

# Australasian Chapter of Palliative 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 Services, Peak Bodies
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<b>Approved by</b>	Australasian Chapter of Palliative Medicine Committee (AChPM) 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 Palliative 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 Palliative 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 Palliative medicine;
- c) promoting and advancing the body of knowledge of Palliative medicine; and
- d) acting as an authoritative source of advice within the College with regard to Palliative medicine.

## 4. COMMITTEE PROHIBITIONS

The College Body must not:

- a) Enter into any agreement binding upon it or on the College; or
- b) 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 10 members.

### 1.1. Elected Members

Up to eight elected members, elected by the Members of the Australasian Chapter of Palliative Medicine.

### 5.1. Ex-officio Members

No ex-officio members listed.

### 5.2. Appointed Members:

Up to one appointed member comprising:

- a) the President of the Australian and New Zealand Society of Palliative Medicine (ANZSM);
- b) one representative from the Paediatrics and Child Health Division.
- c) Chair of the Training Committee in Palliative Medicine (TCPM) appointed by TCPM.

**5.3. Elected Members**

- a) the President of the Chapter (to Chair);
- b) the President-elect of the Chapter;
- c) up to four Fellows of the Chapter;
- d) one Trainee of the Chapter elected by Trainees.

**5.4. Independent Community Members**

No independent Community Members listed.

**5.5. 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/Council Reviews**

The Committee are to undertake a skill and experience review annually.  
The Committee are to review their performance against this By-law every two years.

**7. REPORTING**

- a) The College Body must report and make recommendations to the Adult Medicine Division Council as required.
- b) The College Body is required to provide to the Adult Medicine Division Council each year:
  - i. a new or updated work plan (work plans may be one or two years)
  - ii. a report against the preceding years' work plan.

**8. A REPORT AGAINST THE PRECEDING YEARS' WORK PLAN 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 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 Adult Medicine Division Council and commenced on 21 February 2013.		
Revision	Effective Date	Summary of Changes
1.0	21 March 2013	This By-law was approved by the Adult Medicine Division Council and commenced on 21 March 2013.
2.0	15 October 2021	This by-law was reviewed and approved by the AChPM Committee and AMD Council by October 2021
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.