Bodies By-Law (3 years). Administrative amendment made as part of the updated Governance of College Bodies By-law approval and subsequent delegation to be amended by the Governance Team.  Removal of reference to a two-year term to align with the updated Governance of College Bodies By-law as approved by the Board, with delegation to the Governance Team to make administrative changes.
7.0	15/03/2022	Amend function to state that 'advocating on behalf of all trainees/dual trainees in matters relating to their selection, education, training, assessment, supervision, and overall trainee experience, including trainee wellbeing' Change from "members" to "trainee/dual trainee members" Remove "trainee/dual trainee" from xiii, xiv and xv and add "representative" Amend wording to state that 'Members of the Committee may complete consecutive terms, as outlined in the Governance of College Bodies By-law, provided they are still a trainee at the commencement of the term.' Delete clause as member continuity is covered in 5.4 b) – d)
7.1	17/06/2022	Replace 'two (2)' with '3 (three)' in reference to the number of Deputy Chairs Delete 'the two' in reference to the number of Deputy Chairs
8.0	22/11/2024	Applied By-law to updated Governance-issued template.

## College Trainees' Committee

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		Amended appointment of members from "representatives of" to "nominated by" (in relation to state, territory and Aotearoa members). Inclusion of dual trainee in Clause 5.2.
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