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EDUCATE ADVOCATE INNOVATE

Fellowship Committee

By-law

**BY-LAW PURSUANT TO THE CONSITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COLLEGE BODY**

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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 College Bodies. 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 to Fellows and trainees.

3. FUNCTIONS

The functions of the Committee include:

a) Member Services

- i. oversee the development of a suite of member services;
- ii. develop 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. manage Member engagement surveys as and when required and oversee actions arising;
- v. develop and 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 oversee activities to improve measures where required;

b) Specific Member Initiatives

- i. oversee the work of the College Library;
- ii. oversee the 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. oversee College wide celebrations and events (such as anniversary celebrations);
- iv. oversee the annual admission to College Ceremony and any other such events; and
- v. oversee a framework of awards 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.

4. **COMMITTEE PROHIBITIONS**

The Committee must not:

- a) Enter into any agreement binding upon it or on the College; or
- b) 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 11 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 9 appointed members comprising:

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

5.3. **Chair**

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. **MEETINGS**

This section is to be read in conjunction with the Governance of College Bodies By-law.

6.1. **Number of Meetings**

The Fellowship Committee 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 proceeding 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 Reviews

- a) The Committee is to undertake a skill and experience review annually.
- b) The Committee is to review its performance against this By-law each 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

- a) 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.

9. REPORTING

- a) The Committee must report and make recommendations to the Board as required.
- b) The Committee is required to provide to the Board each year:
 - i. a new or updated work plan (work plans may be one or two years)
 - ii. a report against the preceding years' work plan.

10. REVIEW OF BY-LAWS

This By-law will be reviewed each three years.

11. DEFINITIONS

Term	Means
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
College Body	Has the same meaning as in the College Constitution
Council	Means the Council of each Division or Faculty of the College
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Fellow	Has the same meaning as in the College Constitution
Member	Has the same meaning as in the College Constitution
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution

12. HISTORY

Commencement		
This By-laws was approved by the Board of the College and commenced on 24 May 2012.		
Subsequent Amendments		
Item	Amendment	Date Approved
1	Removal Order of Priority Clause – Now in Governance of College Bodies By-Law.	27/07/2012
2	Amendments to the composition of the Committee. Amendments to the composition of the Executive Committee	13/09/2012
3	Amendments to the composition of the Committee.	17/05/2014
4	Amendments to the purpose of the Committee. Amendments to the composition of the Committee.	25/08/2017
5	Amendments to the composition of the Committee - remove clause 2.3.11	1/03/2019
6	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.	21/05/2021
7	Applied By-law to updated template as part of College Governance review Removal of function a) <i>Governance</i> Amend Function b) to remove 'such as RACP News and the College website'	15/03/2022

Date of commencement of By-law: 24 May 2012

Date of most recent amendment: 15 March 2022