



The Royal Australasian  
College of Physicians

## **BY-LAW**

# **ESTABLISHMENT AND MANAGEMENT OF WORKING GROUPS**

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## **1. INTRODUCTION AND PURPOSE**

**1.1** Within the various College Bodies of the College working groups may be established to undertake a specific piece of work within a specific time frame (“sunset period”).

**1.2** The Board of Directors of the College is responsible and accountable for the governance of the College and its College Bodies.

For the Board to fully and effectively discharge its responsibilities it needs to be fully informed of, and have clear oversight of, all the entities that comprise the College, including working groups.

**1.3** This By-Law (including the schedules attached to and forming part of this By-Law) has been approved to govern the establishment and management of all working groups within the College and its College Bodies.

## **2. ESTABLISHMENT OF WORKING GROUPS TO BE ADVISED**

**2.1** When a working group is established, the Chairman of that working group (or his/her nominee) must advise the Company Secretary and the CEO in writing by email to the following addresses:

[Companysecretary@racp.edu.au](mailto:Companysecretary@racp.edu.au)

[CEO@racp.edu.au](mailto:CEO@racp.edu.au)

providing the information detailed in the template attached to this By-Law (Schedule 1).

**2.2** The Company Secretary and the CEO must be advised in writing to the prescribed email addresses of any extension of time granted to the working group in which to complete its work, providing the information detailed in the template attached to this By-Law (Schedule 2)

**2.3** The Company Secretary and the CEO must be advised in writing to the prescribed email addresses when the working group has completed its work and has been disbanded, providing the information detailed in the template attached to this By-Law (Schedule 3).

## **3. REPORTING TO THE BOARD**

**3.1** Each year the Company Secretary will provide to the Board a status report on the number of working groups detailing:

- a) Date working group established;
- b) Purpose of working group;
- c) Date to be/when disbanded;

Or

Date of extension of time to sunset period;

and any other information required by the Board.

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Date of Commencement of this By-law: 8 October 2010

Date of most recent amendment: 25 October 2012

#### **4. PROCEDURAL MATTERS**

**4.1** Each working group established is to conduct its operation in accordance with the applicable clauses of the Board approved By-Law: Governance of College Bodies.

**4.2** The Board shall review this By-Law every two years or such other period as it determines and approve any amendments deemed necessary.

#### **5. DEFINITIONS**

“Board” means the Board of Directors of the College.

“CEO” means the Chief Executive Officer of the College.

“College” means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.

“College Bodies” means

- a) the Council of each Division or Faculty;
- b) the Committee of each Chapter formed within a Division or Faculty;
- c) each Board Committee; and
- d) each Committee, sub-committee, working group, expert advisory group or other sub-group formed under the auspices of any of the above, whether or not limited in time or purpose.

Approved by the Board of the College on the 8 day of October 2010.

**By-law History as from 8 October 2010**

**Commencement of By-law**

This By-law was approved by the Board of the College on 8 October 2010 and commenced on that date.

**Subsequent amendments to By-law**

Item	Amendment	Commenced
1	Change of the contact point to receive relevant details of such working groups from the President to the College's Secretary.	25.10.2012

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**Schedule 1: Advice of Establishment of Working Group**

Email to:

Company Secretary: Companysecretary@racp.edu.au  
CEO: CEO@racp.edu.au

DETAILS

NAME OF WORKING GROUP:

DATE ESTABLISHED:

PURPOSE OF WORKING GROUP:

ESTABLISHMENT AUTHORISED BY:

WORKING GROUP REPORTS TO:

RESOURCING:

- i) Estimated Budget and Resourcing Required:
- ii) Budget/Resourcing Funded By:

MEMBERSHIP OF WORKING GROUP:

TIME PERIOD OR ESTIMATED DATE  
WORKING GROUP WILL COMPLETE  
WORK ("SUNSET PERIOD"):

\_\_\_\_\_  
Signed  
(Working Group Chairman or Nominee)

\_\_\_\_\_  
Date

Note: This advice must be provided within 10 business days of the working group's establishment.

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**Schedule 2: Advice of Extension of Time Granted for Working Group to Complete Work**

Email to:

Company Secretary: Companysecretary@racp.edu.au  
CEO: CEO@racp.edu.au

DETAILS

NAME OF WORKING GROUP:

ORIGINAL TIME PERIOD/DATE  
TO COMPLETE WORK ("SUNSET PERIOD"):

EXTENSION OF TIME GRANTED:  
(New Sunset Period)

REASON EXTENSION GRANTED:

DATE EXTENSION GRANTED:

\_\_\_\_\_  
Signed  
(Working Group Chairman or Nominee)

\_\_\_\_\_  
Date

Note: This advice must be provided within 10 business days of the date the extension of time was granted.

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**Schedule 3: Advice When Working Group Disbanded**

Email to:

Company Secretary: Companysecretary@racp.edu.au  
CEO: CEO@racp.edu.au

DETAILS

NAME OF WORKING GROUP:

DATE DISBANDED:

\_\_\_\_\_  
Signed  
(Working Group Chairman or Nominee)

\_\_\_\_\_  
Date

Note: This advice must be provided within 10 business days of the date the working group was disbanded.

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