

# Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Council

## 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
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<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 Occupational and Environmental Medicine (AFOEM) 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 occupational and environmental medicine, education, and practice to achieve the highest levels of health for the working populations of Australia and Aotearoa New Zealand. The Faculty does this through training and continuing professional development of occupational and environmental physicians, the promotion of public debate and advocacy on matters of occupational and environmental medicine and the encouragement of occupational and environmental medicine research.

## 3. FUNCTIONS

The functions of the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) 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. continual professional development of Fellows;
  - iii. policy and advocacy;
  - iv. the assessment of overseas trained physicians;
  - v. research; and
  - vi. workforce,as each relates to Occupational and Environmental Medicine;
- c) promote and advance the body of knowledge in Occupational and Environmental Medicine;
- d) act as an authoritative source of advice within the College in connection with Occupational and Environmental Medicine;
- e) recommend candidates to the Board for membership of the Faculty; and
- f) determine re-admission to Fellowship applications submitted to them.

#### **4. COMMITTEE PROHIBITIONS**

The Committee must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the Committee is a body independent of the College.

#### **5. MEMBER COMPOSITION**

The Membership of the Committee shall comprise up to fifteen members, comprising:

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

- AFOEM President;
- AFOEM President-elect;
- Chair, AFOEM Faculty Education Committee; and
- Chair, AFOEM Faculty Policy & Advocacy Committee;

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

Up to one appointed member comprising:

- the Lead Fellow, Environmental Medicine.

##### **5.3. Elected Members**

Up to nine elected members, elected by the AFOEM membership:

- one trainee;
- one Fellow resident in each of the following jurisdictions:
  - Aotearoa New Zealand;
  - New South Wales;
  - Australian Capital Territory;
  - South Australia;
  - Western Australia;
  - Tasmania;
  - Victoria; and
  - Queensland and the Northern Territory.

#### **5.4. Independent Community Members**

One independent community member comprising:

- a representative appointed by the Australian and New Zealand Society of Occupational Medicine (ANZSOM), who must be an AFOEM member.

#### **5.5. 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 AFOEM President, as cases of urgency may decide.

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

The Executive Committee will comprise:

- AFOEM President (to chair);
- AFOEM President-elect;
- Chair, AFOEM Faculty Education Committee;
- Chair, AFOEM Faculty Policy & Advocacy Committee; and
- the Aotearoa New Zealand resident Council member.

### **7. MEETING**

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

#### **7.1. Number of Meetings**

The Council shall hold a minimum of four meetings per calendar year and shall meet by teleconference, face to face or videoconference.

The AFOEM 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 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.
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
Trainee	Has the same meaning as in the College Constitution.

## 11. HISTORY

<b>Commencement</b>		
This By-law was approved by the RACP Board and commenced on 27 July 2012.		
<b>Revision</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
1.0	19/11/2015	Removed clause relating to elections occurring every two years as it is covered in the Governance of College Bodies By-law
2.0	08/12/2017	Addition of clause 3.4.9 – to include a representative appointed by the Australian and New Zealand Society of Occupational Medicine, who must be a Member of the College as part of the Council membership
3.0	14/05/2018	Removed clause 6 – Board Appointment
4.0	21/07/2023	Transferred template aligning the Governance of College Bodies By-law with the current terms of reference to be the guiding governance documents for this College Body.