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College Trainees' Committee

By-law

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

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1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the College Trainees' Committee (the "Committee"). 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 this Committee.

2. PURPOSE

The purpose of this Committee is to be the College's peak body representing the interests of trainees/dual trainees of the College.

3. FUNCTIONS

The functions of the Committee include:

- a) providing a forum for the views of all trainees/dual trainees;
- b) advocating on behalf of trainees/dual trainees in matters relating to their selection, education, training, assessment, supervision, and overall trainee experience, including trainee wellbeing;
- c) making recommendations regarding policy relating to any training matter;
- d) liaising with state, territory and Aotearoa New Zealand based trainees' committees;
- e) liaising with trainee representatives across the College and its College bodies;
- f) recommending to the appropriate College body any new initiatives to support trainees/dual trainees and enhance their training experience; and
- g) managing the selection, election, and nomination of trainee representatives to College bodies, as required.

4. COMMITTEE PROHIBITIONS

The Committee must not:

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

5. MEMBER COMPOSITION

The Committee shall comprise up to 23 members, comprising:

5.1. Ex-officio Members

- a) Trainee Director, Board of the RACP

5.2. Appointed Members

- a) Up to 22 appointed trainee/dual trainee members comprising:
 - i. one (1) representative from the Australian Capital Territory
 - ii. two (2) representatives from New South Wales
 - iii. two (2) representatives from Queensland
 - iv. two (2) representatives from Victoria
 - v. one (1) representative from Tasmania
 - vi. two (2) representatives from South Australia
 - vii. up to two (2) representatives from the Northern Territory
 - viii. two (2) representatives from Western Australia
 - ix. two (2) representatives from Aotearoa New Zealand
 - x. one (1) representative from the Australasian Faculty of Occupational and Environmental Medicine
 - xi. one (1) representative from the Australasian Faculty of Public Health Medicine

- xii. one (1) representative from the Australasian Faculty of Rehabilitation Medicine
 - xiii. one (1) representative who identifies as Aboriginal or Torres Strait Islander
 - xiv. one (1) representative who identifies as Māori
 - xv. one (1) representative who completed their primary medical degree in a country other than Australia or Aotearoa New Zealand.
- b) On the recommendation of the Committee, the Board will appoint one Committee member to be Chair and up to three (3) Committee members to be the Deputy Chairs.
 - c) Where the number of representatives on the Committee from any region is more than one, no more than one shall represent any particular Division or Faculty of the College.
 - d) If a regional trainees' committee is unwilling or unable to nominate a representative to the Committee, the position will be filled in accordance with the process set out in the Governance of College Bodies By-law for appointments to College Bodies.

5.3. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

5.4. Term

- a) Members of the Committee may complete consecutive terms, as outlined in the Governance of College Bodies By-Law, provided they are still a trainee at the commencement of the term.
- b) Members of the Committee who become Fellows during their term of office may continue to serve out the remainder of their term.
- c) Members of the Committee who suspend their training for any reason may:
 - i. continue to serve out the remainder of their term, subject to the agreement of the Committee; or
 - ii. step down from their position.
- d) Members of the Committee who permanently relocate to a different region during their term of office may:
 - i. continue to serve out the remainder of their term, subject to the agreement of the regional trainees' committee they represent; or
 - ii. step down from their position.

6. MEETINGS

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 proceeding 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

- a) Committee members are to undertake a skill and experience review annually.
- b) The Committee is to review its performance against this By-law each two years.

7. EXECUTIVE COMMITTEE

7.1. Establishment of an Executive Committee

Subject to Board approval, the Committee may, if it considers it necessary to do so, establish an Executive Committee.

7.2. Membership of Executive Committee

The Executive Committee will comprise:

- a) the Chair and Deputy Chairs of the Committee; and
- b) other members if required, as determined by the Committee.

7.3. Role of Executive Committee

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

8. SUB-COMMITTEES

The Committee may, subject to Board approval, create such other committees or time-limited or specific purpose working groups as the Committee may determine from time to time.

9. REPORTING

- a) The Committee must report and make recommendations to the Board as required.
- b) The Committee is required to provide to the Board 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.

10. REVIEW OF BY-LAW

This By-law will be reviewed each three years.

11. DEFINITIONS

Term	Means
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
College Body	Has the same meaning as in the College Constitution
Dual Trainee	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 in the College Constitution
Member	Has the same meaning as in the College Constitution
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Trainee	Has the same meaning as in the College Constitution

12. HISTORY

Commencement		
This By-law was approved by the Board of the College and commenced on 24 May 2012.		
Subsequent Amendments		
Item	Amendment	Date Approved
	Removal of Order Priority Clause – Now in Governance of College Bodies By-Law.	27/07/2012
2.4.2	Amendment to Clause 2.4.2 advising that members of the College Trainees' Committee are able to complete consecutive terms, as outlined in the Governance of College Bodies By-Law.	22/05/2015
5	Amendment to definitions of "Trainee" and "Dual Trainee" to align with the Constitution.	14/10/2016
2.2.1n	Addition of a Māori representative position	14/10/2016
2.2.1p	Addition of Board Trainee Director	14/05/2018
2.2.4	Addition of the Trainee Director of the College attending the Committee Meetings in an ex-officio capacity, as a result of the implementation of the Board reform to a smaller, skills-based Board.	05/10/2018
3.2 c, d	Deletion of clause 3.2 c and amendment of 3.2 d – there is no longer a communications specific position on the Committee, and Committee resolved Chair and two deputy Chairs was sufficient.	05/10/2018
2.2.1.g	Amendment of clause 2.2.1.g- from 'one (1) representative from the Northern Territory' to 'up to two (2) representatives from the Northern Territory'	1/6/2021
2.4.1	The term of membership of the College Trainees' Committee shall be in accordance with clause 6.1.1 of the Governance of College Bodies By-Law (3 years). Administrative amendment made as part of the updated Governance of College Bodies By-law approval and subsequent delegation to be amended by the Governance Team.	1/6/2021
2.4.3- 2.4.6	Removal of reference to a two-year term to align with the updated Governance of College Bodies By-law as approved by the Board, with delegation to the Governance Team to make administrative changes	1/6/2021
3 b)	Amend function to state that ' <i>advocating on behalf of all trainees/dual trainees in matters relating to their selection, education, training, assessment, supervision, and overall trainee experience, including trainee wellbeing</i>	15/03/2022
5.2 a)	Change from "members" to "trainee/dual trainee members"	15/03/2022

Date of commencement of By-law: 24 May 2012

Date of most recent amendment: 17 June 2022

	Remove “trainee/dual trainee” from xiii, xiv and xv and add “representative”	
5.4 a)	Amend wording to state that <i>‘Members of the Committee may complete consecutive terms, as outlined in the Governance of College Bodies By-law, provided they are still a trainee at the commencement of the term.’</i>	15/03/2022
5.4 e)	Delete clause as member continuity is covered in 5.4 b) – d)	15/03/2022
5.2 b)	Replace ‘two (2) with ‘3 (three)’ in reference to the number of Deputy Chairs	17/06/2022
7.2 a)	Delete ‘the two’ in reference to the number of Deputy Chairs	17/06/2022