

# Chapter of Community Child Health

## By-law

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

<b>Area of College</b>	Member Engagement and Support
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<b>References/Legislation</b>	<i>Corporations Act 2001</i> (Cth)
<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.*

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### 1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the Chapter of Community Child Health (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, trainees and members of the Chapter of Community Child Health Care.

### 3. FUNCTIONS

The functions of the Chapter of Community Child Health include:

- a) supporting the professional careers of Fellows of the Chapter;
- b) working collaboratively with the Community Child Health Advanced Training Committee to support the professional careers of trainees;
- c) preparing an annual work plan for the approval of the Paediatrics & Child Health Division (PCHD) Council;
- d) developing, coordinating, implementing, and monitoring work plan initiatives approved by the PCHD Council;
- e) responding to new and emerging Community Child Health issues relevant to the PCHD as they arise provided, wherever possible, the issue is approved by the PCHD President or PCHD Council prior to work commencing;
- f) working with other relevant appropriate College Bodies and staff in relation to:
  - i. contributing to education matters;
  - ii. contributing to policy and advocacy matters
  - iii. contributing to research matters; and
  - iv. contributing to workforce matters,as each relates to Community Child Health;
- g) promoting and advancing the body of knowledge of Community Child Health;
- h) acting as an authoritative source of advice within the College in connection with Community Child Health; and
- i) working collaboratively and building strong partnerships with relevant specialty societies, such as the Australasian Society for Developmental Paediatrics (ASDP), and the Child Protection Paediatric Society of Australasia (CPPSA).

The activities of the Chapter must be consistent with the College's Strategic Directions document or any successor document.

### **4. COLLEGE BODY 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 College Body shall comprise up to 13 members, comprising:

#### **5.1. Ex-officio Members**

- The Chair (or delegate) of the Chapter Advanced Training Committee
- One representative of the Australasian Society for Developmental Paediatrics (ASDP)
- One representative of the Child Protection Paediatric Society of Australasia (CPPSA).

#### **5.2. Appointed Members**

Up to 10 appointed members comprising:

- The Chair, a Fellow of the Chapter
- The Deputy Chair, a Fellow of the Chapter
- Up to two Fellows of the Chapter residing in Australia
- One Fellow of the Chapter residing in Aotearoa New Zealand
- One Fellow of the Chapter with an interest in adolescent and young adult medicine (to also sit on the Adolescent & Young Adult Medicine Committee)
- One Fellow of the Chapter with an interest in policy and advocacy (to also sit on the Paediatric Policy & Advocacy Committee)
- One Fellow of the Chapter with an interest in Child Population Health
- One trainee of the Chapter based in Australia
- One trainee of the Chapter based in Aotearoa New Zealand.

### **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 two 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 College Body 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. College Body Reviews**

The College Body is to undertake a skill and experience review annually.

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

## **7. REPORTING**

The College Body must report and make recommendations to the Board as required.

The College Body is required to provide to the Paediatrics & Child Health Division (PCHD) Council 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**

This By-law will be reviewed each 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 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

## 10. HISTORY

Commencement		
This By-law was approved by the Paediatrics & Child Health Division Council and commenced on 5 June 2013.		
Revision	Effective Date	Summary of Changes
1.0	05/06/2013	Initial approval/New Document
2.0	28/02/2014	Update of text to allow a Chair to be elected to a second or third term by the Committee.
3.0	25/07/2019	Update of 3.4.3 to state 'Advanced Training Committee' Update of 3.4.4 to state that Chair 'or delegates' of the SIG's. Update of 3.4.5 to state one trainee based in Australia. Update of 3.4.6 to state one trainee based in Aotearoa New Zealand. Inclusion of 3.4.8 a representative from the NBPSA. Inclusion of 3.4.9 a Chapter Chat Editor.
4.0	01/10/2020	Change of name from Special Interest Groups to Reference Groups
5.0	11/12/2020	Update to members' terms from a two-year term to three-year term.
6.0	14/05/2025	By-law moved to new template to align with Governance of College Bodies By-law. Removal of Chapter Chat Editor. Change from Special Interest Groups to specify ASDP and CPPSA representation, and Child Population Health representation.