

Paediatrics & Child Health Division

By-law

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

Area of College	Member Engagement & Support
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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.

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1. INTRODUCTION

The Board of The Royal Australasian College of Physicians has established the Paediatrics & Child Health Division (the “College Body”). 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 College Body.

2. PURPOSE

The purpose of this College Body is to be the College’s peak body representing the interests of Fellows and trainees of the Paediatrics & Child Health Division.

3. FUNCTIONS

The functions of the Paediatrics & Child Health Division include:

- a) support the professional careers of Fellows and trainees of the Division;
- b) work with other relevant appropriate College Bodies and staff in relation to:
 - i. education, training and assessment of trainees;
 - ii. education, continuing professional development and quality performance of Fellows;
 - iii. policy and advocacy;
 - iv. the assessment of overseas trained professionals;
 - v. research; and
 - vi. workforce,
 - vii. as each relates to paediatrics and child health;
- c) promote and advance the body of knowledge and the quality and safe practice of paediatrics and child health;
- d) act as the authoritative source of direction and advice within the College in regards to paediatrics and child health;
- e) act as the authoritative voice of the College externally in regards to paediatrics and child health particularly in the areas of policy and advocacy; and
- f) provide governance and oversight for other paediatrics and child health bodies of the College, including the Adolescent & Young Adult Medicine Committee, Division Policy and Advocacy Committee, Division Research Committee and Chapter of Community Child Health;
- g) determine re-admission to Fellowship applications submitted to them.

4. COLLEGE BODY PROHIBITIONS

The Paediatrics & Child Health Division must not:

- enter into any agreement binding upon it or on the College; or
- represent or imply in any way that the College Body is a body independent of the College.

5. MEMBER COMPOSITION

The Membership of the Paediatrics & Child Health Division shall comprise up to 19 members, comprising:

5.1. Ex-officio Members

Nine ex-officio members comprising:

- Chair, Aotearoa New Zealand Paediatrics & Child Health Division Committee;
- Chair, Paediatric Policy and Advocacy Committee
- Chair, Paediatric Research Committee;
- PCHD Member, College Education Committee
- Chair, Chapter of Community Child Health;
- Chair (or delegated member) of the Adolescent and Young Adult Medicine Committee (being a paediatrician) who is not otherwise a member of the Council of the Division;
- A Fellow of the Continuing Professional Development Committee, nominated by that committee, who is not otherwise a member of the Council of the Division; and
- Two trainee representatives, nominated by the College Trainees' Committee.

5.2. Appointed Members

Up to eight appointed members comprising:

- Six Fellows of the Division resident in Australia;
- Two Fellows of the Division resident in Aotearoa New Zealand.

5.3. Elected Members

Up to two elected members, elected by the Members of the Division, including:

- President of the Division;
- President-elect of the Division.

5.4. Co-opted members

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

6. EXECUTIVE COMMITTEE

6.1. Establishment of the Executive Committee

Subject to Board approval, the Council may, if it considers it necessary to do so, establish an Executive Committee.

6.2. Role of the Executive Committee

The Executive Committee shall meet in the intervening periods between Council meetings and as otherwise required by the Council, to exercise such powers of the Council in managing the business and the interests of the Division, as may be delegated to it by resolution of the Council, or as the President, in cases of emergency, may decide.

6.3. Membership of the Executive Committee

The Executive Committee will comprise:

- the President of the Division (to Chair);
- the President-elect of the Division;
- the Chair of the Aotearoa New Zealand PCHD Committee;
- the Chair of the Adolescent & Young Adult Medicine Committee;
- the Chair of the Chapter of Community Child Health Committee;
- the Chair of the PCHD Policy & Advocacy Committee;
- the Chair of the Paediatric Research Committee;
- PCHD Member, College Education Committee

7. MEETING

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

7.1. Number of Meetings

The Paediatrics & Child Health Division Council shall hold a minimum of two meetings per calendar year and shall meet by teleconference, face to face or videoconference.

7.2. Chair

The Chair or their appointee will Chair all meetings.

7.3. Quorum

A quorum is one half of the total College Body membership.

7.4. Voting

Decisions will be made by consensus of the majority of members.

7.5. Minutes

The proceedings of all meetings of the Paediatrics & Child Health Division shall be recorded in the minutes.

7.6. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

7.7. College Body Reviews

The Paediatrics & Child Health Division is to undertake a skill and experience review annually.

The Paediatrics & Child Health Division is to review their performance against this By-law every two years.

8. REPORTING

The Paediatrics & Child Health Division must report and make recommendations to the Board as required.

The Paediatrics & Child Health Division 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.

9. REVIEW OF BY-LAWS

These By-laws will be reviewed each three years.

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

11. HISTORY

Commencement		
This By-law was approved by the RACP Board and commenced on 22 March 2012.		
Revision	Effective Date	Summary of Changes
1.0	22/03/2012	Initial approval/New Document
2.0	27/07/2012	Removal of order priority clause – now in the Governance of College Bodies By-law
3.0	13/11/2014	Update clause 4.2 so the Executive committee is inclusive of all PCHD Bodies that report to the Council
4.0	28/09/2017	Amended elections clauses to allow members to elect Council members rather than Fellows
5.0	01/03/2019	Amendment to appoint a member of the Continuing Professional Development Committee (3.4.13)
6.0	11/12/2020	By-law moved to new template to align with the Governance of College Bodies By-law
7.0	01/05/2026	Cl. 3f updated to remove the Division Education Committee following the Education Governance Review and to include the Adolescent and Young Adult Medicine Committee. Addition of cl. 5.4 (co-opted members) and section 6 (Executive Committee).