

New South Wales and Australian Capital Territory Regional 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 New South Wales and Australian Capital Territory Committee (NSW/ACT) Regional Committee (the “Committee”). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. The Governance of College Bodies By-law and this NSW/ACT Regional Committee By-law govern the Committee.

2. PURPOSE

The Board established this Committee to advance the interest of local members in NSW/ACT as policy and advocacy champions, facilitate and promote educational opportunities for Fellows and trainees within these jurisdictions, and advocate on training matters within local hospitals and clinical settings.

3. FUNCTIONS

The functions of the Committee include:

- a) Advocate for and lead the development of NSW/ACT based policy priorities.
- b) Facilitate effective connections with NSW/ACT governments and advocate on behalf of the College, Fellows and trainees with health or other portfolio Ministers on locally based issues.
- c) Contribute to College wide policy through nomination and participation on the College Policy Advocacy Committee (CPAC) to represent NSW/ACT perspectives and to strategically shape the College’s policy and advocacy agenda - including bringing locally based policy challenges to the attention of CPAC.
- d) Advocate for and promote College-wide education policy priorities within NSW/ACT with Fellows, trainees, health authorities and relevant stakeholders.
- e) Contribute to College wide strategic direction through nomination and participation on the College Council to represent NSW/ACT perspectives and to strategically shape the College’s strategic agenda - including bringing locally based policy challenges to the attention of the Council.
- f) Enable positive interactions and liaison points with health-related organisations and regulators to support initiatives that improve health outcomes for local communities and maintain standards of the profession for NSW/ACT Fellows and trainees.
- g) Seek to represent the College in the media on local issues following receipt of approval via the College’s media evaluation process.
- h) Recommend College representatives for nomination on external NSW/ACT bodies to the RACP President for approval.
- i) Facilitate and promote educational opportunities and deliver locally organised education forums for Fellows and trainees within NSW/ACT.
- j) Provide insights to the College Education Committee and the Continuing Professional Development Committee on the needs of NSW/ACT members.

4. COMMITTEE PROHIBITIONS

The Committee must not:

- Enter into any agreement binding upon it or on the College; and
- Represent or imply in any way that the Committee is a body independent of the College.

5. MEMBER COMPOSITION

The Committee shall comprise no more than 11 members, who must be residing in New South Wales or the Australian Capital Territory, comprising of the following:

- Five elected members

- Five appointed members
- A trainee representative appointed by the New South Wales/Australian Capital Territory Trainees' Committee which may be the Chair/Co-Chairs or another representative/s (Ex-officio)

Two of the 11 members of the Committee must be resident in the Australian Capital Territory.

Board members may attend meetings of the Regional Committee in the state/territory in which they reside, as observers.

5.1. Elected Members

Up to five elected members residing in New South Wales or the Australian Capital Territory, elected by College members residing in New South Wales or the Australian Capital Territory, including at least one:

- Member of the Adult Medicine Division;
- Member of the Paediatrics and Child Health Division; and
- Member representing the Faculties.

5.2. Appointed Members

Up to five appointed members residing in New South Wales or the Australian Capital Territory, nominated by the respective Division, Faculty or Chapter Body they are representing with at least one.

- Member of the Adult Medicine Division;
- Member of the Paediatrics and Child Health Division; and
- Member representing the Faculties.

5.3. Ex-officio Members

A trainee representative appointed by the New South Wales/Australian Capital Territory Trainees' Committee which may be the Chair/Co-Chairs or another representative/s

6. MEETINGS

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 five 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 by the RACP staff who provide the Secretariat function.

6.7. Committee Reviews

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

The Committee are to review their performance against this By-law each 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-LAWS

These By-laws will be reviewed each three years.

9. 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
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

10. HISTORY

Revision	Effective Date	Summary of Changes
1.0	13 October 2017	The initial version of this By-law was approved by the Board of the College on the 13 October 2017
2.0	01.07.2018	<p>Addition of sub-clause 2.2.4 – Board members may attend meetings of the Regional Committee in the State/Territory in which they reside as observers</p> <p>Sub-clause 2.21 amended from Four (or six if representation of each Faculty preferred) to Five, and removal of trainee dot point</p> <p>Sub-clause 2.2.2 amendment from Six (or Four if Faculties represented individually) to Five appointed members nominated by the respective Division, Faculty or Chapter Body they are representing</p> <p>Addition of clause 2.2.5 – two of the 11 members of the Committee must be resident in the ACT</p> <p>Subclause 3.1 Amended from “quarterly” to “as required” as the Committee provides its minutes at each Board meeting as part of the of the Minutes and reports for noting – any other reporting to be done on an as needs basis</p>
3.0	17-12-2021	<p>Following the Governance Review the templates and structure of the Board Committee by-laws have been updated to reflect current governance practice. The purpose and member composition remain the same.</p> <p>Consolidation of the number of functions listed in the initial By-law from 17 to 10 in the newly drafted By-law since some were similar in content</p> <p>The following sections are contained in the Governance of College Bodies By-law. To avoid duplication and potential for inconsistency between the committee By-law and the Governance of College Bodies By-law, the following sections are proposed to be removed from the committee By-law:</p> <p>2.3 Chair</p> <p>2.4 Election and Term</p> <p>2.5 Working Groups</p> <p>The Board approved the revised By-law on 17-12-2021</p>

