

# Australasian Faculty of Public Health Medicine (AFPHEM) Council

## By-law

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

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|----------------------------------|---|
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| <b>Document Writer</b>           | Executive Officer, AFPHEM   |
| <b>Document Owner</b>            | Manager, Peak Bodies & Manager, Faculties   |
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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](#). 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 Faculty of Public Health Medicine (AFPHM) Council (the “Council”). The [Governance of College Bodies By-law](#) sets out the general provisions for governance of Board Committees. Both the Governance of College Bodies By-law and this By-law govern the Council.

## 2. PURPOSE

The purpose of this Council is to seek excellence in public health medicine, education and practice to achieve the highest levels of health for the populations of Australia and Aotearoa New Zealand. The Faculty does this through training and continuing professional development of public health physicians, the promotion of public debate and advocacy on matters of public health and the encouragement of public health research.

## 3. FUNCTIONS

The functions of the Australasian Faculty of Public Health Medicine (AFPHM) Council include:

- a) support the professional careers of Fellows and trainees of the Faculty;
- b) work with appropriate College Bodies and staff in connection with:
  - i. education, training and assessment of trainees;
  - ii. continuing professional development of Fellows;
  - iii. policy and advocacy;
  - iv. the assessment of overseas trained physicians;
  - v. research; and
  - vi. workforceas each relates to public health medicine.
- c) promote and advance the body of knowledge in public health medicine;
- d) act as an authoritative source of advice within the College in connection with public health medicine; and
- e) recommend candidates to the Board for membership of the Faculty.

## 4. COUNCIL PROHIBITIONS

The Council must not:

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

## **5. MEMBER COMPOSITION**

The Membership of the Council shall comprise up to 17 members, comprising:

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

- AFPHM President (to chair);
- Chair, Aotearoa New Zealand AFPHM Committee;
- Chair, AFPHM Policy and Advocacy Committee;
- Chair, AFPHM Education Committee;
- Deputy Chair, AFPHM Education Committee;
- Chair, AFPHM Trainee Committee; and
- Deputy Chair, AFPHM Trainee Committee.

### **5.2. Elected Members**

Up to 8 elected members, elected by the AFPHM membership:

- AFPHM President-elect;
- five AFPHM Fellows resident in Australia; and
- two AFPHM Fellows resident in Aotearoa New Zealand.

### **5.3. Independent Community Members**

Up to 2 independent community members comprising:

- one medical practitioner and/or public health practitioner who is Aboriginal or Torres Strait Islander; and
- one medical practitioner and/or public health practitioner who is Māori.

### **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**

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. The Executive Committee shall exercise such powers of the Council in managing the business and the interests of the Faculty, as may be delegated to it by resolution of the Council, or as the AFPHM President, in cases of emergency may decide.

### **6.3. Membership of the Executive Committee**

The Executive Committee shall comprise of:

- AFPHEM President;
- AFPHEM President-elect;
- Chair, Aotearoa New Zealand AFPHEM Committee;
- Chair, AFPHEM Policy and Advocacy Committee;
- Chair, AFPHEM Trainee Committee; and
- Chair, AFPHEM 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 AFPHEM Council may hold four meetings per calendar year and shall meet face to face (maximum once per year) or by videoconference.

The AFPHEM Executive Committee may meet as required by videoconference.

### **7.2. Chair**

The Chair or their appointee will chair all meetings.

### **7.3. Quorum**

A quorum is one half of the total AFPHEM Council 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 Council 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. Council Reviews**

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

The Council is to review their performance against this By-law every two years.

## **8. REPORTING**

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

The Council 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-LAW

This By-law will be reviewed every 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. |
| 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  |
| 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 27 July 2012. |                  |  |
| Revision  | Effective Date   | Summary of Changes   |
| 1.0   | 12 August 2014   | Removal of clauses: <ul style="list-style-type: none"> <li>• 3.4.8 <i>'the Chair of the Faculty's Workforce Committee, appointed by Faculty Council'</i>; and</li> <li>• 4.2.5 <i>'the Chair of the Faculty Workforce Committee'</i>.</li> </ul> Amendment of clause 3.4.9 from <i>'the Deputy Chair of the Faculty's Education Committee, appointed by Faculty Council'</i> to <i>'the Deputy Chair of the Faculty's Education Committee, appointed from within that Committee'</i> . |
| 2.0   | 27 November 2015 | Amendment of clause 3.4.9 to confirm that appointment of two trainees to AFPHM Council will be determined by an Expression of Interest process.  |
| 3.0   | 14 May 2018      | Removal of clause 6 to align with changes to the constitution approved by members in May 2016.   |
| 4.0   | 7 August 2020    | Amendment of clauses 3.4.10 and 3.4.11 to add <i>'and/or public health practitioner'</i>   |
| 5.0   | 30 October 2020  | Update to clause 3.4.9 to state: <i>'the Chair and Deputy Chair of the Faculty Trainee Committee'</i> .  |
| 6.0   | 28 March 2023    | Transferred to the new template aligning the Governance of College Bodies By-law with the current by-law to be the guiding governance documents for this College Body. Added Chair, AFPHM Trainee Committee to the membership of the Executive Committee.  |