



# Australasian Chapter of Sexual Health Medicine Committee By-law

## BY-LAW PURSUANT TO THE CONSTITUTION OF THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND OPERATION OF BOARD COMMITTEES

|                                  |   |
|----------------------------------|---|
| <b>Area of College</b>           | Member Engagement & Support   |
| <b>Document Writer</b>           | Senior Executive Officer, Adult Medicine Division   |
| <b>Document Owner</b>            | Manager, Peak Bodies  |
| <b>Approved by</b>               | Australasian Chapter of Sexual Health Medicine Committee (AChSHM) Committee                 |
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| <b>References/Legislation</b>    | <i>Corporations Act 2001 (Cth)</i>  |
| <b>Associated RACP Documents</b> | Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution |
| <b>Applicability</b>             | 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 Australasian Chapter of Sexual Health Medicine Committee (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 the College Body is to act as the peak decision-making body for the Australasian Chapter of Sexual Health Medicine.

## 3. FUNCTIONS

The functions of the College Body include:

- a) supporting the professional careers of Fellows and trainees of the Chapter;
- b) working 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,as each relates to Sexual Health medicine;
- c) promoting and advancing the body of knowledge of Sexual Health medicine; and
- d) acting as an authoritative source of advice within the College with regard to Sexual Health medicine.

## 4. COMMITTEE PROHIBITIONS

The College Body 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 Committee shall comprise up to 13 members.

### 5.1. Ex-officio Members

Up to one ex-officio member comprising:

- Chair of the Training Committee in Sexual Health Medicine (TCSHM)

### 5.2. Appointed Members:

Up to two appointed members comprising:

- a representative of the Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine (ASHM). The holder of this position must be:
  - the President, President-elect or Vice President of ASHM, or any other officeholder of ASHM approved by the Chapter Committee; and
  - a Fellow of the Australasian Chapter of Sexual Health Medicine (FACHSHM); and
- a representative of the New Zealand Sexual Health Society (NZSHS). The holder of this position must be:
  - the President of NZSHS, or any other office holder of NZSHS approved by the Chapter Committee; and
  - a Fellow of the Australasian Chapter of Sexual Health Medicine (FACHSHM).

### 5.3. Elected Members

Up to 10 elected members, elected by the Members of the Australasian Chapter of Sexual Health Medicine:

- the President of the Chapter (to Chair);
- the President-elect of the Chapter;
- at least two and not more than six Fellows of the Chapter, including at least one Fellow residing in Aotearoa New Zealand;
- one Policy and Advocacy Lead Fellow; and
- one trainee of the Chapter elected by trainees.

### 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 Reviews**

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

The Committee is to review its performance against this By-law every two years.

## **7. REPORTING**

The College Body must report and make recommendations to the Adult Medicine Division Council as required.

The College Body is required to provide to the Adult Medicine Division Council each year:

- a new or updated work plan (work plans may be one, two, or three years)
- a report against the preceding years' work plan.

## **8. REVIEW OF BY-LAW**

This By-law will be reviewed every three years.

## 9. 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 in the 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.                                      |
| Trainee      | Has the same meaning as in the College Constitution.   |

## 10. HISTORY

| Commencement  |                  |  |
|---|------------------|--|
| This By-law was approved by the Adult Medicine Division Council and commenced on 21 February 2013 |                  |  |
| Revision  | Effective Date   | Summary of Changes   |
| 1.0   | 21 February 2013 | This By-law was approved by the Adult Medicine Division Council and commenced on 21 March 2013.  |
| 2.0   | 10 November 2021 | <i>This by-law was reviewed and approved by the AChSHM Committee and AMD Council by November 2021</i>  |
| 3.0   | 27 July 2022     | This by-law was added to a new template in May 2022, the content remained the same and AMDEX approved by July 2022.  |
| 4.0   | 2 April 2025     | Added an appointed representative from the New Zealand Sexual Health Society.<br>One elected position reserved for a Fellow residing in Aotearoa New Zealand.<br>The Chair of the Training Committee in Sexual Health Medicine listed under ex-officio members rather than appointed.<br>Minor formatting updates to match standard RACP template. |
|   |                  |  |