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New South Wales and Australian Capital Territory Trainees' 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 New South Wales and Australian Capital Territory (NSW/ACT) Regional Committee of the Royal Australasian College of Physicians has established the NSW/ACT Trainees' Committee (the "Committee"). The Governance of College Bodies By-law and this NSW/ACT Trainees' Committee By-law govern the Committee.

2. PURPOSE

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

3. FUNCTIONS

The functions of the Committee include:

- a) Provide a forum which represents the views of trainees.
- b) Advocate on behalf of trainees in matters relating to education, training, continuing professional development, supervision, and assessment.
- c) Make recommendations to the NSW/ACT Regional Committee regarding policy relating to trainee matters.
- d) Advance the interest of the College in NSW and ACT in the activities of the College.
- e) Support the training and careers of trainees in NSW and ACT.
- f) The activities of the Committee must be consistent with the policies, projects and direction of the NSW/ACT Regional Committee that have College wide responsibility in respect of education, training, trainees, continual professional development, policy and advocacy, research and workforce and the College's strategic directions.

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 Membership of the Committee shall comprise up to 11 members, who must reside in New South Wales or Australian Capital Territory, comprising of the following:

- Members are selected by an expression of interest process in accordance with [Governance of College bodies by-laws](#)
 - The members of the College Trainees Committee who reside in NSW and ACT
 - In respect of members appointed in accordance with Clause 2.1 where nominations permit the Committee shall contain at least one member from:
 - One Advanced Trainee in an Adult Speciality
 - One Advanced Trainee in a Paediatric Specialty
 - One Basic Trainee in an Adult Specialty
 - One Basic Trainee in a Paediatric Specialty
 - One Trainee from ACT
 - One Trainee from any of the three RACP faculties: Australasian Faculty of Public Health Medicine (AFPHM), Australian Faculty of Rehabilitation Medicine (AFRM) or Australasian Faculty of Occupational & Environmental Medicine (AFOEM)
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Board members may attend meetings of the Trainees' Committee in the state/territory in which they reside, as observers.

The Committee will elect two co-chairs;

- One Trainee in Adult Specialty
- One Trainee in Paediatric Specialty
- Chairs must already be members of the Committee to be eligible for appointment

The Committee will elect one or two members to represent the Trainees' Committee to the Regional Committee. They will attend the Regional Committee meetings.

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 four meetings per calendar year with the provision of one face to face meeting per year and the rest held via videoconference.

6.2. Chair

The Chair/s 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

One of the Trainee Committee members will be the Secretariat, as voted by the Committee. Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

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 NSW/ACT Regional Committee as required.

The Committee is required to provide to the NSW/ACT Regional Committee each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.
- meeting minutes once confirmed

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

Commencement		
This By-laws was approved by the NSW/ACT Regional Committee and commenced on 16/03/2022		
Subsequent Amendments		
Item	Amendment	Date Approved
1		
2		
3		
4		
5		
