

Fellowship 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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Associated RACP Documents	Governance of College Body 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 Fellowship 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 work closely with all College bodies, including the Divisions, Faculties and Chapters, to increase the value and relevance of membership for members.

3. FUNCTIONS

The functions of the Fellowship Committee include:

- a) Review and make recommendations regarding Member Services, including:
 - i. the development of a suite of member services;
 - ii. processes for supporting the pastoral care needs of members;
 - iii. recommend policies, review plans and provide advice in relation to the various vehicles used for communication with Members including College wide publications;
 - iv. Member engagement surveys as and when required and actions arising;
 - v. monitor a set of metrics (which may include a metric in relation to complaints made by Members) to assess the engagement of Members and their satisfaction with College services and activities to improve measures where required;
- b) Review and make recommendations regarding the following Member Initiatives:
 - i. the work of the College Library;
 - ii. arrangements for the Annual College Congress and, at the direction of the Board, any other similar College wide events or programs not currently managed by another College body;
 - iii. College wide celebrations and events (such as anniversary celebrations);
 - iv. the annual admission to College Ceremony and any other such events;
and
 - v. an awards framework and other forms of recognition and the naming of College spaces in line with the objectives of the College Constitution;
- c) Recognition of non-Fellows contributing to the College:

- i. make recommendations to the Board in relation to the awarding of Honorary Fellowships, other than recommendations made by Divisions, Faculties or Chapters; and
 - ii. recommend to the Board names of non-Fellows who should be considered to receive a College award.
- d) Re-admission to Fellowship
 - i. make decisions on applications for re-admission to Fellowship.

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 10 members, comprising:

5.1. Ex-officio Members

- the Chair of the College Trainees Committee (or other nominee of the Committee); and
- Congress Lead Fellow.

5.2. Appointed Members

Up to eight appointed members comprising:

- a Fellow nominated by the Adult Medicine Division Council;
- a Fellow nominated by the Paediatrics & Child Health Division Council;
- a Fellow nominated by the Aotearoa New Zealand Committee;
- a Fellow nominated by the Australasian Faculty of Rehabilitation Medicine Council;
- a Fellow nominated by the Australasian Faculty of Occupational & Environmental Medicine Council;
- a Fellow nominated by the Australasian Faculty of Public Health Medicine Council; and
- two Fellows nominated by two different specialty societies.

5.3. Chair

On the recommendation of the Committee, the College Board will appoint a member of the Committee to act as the Chair.

5.4. Co-opted members

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

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 four meetings per calendar year and shall meet by teleconference, face to face or 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. EXECUTIVE COMMITTEE

7.1. Establishment of Executive Committee

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

7.2. Membership of Executive Committee

The Executive Committee will comprise:

- a) the Chair of the Committee; and
- b) two other members of the Committee as determined by the Committee.

7.3. Role of Executive Committee

The Executive Committee shall meet in the intervening periods between the Committee meetings and as otherwise required by the Committee, to 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.

8. SUB-COMMITTEES

The Committee may, subject to College Board approval, create such other committees or time-limited or specific purpose working groups as the Committee may determine from time to time.

8.1 College Bodies of the Fellowship Committee

- Library Collections and Cultural Heritage Committee (LCCHC)
- Congress Program Committee (CPC)
- Gender Equity, Diversity, and Inclusion in Medicine Advisory Committee (GEDIMAC)

9. 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 year's work plan.

10. REVIEW OF BY-LAW

This By-law will be reviewed every three years.

11. 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 in the Governance of College Bodies By-law
Fellow	Has the same meaning as Governance of College Bodies By-law.
Member	Has the same meaning as in the Governance of College Bodies By-law
Parent Body	Has the same meaning as in the Governance of College Bodies By-law

Term	Means
Trainee	Has the same meaning as in the College Constitution.

12. HISTORY

Commencement		
This By-law was approved by the RACP Board and commenced on 24 May 2012.		
Revision	Effective Date	Summary of Changes
1.0	24/05/2012	Initial approval/New Document
2.0	27/07/2012	Removal Order of Priority Clause – Now in Governance of College Bodies By-Law.
3.0	13/09/2012	Amendments to the composition of the Committee. Amendments to the composition of the Executive Committee
4.0	17/05/2014	Amendments to the composition of the Committee.
5.0	25/08/2017	Amendments to the purpose of the Committee. Amendments to the composition of the Committee.
6.0	1/03/2019	Amendments to the composition of the Committee – removed clause 2.3.11.
7.0	21/05/2021	Amendment to 1.3.3 Specific Member Initiatives Removal of reference to a two-year term in clause 2.6.1 to align with the updated Governance of College Bodies By-law as approved by the Board and replaced relevant references to 'Fellow' with 'member' to incorporate both Fellows and trainees, with delegation to the Governance Team to make administrative changes.
8.0	15/03/2022	Applied By-law to updated template as part of College Governance review. Removal of function a) Governance Amend Function b) to remove 'such as RACP News and the College website'
9.0	22/6/2022	Inclusion of function 'd) making decisions on applications for re-admission to Fellowship' as per Board request.
10.0	27/10/2023	Remove the function "oversee the management of the College elections and develop generic rules and guidelines as considered appropriate".
11.0	18/10/2024	Applied By-law to updated Governance-issued template. Amended requirement of Chair (s5.3) as per resolution of the Board (item 7.2, 22 March 2024). Included list of Committees that report to Fellowship Committee (item 5). Amended Functions to read "review and make recommendations" (item 3).