

# **Extraordinary General Meeting - Proposed Constitutional Amendments**

**Full Meeting Package**

**August 2023**



## CONTENTS

Document One – Notice of Meeting .....	3
Document Two – Proxy Form.....	20
Document Three – Amended Constitution (Marked Copy).....	24
Document Four – Amended Constitution (Clean Copy) .....	77
Document Five – Current Constitution (2019) .....	119
Document Six – For Information Only; Jurisdictional Committee Terms of Reference ....	162

# Document One

## Meeting Notice

## THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

ABN 39 004 688 215

### NOTICE OF EXTRAORDINARY GENERAL MEETING

The Extraordinary General Meeting will be held on Wednesday, 30 August 2023, 5:30pm AEST, in person at Suite 1, 20 Cato Street, Hawthorn East, Victoria 3123 and online via Zoom.

#### AGENDA

**1 WELCOME TO FELLOWS, ASSOCIATE FELLOWS, CANDIDATES, AND AFFILIATES BY THE PRESIDENT**

**2 APOLOGIES**

**3 PROPOSED CONSTITUTIONAL AMENDMENTS**

**3.1 RESOLUTION**

*That for the purposes section 136(2) of the Corporations Act 2001 (Cth) and for all other purposes, approval is given for the College's Constitution to be amended as set out in the Explanatory Memorandum to this Notice of Meeting, and in the form presented to the Meeting and received by the Chairperson for identification purposes, with effect from the close of the Meeting.*

**4 CLOSE**

#### ELIGIBILITY TO VOTE

You will be eligible to vote at the Meeting if you are a financial Fellow of the College at 5:30pm (AEST) on Wednesday, 30 August 2023.

#### APPOINTING A PROXY

If you are entitled to attend and vote at the Meeting, you can appoint another eligible Fellow to exercise a proxy on your behalf. To nominate a proxy please download and complete the Proxy Form [HERE](#).

#### LODGING YOUR PROXY FORM

You can lodge your completed Proxy Form by:

- Mailing it to the College at Suite 1, 20 Cato Street, Hawthorn East, Victoria 3123
- Sending it via email to [info@racma.edu.au](mailto:info@racma.edu.au). You will be taken to have signed your Proxy Form if sent in PDF format in accordance with the instructions for completing the Proxy Form.

Your completed Proxy Form must be received by the College Secretariat no later than 5:30pm (AEST) on Monday, 28 August 2023, being 48 hours before the time at which the Meeting is held.

If you appoint a proxy, you may still attend the Meeting. However, your proxy's rights to speak and vote are suspended while you are present.

### **HOW THE CHAIRPERSON OF THE MEETING WILL VOTE UNDIRECTED PROXIES**

The Chairperson of the Meeting will vote all undirected proxies held by the Chairperson in favour of the motion.

If you have any questions regarding the Meeting, please email [info@racma.edu.au](mailto:info@racma.edu.au).

## EXPLANATORY MEMORANDUM

### 3 PROPOSED CONSTITUTIONAL AMENDMENTS

#### **Background**

A company may modify or repeal its constitution or a provision of its constitution by special resolution of its Members. The meeting is asked to consider and approve a special resolution which will enable the College to amend its existing Constitution.

A copy of the existing Constitution is available on the RACMA website [HERE](#). The proposed amended Constitution, with tracked changes, is available on the RACMA website [HERE \(Amended Constitution\)](#).

A summary of the proposed material changes is set out in the table below. For the Resolution at Item 3 to be passed as a special resolution, at least 75% of the votes cast by Members entitled to vote must be in favour of the Resolution. If the Resolution at Item 3 is passed, the amendments in the marked-up copy of the Amended Constitution will be adopted. If the Resolution at Item 3 is not passed, the amendments will not apply going forward.

#### **Categorisation of changes**

The changes to the Constitution can be broadly categorised as follows:

- governance improvements;
- modernisation of terminology and processes, including to reflect the practice of RACMA with respect to examinations and continuing professional development, and recent changes to the law to permit the use of technology in communications with, and meetings of, Members of companies;
- amendments to clarify the intended operation of provisions, and to reflect current practice of RACMA; and
- hygiene changes being drafting corrections identified through the review process, or consequential amendments arising from other amendments made (for example, to remove redundant clause cross references).

#### **Review of the RACMA Constitution**

The College has undertaken a multi-year review of the RACMA Constitution to ensure good governance and that the Membership retains control of the College in the long term.

#### **Background and context**

The RACMA Constitution has had a series of Constitutional amendments progress over time; but it has been approximately 10 years since a full review was conducted.

At the 2019 AGM, the President advised the Membership that it was timely to undertake a full review to ensure that the Constitution remains fit for purpose.

The Board approved the first stage of work, namely a legal review of the current Constitution and set up a Board steering group to oversee this work.

#### **Legal Review – Clayton Utz**

The Board commissioned Clayton Utz to conduct a legal review of the Constitution which highlighted the following areas for consideration:

- Governance
  - Role and composition of the Board

- Committees and jurisdictions
- Membership
  - Admission and continuing competence
- Legal and technical
  - Objects
  - Occam's razor - The Constitution could be simplified. It is very prescriptive and detailed, to an extent that is not conducive to good governance.

### **Member feedback in 2021**

College Members were given an opportunity to provide feedback on the Legal Review and the key areas of consensus included:

- The current size and composition of the Board is appropriate.
- The removal of prescriptive material within the Constitution to allow for a more agile response to change.
- Support for the role of a President Elect.
- Limited support for the role of Past President on the Board.
- Support for the removal of prescriptive material about the Jurisdictional Committees from the Constitution.
- Support for clarity of the role of Jurisdictional Committees, their Membership, terms of appointment, and link to the Board.

The review of the RACMA Constitution has been led by a Constitutional Working Group (CWG). The group is comprised of the following Members:

- |                      |                      |
|----------------------|----------------------|
| 1. Dr H Parsons      | President            |
| 2. Prof E Loh        | Vice President       |
| 3. Dr F Jensen       | QLD Fellow           |
| 4. Prof T Lawler     | TAS Fellow           |
| 5. Dr J Alexander    | NSW Fellow           |
| 6. Dr A Sara         | NSW Fellow           |
| 7. Dr H Freeborn     | NSW Fellow           |
| 8. Dr B Appleton     | VIC Fellow           |
| 9. Dr I Stolarek     | NZ Fellow            |
| 10. Dr D Dua         | ACT Affiliate        |
| 11. Dr M Boyd Turner | SA Fellow            |
| 12. Dr A Williams    | VIC Associate Fellow |

The CWG has focused on reviewing four focus areas:

- Objects and purpose
- Board composition
- Board subcommittees
- Jurisdictional committees

The proposed changes to the Constitution can be broadly categorised as follows:

- governance improvements;
- modernisation of terminology and processes, including to reflect the practice of RACMA with respect to examinations and continuing professional development, and recent changes to the law to permit the use of technology in communications with, and meetings of, Members of companies;
- amendments to clarify the intended operation of provisions, and to reflect current practice of RACMA; and
- hygiene changes being drafting corrections identified through the review process, or consequential amendments arising from other amendments made (for example, to remove redundant clause cross references).

### **Town Hall meetings and Member feedback**

Throughout 2022 and 2023, the President conducted several 'Town Hall' meetings to discuss the progress of the Constitutional review and to seek feedback from Members.

Overwhelmingly, Members have endorsed the approach of the review and have been supportive of the proposed changes.

### **Board approval**

The RACMA Board approved the proposed amendments to the Constitution at the March 2023 Board meeting.

### **Jurisdictional committees – Terms of Reference**

In parallel and with the support of the CWG, the Jurisdictional Committee Chairs worked together to harmonise a universal set of Terms of Reference to ensure consistency and usability across each jurisdiction. These Terms of Reference have also been endorsed by the RACMA Board.

### **Board recommendation**

The Board unanimously recommends that Members vote in favour of the Resolution to adopt the Amended Constitution.



## SUMMARY OF AMENDMENTS TO THE COLLEGE CONSTITUTION

An overview of the key changes proposed to the existing Constitution of the College are detailed in the table below. The table below does not purport to summarise all changes and is intended to be a summary only. A copy of the Amended Constitution showing all proposed changes is available on the RACMA website [HERE](#).

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
<b>4. Object</b>	Revised Object clause	4.1. 4.2	Governance improvement (statement of College purpose)	Substitutes a new Object clause which sets out the <i>principal object</i> of the College and the means by which the College achieves that object.
<b>5. Membership</b>	Examinations and assessment	5.2.1, 5.4.1, 5.51, 5.6.1, 5.28.4	Modernisation of terminology	Direct references to “ <i>passing examinations conducted by the College</i> ” are replaced with “ <i>satisfactory completion of training and assessment programs approved by the Board</i> ”.
	Continuing professional development	5.2.2, 5.4.2	Modernisation of terminology	Direct references to “ <i>continuing education</i> ” are replaced with “ <i>continuing professional development</i> ”.
	Affiliate Membership		Hygiene (requirements for Membership)	Clarifying that an Affiliate need not be a Medical Practitioner.
	Members of College	5.8	Transitional arrangements	Provides continuity of Membership for those Members immediately prior to amendment of the Constitution.
	Omits transitional clause relating to MRACMAs – (“Member of the Royal Australasian College of Medical Administrators”)	5.9, 5.11, 5.12	Hygiene (removal of unnecessary clauses)	Omitted clauses dealt with transitional matters relating to the status of MRACMAs upon coming into force of the current Constitution and are no longer required.
	Completion of training and assessment	5.13	Clarification (requirements for Membership)	Amendment makes clear (for avoidance of doubt) that a person who completes training and assessment requirements does not automatically become a Member of the College.

<b>Part</b>	<b>Subject matter amendment</b>	<b>Clauses</b>	<b>Category of change</b>	<b>Explanatory notes</b>
	Obligations of Members	5.14	Clarification (requirements for Membership)	Amendment makes clear that Members must comply with applicable Regulations of the College (in addition to the Constitution).
	Voting rights of AFRACMA and Candidates	5.16.3	Clarification (voting rights)	Amendment makes clear (for avoidance of doubt) that AFRACMA and candidates do not have the right to vote at general meetings except in their class of Membership.
	Criteria for admission to fellowship	5.28	Clarification (requirements for Membership)	Amendment makes clear (for avoidance of doubt) that the Board may admit an applicant to Fellowship if all criteria are met.
	Non-resident practitioners – omission of examination requirement	5.29	Hygiene (requirements for Membership)	Omits clause 5.29 which gave the Board the power to admit non-resident practitioners as College Members without examination. This omitted clause is no longer necessary as a consequence of direct references to <i>“passing examinations conducted by the College”</i> being replaced with <i>“satisfactory completion of training and assessment programs approved by the Board”</i> and has therefore been omitted.
	Honorary Fellow	5.30	Clarification (requirements for Membership)	Amendment makes clear that the Board may admit any person as an Honorary Fellow (and that such person need not be a Medical Practitioner, consistent with the existing Constitution that allows an Honorary Fellow to be a Medical Practitioner <i>“or a person with other credentials approved by the Board”</i> ).
<b>6. Fees and subscriptions</b>	References to training	6.3	Modernisation of terminology	Direct references to <i>“passing examinations conducted by the College”</i> are replaced with <i>“satisfactory completion of training and assessment programs approved by the Board”</i> .

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
<b>7. Continuing Professional Development</b>	References to continuing education	7.1	Modernisation of terminology	Direct references to “ <i>continuing education</i> ” are replaced with “ <i>continuing professional development</i> ”
<b>8. Periodic demonstration of competence</b>	Redundant cross reference	8.1.1	Hygiene (removal of unnecessary clauses)	Amendment omits cross reference to clause 9.15
<b>9. Cessation or suspension etc. of Membership</b>	References to continuing education	9.4, 9.5, 9.6, 9.7, 9.9	Modernisation of terminology	Direct references to “ <i>continuing education</i> ” are replaced with “ <i>continuing professional development</i> ”
	Failure to maintain registration	9.12	Clarification (requirements for Membership)	Amendment makes clear (for avoidance of doubt) that Membership of the College ceases if a medical practitioner fails to maintain registration or has their registration revoked
	Prejudicial conduct	9.15	Clarification (requirements for Membership)	Omits Board power to require Member to undergo assessment of competence
	No requirement to give reasons	9.18	Governance improvement (procedural fairness)	Omits provision stating that the Board is not required to give reasons for removing a Member from Membership. A Member should be accorded natural justice when Membership is being considered. Natural justice includes being given reasons for decisions affecting rights.
<b>10. General Meetings</b>	Notice of General Meeting	10.9A, 10.9B	Modernisation of conduct of meetings	New clauses inserted to authorise electronic distribution of notices of general meeting and documents related to general meetings. This gives effect to changes made by the <i>Corporations Act 2001 (Cth)</i>
	Mode of general meetings	10.42A, 10.42B	Modernisation of conduct of meetings	Enables use of virtual meeting technology. This gives effect to changes made by the <i>Corporations Act 2001 (Cth)</i>
	Electronic ballots	10.56	Modernisation of conduct of meetings	Provision for electronic ballots (as well as postal ballots) inserted in various sub-clauses

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
	Redundant transitional clause omitted	10.58	Hygiene (removal of unnecessary clauses)	Current clause 11.2 deemed the constitution of the Board when the new Constitution took effect in 2010. Current clause 10.58 disapplied ballot requirements to that Board. Neither provision is now required.
<b>11. Directors</b>	Increases size of board	11.1	Governance improvement (Board size)	Increases size of Board from 10 or 11 to 12 or 13 Directors. The first additional position is an additional AFRACMA Director (see clause 11.1.4). The second additional position is the Aotearoa/New Zealand Director who may be appointed if no Director resident in Aotearoa/New Zealand Fellows is otherwise appointed (see clause 11.1.7).
	President-Elect	11.1.2	Governance improvement (Presidential election)	Replaces the Vice-President with an elected President Elect who automatically transitions to the role of President on expiry of the current President's term
	Board appoints Chairs of the Education and Training Committee and Finance and Audit Committee	Omitted 11.1.1, 11.1.3	Governance improvement (Board and Board Committee composition)	Allows the Board to appoint to the roles of Chairperson of the Finance and Audit Committee ( <b>FAC</b> ) and Chairperson of the Education and Training ( <b>ETC</b> ), in place of direct election. Consequential amendment to clause 11.1.3 increases the number of Fellows who are ordinary Directors from 3 to 5. Board Committee composition now addressed in clause 14 (see section below regarding clause 14).
	Aotearoa/New Zealand Board position	11.1.7	Governance improvement (representation)	Ensures that if an Aotearoa/New Zealand Director is not otherwise elected, an additional Fellow practising in Aotearoa/New Zealand is to be appointed on the recommendation of the Aotearoa/New Zealand jurisdictional committee

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
	Transitional provisions	11.2	Transitional arrangements	<p>Clause 11.2.1 provides that notwithstanding anything to the contrary in the Constitution, persons holding offices or positions immediately before the amendments to the Constitution comes into force (<b>Transition Date</b>) will serve out the full term for which they are elected or appointed.</p> <ul style="list-style-type: none"> <li>• The President continues to hold that office until the expiry of the term for which they were elected.</li> <li>• The Vice-President continues to hold that office until the earlier of the expiry of the term or stepping down or resigning, at which time the office of Vice-President ceases.</li> <li>• (Clause 11.2.3(a) requires the Board to call an election for President-Elect between the Transition Date and the following annual general meeting. It is expected that the Vice-President would resign from that office if elected to be President-Elect. If not elected to be President-Elect, the Vice President will be entitled to remain Vice-President until the expiry of their term.</li> <li>• Persons holding office as ETC Chair and FAC Chair continue as Directors but cease to be Chairs of the Committees upon the Board appointing Chairs of those Committees under clause 14.4 (noting that the Board may appoint those persons as Chairs of those Committees).</li> <li>• Any other person who was a Director or Member of a standing Committee of the Board before the Transition Date will</li> </ul>

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
				<p>continue in that office until the expiry of their term or their resignation or stepping down.</p> <p>Clause 11.2.2 provides that when the term of the President, a Director or Member of a Board Committee ends, the office or position is to be filled by election or appointment in accordance with the Constitution.</p> <p>Clause 11.2.3 requires the additional positions created by clause 11.2.1 to be filled between the Transition Date and the first annual general meeting after the Transition Date.</p> <p>Clause 11.2.4 makes clear (for the avoidance of doubt) that the transitional provisions do not invalidate positions elected or appointed before the amended Constitution takes effect.</p> <p>Omitted clause 11.2 contained redundant transitional provisions from 2010, which are no longer required.</p>
	President and President Elect	11.3, 11.4	Governance improvement (Presidential election, terms, and vacancy management)	<p>Clause 11.3 gives effect that an elected President-Elect becomes President automatically, for a two-year term. The term continues until the end of the second annual general meeting after the expiry of the term of the previous President.</p> <p>Clause 11.4 makes provision for the contingencies that the President or President-Elect resigns or ceases to hold office before the expiry of their term.</p>
	Omission of spent transitional provisions	Omitted 11.2, 11.3, 11.4	Hygiene (removal of unnecessary clauses)	<p>The omitted clauses provided for the first election after adoption of the current Constitution in 2010 and are no longer required.</p>

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
	President Elect to become President automatically	New 11.3	Governance improvement (Presidential terms)	Amendment such that the terms of office for the President and President Elect be two rather than three years.
	Succession where President resigns before expiry of terms	New 11.4	Governance improvement (management of vacancies)	The new clause provides that if the incumbent President resigns before expiry of their current term, the President Elect becomes President for the balance of that year (until the next annual general meeting), in addition to a full two-year term from the end of that annual general meeting.
	Residency	11.5, 11.19.8, 15.6.1	Clarification	Amendments to provide that residency (for the purposes of determining eligibility for Board appointments and Jurisdictional Committee appointments) shall be determined by reference to a Member's <i>primary</i> place of residence.
	Jurisdictional Cap	11.6	Governance improvement (Jurisdictional cap)	New clauses 11.6.2 and 11.6.3 give to exclude President and President Elect from determination of the jurisdictional cap.
	Email notice of nomination	11.7.1	Modernisation of conduct of elections	Clause 11.7.1(b) is amended to provide for email notice of nomination for election
	Limit on Presidential terms	11.8	Hygiene (removal of unnecessary clauses)	Clause 11.8 is amended to remove an exception to the limitation on the President serving a second term. This transitional exception was required to preserve the rights of the President elected before the 2010 Constitution took effect. It is no longer necessary.
	Limit on Directors term to 9 years continuous service	11.9	Governance improvement (Board Member terms)  Hygiene (terminology)	This clause is amended to reduce the maximum continuous term for Directors from 12 years to nine years. Further amendments remove obsolete references to "Council", give effect to the omission of references to "Officeholder" (see clause notes to omitted clauses 11.20 to 11.27) and provide that the period during which a person holds office as

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
				President or President-Elect is not taken into account in determining the period of nine years continuous service.
	Order of voting	11.11, 11.13	Governance improvement (conduct of elections)	Amendments to clause 11.11 are consequential on changes to clause 11.1 (Composition of the Board). Clause 11.13.2 provides that where more than one position is contested, the candidate with the highest number of votes is elected first, the candidate with the next highest number of votes elected second and so on until all contested positions are filled.
	Vacancy in office of Director	11.19	Governance improvement (management of vacancies)	Amendment to clause 11.19.9 is consequential on reduction of maximum continuous term for Directors from 12 years to nine years (see clause 9).
	Removal of references to Officeholders	11.20 - 11.27	Hygiene (removal of unnecessary clauses)	Clauses 11.20 to 11.27 are omitted, and other references to Officeholder in the Constitution removed, to provide for Board appointment in place of direct election of the Chairpersons of the Finance and Audit Committee and the Education and Training Committee. Retention of a distinction between Officeholders and ordinary Directors is not necessary as the distinction has no material practical effect.
<b>12. Roles and responsibilities of the Board</b>	Board Committee provisions moved	12.5, 12.6, 12.7, 12.8	Hygiene (clauses better elsewhere)	These provisions relating to Board committees are consolidated in revised clause 14.
	Emergency quorum	12.14	Governance improvement (management of quorum)	Clause amended to ease quorum requirements where a Board decision is required in an emergency.
<b>13. Executive Committee</b>	Executive Committee provisions omitted	13	Hygiene (removal of unnecessary clauses)	Giving the Board broader power to establish and delegate to committees (see notes to clause 14) makes it unnecessary to continue



Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
				to provide for an Executive Committee in the Constitution.
<b>14. Committees</b>	New provisions relating to Committees	14.1-14.10	Governance improvement (Board Committees)	<ul style="list-style-type: none"> <li>• Provides for the Board to establish Committees.</li> <li>• Replaces the requirement that the majority of Board Committee Members be Directors, Officeholders and/or employees with requirement that the majority be Members.</li> <li>• Clause 14.1 provides for five standing Committees of the Board (Education and Training Committee, Finance and Audit Committee, Board of Censors, Continuing Professional Development Program Committee and Policy and Advisory Committee).</li> </ul> <p>Clause 14.2 provides that the Board may establish other Committees.            Clause 14.3 provides for the Board to set Committee terms of reference.            Clause 14.4 provides for the Board to appoint and remove Committee Members. In particular:</p> <ul style="list-style-type: none"> <li>• A majority of Members of standing Committees must be Members of the College.</li> <li>• The Chairpersons of the FAC and PAC must be Directors, and the Chairperson of the ETC must be a Director who is a Fellow.</li> <li>• The Chairpersons of the CPDPC and the Board of Censors must be Fellows.</li> </ul> <p>Clause 14.5 provides that a person's Membership of a Committee ceases if they cease to be a Member of the College.</p>

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
				<p>Clause 14.6 provides for the Board to delegate to Committees.</p> <p>Clause 14.7 provides that Committees must perform functions and exercise powers in accordance with terms of reference, regulations and directions of the Board.</p> <p>Clause 14.8 provides that Committees may form subcommittees with approval of the Board.</p> <p>Clause 14.9 provides that College employees may not be Committee Members but may attend meetings at the invitation of a Committee.</p> <p>Clause 14.10 provides that the President and Chairperson of the Finance and Audit Committee may attend any Committee meeting. The President may be heard at meetings, while the FAC Chair may be heard 'on any matter affecting the financial position of the College'.</p> <p>Clause 14.11 provides that clause 14 does not apply to Jurisdictional Committees.</p>
<p><b>15. Jurisdictions and Jurisdictional Committees</b></p>	<p>Minimum number of ordinary Members reduced from 3 to 2.</p>	<p>15.6</p>	<p>Governance improvement (Jurisdictional Committees)</p>	<p>The current Constitution provides a quorum is constituted by a minimum number of three Jurisdictional Committee Members (plus the Chair). This is difficult to achieve in smaller jurisdictions and the Amended Constitution has reduced the quorum to a minimum of two Jurisdictional Committee Members (plus the Chair), determined by the jurisdictions in accordance with the Terms of Reference.</p>
	<p>Responsibilities of Jurisdictional Committees</p>	<p>15.6.2</p>	<p>Governance improvement (Jurisdictional Committees)</p>	<p>General statement of responsibility for Jurisdictional Committee to make clear it is to support the role of the jurisdiction (set out in clause 15.5)</p>

Part	Subject matter amendment	Clauses	Category of change	Explanatory notes
				It is intended that operational detail of Jurisdictional Committees will be set out in new College Regulations.
	Jurisdictional Committee References	15.7, 15.8	Governance improvement (Jurisdictional Committees)	Provides for the Board to make regulations setting out terms of reference and operational detail, subject to consultation with chairpersons of Jurisdictional Committees. New College regulations to include new terms of reference and position descriptions of key roles of Jurisdictional Committee Members (such as the Chair, JCTs and CEPD coordinators).
<b>23. Definition, Interpretation</b>	Application of Corporations Act	23.4	Compliance	The amendment makes clear that the meeting provisions in the Corporations Act apply despite RACMA being registered with the Australian Charities and Not-for-profits Commission.
		Various	Hygiene	Numerous definitions have been included, removed or amended as a consequence of other changes to the Constitution.
<b>Housekeeping</b>	References to numbers standardised to include word and numeral (e.g.: “three (3)”)	Various	Hygiene	
	Capitalisation standardised (e.g., Constitution)	Various	Hygiene	
	<i>Aotearoa</i> added to all references to <i>New Zealand</i>	Various	Hygiene	
	Substitutes <i>They</i> and <i>their</i> for <i>he/she</i> and <i>his/her</i>	Various	Hygiene	

# Document Two

## Proxy Form

**THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS**  
 ABN 39 004 688 215

**EXTRAORDINARY GENERAL MEETING PROXY FORM**

---

I, \_\_\_\_\_ (full name of Fellow),

of \_\_\_\_\_ (address of Fellow)

hereby appoint \_\_\_\_\_ (full name of person attending) as my proxy or, if I have not specified a proxy, the Chair of the general meeting of RACMA to vote for me at the RACMA 2023 Extraordinary General Meeting to held on Wednesday, 30 August 2023, 5:30-6:30pm (AEST) at the RACMA offices, Hawthorn East and via Zoom.

I have read the below resolution on the Extraordinary General Meeting. My proxy appointed above, or if the Chair of the general meeting of the Company is appointed as proxy, is directed to vote on the following resolutions proposed at that meeting. In the absence of any such indication, the proxy may vote for or against the resolutions, or may abstain at his/her discretion (**select the appropriate check box to indicate your directions**). If you mark more than one box on an item, your vote on that item will be invalid.

Item 3.1	That for the purposes section 136(2) of the Corporations Act 2001 (Cth) and for all other purposes, approval is given for the College's Constitution to be amended as set out in the Explanatory Memorandum to this Notice of Meeting, and in the form presented to the Meeting and received by the Chairperson for identification purposes, with effect from the close of the Meeting.	For	Against	Abstain**
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*\*If you mark the abstain check box for a particular item, you are directing your proxy not to vote on your behalf.

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>For Office Use Only</b>	
Date Received:	
Received By:	

**THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS**  
ABN 39 004 688 215

## **PROXY FORM NOTES**

### **Voting Entitlements**

1. If you are a Fellow entitled to attend and vote at this meeting of RACMA, you may appoint a proxy to vote on your behalf.
2. A Fellow cannot appoint more than one person as their proxy.
3. An instrument appointing a proxy will only be valid for the meeting at the place and time specified above. In the event that the meeting is adjourned, the appointment of proxy will be deemed to be withdrawn unless confirmed by notice in writing by the appointing Fellow deposited at the office (see address below) not less than 24 hours before the adjourned meeting is to be held.

### **Proxy Form Instructions**

1. **Your Full Name and Address**  
This is your name and address as it appears on the College's membership register. If this information is incorrect, please make the correction on this form.
2. **Appointment of a Proxy**  
If you wish to appoint the Chairperson of the Meeting as your proxy, please indicate using the word "Chairperson". If the person you wish to appoint as your proxy is someone other than the Chairperson of the Meeting, please write the full name of that person. If you leave this section blank, or your name proxy does not attend the meeting, the Chairperson of the Meeting will be your proxy.
3. **Votes on Items of Business**  
You should direct your proxy how to vote by placing a mark in one of the check boxes opposite each item of business. If you do not mark any of the check boxes on the items of business, your proxy may vote as he or she chooses. If you mark more than one check box on an item, your vote on that item will be invalid.

### **Lodging Your Proxy Form**

For an appointment of a proxy to be effective, the completed Proxy Form must be received by the College Secretariat no later than 5:30pm (AEST) on Monday, 28 August 2023, being 48 hours before the time at which the Meeting is held.

You can lodge your completed form by:

- Mailing it to the College at Suite 1, 20 Cato Street, Hawthorn East, Victoria 3123
- Sending it via email to [info@racma.edu.au](mailto:info@racma.edu.au). You will be taken to have signed your proxy form if sent in PDF format in accordance with the instructions for completing the Proxy Form.

### **How the Chairperson of the Meeting will Vote Undirected Proxies**

The Chairperson of the Meeting will vote undirected proxies in favour of all the motions.

# Document Three

## Amended Constitution (Marked Copy)





## **Constitution**

The Royal Australasian College of Medical Administrators Limited

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As amended up to and including ~~October 2019~~ August 2023



## Table of cContents

<b>Constitution</b> .....	<b><u><a href="#">i</a></u></b>
<b>Royal Australasian College of Medical Administrators Limited</b> .....	<b><u><a href="#">i</a></u></b>
<b>Table of contents</b> .....	<b><u><a href="#">i</a></u></b>
<b>Corporations Act 2001</b> .....	<b><u><a href="#">1</a></u></b>
<b>1— Name</b> .....	<b><u><a href="#">1</a></u></b>
<b>2— Nature of company</b> .....	<b><u><a href="#">1</a></u></b>
<b>3— Liability of Members and guarantee on winding up</b> .....	<b><u><a href="#">1</a></u></b>
<b>4— Objects</b> .....	<b><u><a href="#">1</a></u></b>
<b>5— Membership</b> .....	<b><u><a href="#">32</a></u></b>
Classes of Membership.....	<u><a href="#">32</a></u>
Fellows.....	<u><a href="#">32</a></u>
Honorary Fellows.....	<u><a href="#">32</a></u>
Associate Fellows.....	<u><a href="#">43</a></u>
Candidates.....	<u><a href="#">43</a></u>
Affiliates.....	<u><a href="#">43</a></u>
Members of the College.....	<u><a href="#">43</a></u>
Award of an educational qualification does not imply Membership.....	<u><a href="#">54</a></u>
Obligations of Members.....	<u><a href="#">65</a></u>
Rights of Members.....	<u><a href="#">65</a></u>
Rights not transferable.....	<u><a href="#">76</a></u>
Form of application.....	<u><a href="#">76</a></u>
Admission to Membership.....	<u><a href="#">76</a></u>
Specific criteria for admission to Membership.....	<u><a href="#">87</a></u>
Register of Members.....	<u><a href="#">98</a></u>
<b>6— Fees and subscriptions</b> .....	<b><u><a href="#">108</a></u></b>
<b>7— Continuing education</b> .....	<b><u><a href="#">109</a></u></b>
<b>8— Periodic demonstration of continuing competence</b> .....	<b><u><a href="#">109</a></u></b>
<b>9— Cessation or suspension of, or the imposition of conditions on, Membership</b> ..	<b><u><a href="#">1110</a></u></b>
<b>Resignation</b> .....	<b><u><a href="#">1110</a></u></b>
Failure to pay.....	<u><a href="#">1110</a></u>
Failure to comply with the College's continuing education requirements.....	<u><a href="#">1110</a></u>
Failure to demonstrate continuing competence.....	<u><a href="#">1211</a></u>
Revocation or suspension of registration.....	<u><a href="#">1211</a></u>
Prejudicial conduct.....	<u><a href="#">1211</a></u>
No requirement to give reasons.....	<u><a href="#">1413</a></u>
Consequences of cessation of Membership.....	<u><a href="#">1413</a></u>
Removal from the Register.....	<u><a href="#">1513</a></u>
Power of Board to reinstate.....	<u><a href="#">1513</a></u>
<b>10— General meetings</b> .....	<b><u><a href="#">1514</a></u></b>
Convening of meetings by Directors.....	<u><a href="#">1514</a></u>
Convening of meetings by Members.....	<u><a href="#">1514</a></u>
Annual general meetings.....	<u><a href="#">1514</a></u>
Notice of general meeting.....	<u><a href="#">1614</a></u>
Persons entitled to notice of meeting.....	<u><a href="#">1615</a></u>

Attendance of Directors at general meetings .....	<a href="#">1615</a>
Cancellation of general meetings.....	<a href="#">1615</a>
Quorum at general meetings .....	<a href="#">1715</a>
Chairperson.....	<a href="#">1715</a>
Adjournment of meetings .....	<a href="#">1816</a>
Voting.....	<a href="#">1816</a>
Objections to voter qualification.....	<a href="#">1917</a>
Mode of general meetings .....	<a href="#">1917</a>
Resolution in writing.....	<a href="#">1917</a>
Proxies .....	<a href="#">2018</a>
Postal ballots.....	<a href="#">2018</a>
<b>11—Directors and Officeholders.....</b>	<b><a href="#">2219</a></b>
Composition of the Board .....	<a href="#">2219</a>
Transitional: first Board .....	<a href="#">2220</a>
Eligibility for election or appointment as a Director.....	<a href="#">2420</a>
Election as a Director.....	<a href="#">2621</a>
Appointment of Directors to casual vacancies and vacancies for which there are no nominees.....	<a href="#">2722</a>
Appointment of additional Directors with special expertise .....	<a href="#">2722</a>
Cessation of appointment as a Director.....	<a href="#">2722</a>
Authority of the Board when the office of a Director becomes vacant .....	<a href="#">2823</a>
Officeholders.....	<a href="#">2823</a>
Term of election or appointment as a Director or Officeholder .....	<a href="#">2924</a>
<b>12—Role and responsibilities of the Board.....</b>	<b><a href="#">3025</a></b>
Powers of Directors and the Board.....	<a href="#">3025</a>
Appointment of the Chief Executive.....	<a href="#">3125</a>
Committees .....	<a href="#">3125</a>
Meetings of the Board.....	<a href="#">3126</a>
Minutes.....	<a href="#">3227</a>
Resolution in writing.....	<a href="#">3227</a>
<b>13—Executive Committee.....</b>	<b><a href="#">3327</a></b>
<b>14—Other committees and subcommittees .....</b>	<b><a href="#">3328</a></b>
<b>Education and Training Committee.....</b>	<b><a href="#">3328</a></b>
Finance and Audit Committee.....	<a href="#">3428</a>
<b>15—Jurisdictions and jurisdictional committees .....</b>	<b><a href="#">3629</a></b>
Establishment and meetings of jurisdictions.....	<a href="#">3629</a>
Jurisdictional committees .....	<a href="#">3730</a>
General meetings of jurisdictions.....	<a href="#">3830</a>
Annual meeting of jurisdictional committees, Board representatives and Officeholders.....	<a href="#">3831</a>
<b>16—Income and property.....</b>	<b><a href="#">3931</a></b>
<b>Distribution to Members .....</b>	<b><a href="#">3931</a></b>
Payment for services rendered.....	<a href="#">3931</a>
Payment to Directors.....	<a href="#">3932</a>
<b>17—Indemnity and insurance.....</b>	<b><a href="#">4032</a></b>
Indemnity.....	<a href="#">4032</a>
Insurance premiums.....	<a href="#">4032</a>
<b>18—Seal and execution of documents.....</b>	<b><a href="#">4032</a></b>
Custody of Seal.....	<a href="#">4032</a>

Execution of documents.....	<a href="#">4032</a>
<b>19— Surplus assets on winding up or dissolution.....</b>	<b><a href="#">4033</a></b>
<b>20— Accounts, audit and records .....</b>	<b><a href="#">4133</a></b>
Accounts.....	<a href="#">4133</a>
Audit.....	<a href="#">4134</a>
Rights of Inspection.....	<a href="#">4134</a>
<b>21— Notices .....</b>	<b><a href="#">4134</a></b>
Persons authorised to give notices.....	<a href="#">4134</a>
Method of giving notices.....	<a href="#">4234</a>
Addresses for giving notices to Members.....	<a href="#">4234</a>
Address for giving notices to the College.....	<a href="#">4234</a>
Time notice of meeting is given.....	<a href="#">4235</a>
Time other notices are given.....	<a href="#">4235</a>
Proof of giving notices.....	<a href="#">4335</a>
<b>22— Standard replaceable clauses do not apply.....</b>	<b><a href="#">4335</a></b>
<b>23— Definitions and Interpretation.....</b>	<b><a href="#">4335</a></b>
Definitions.....	<a href="#">4335</a>
Interpretation.....	<a href="#">4436</a>
References to the document.....	<a href="#">4537</a>
Application of Corporations Act.....	<a href="#">4537</a>
Exercise of powers.....	<a href="#">4538</a>
<b><u>Constitution.....</u></b>	<b><u><a href="#">i</a></u></b>
<b><u>The Royal Australasian College of Medical Administrators Limited.....</u></b>	<b><u><a href="#">i</a></u></b>
<b><u>Contents .....</u></b>	<b><u><a href="#">Error! Bookmark not defined.</a></u></b>
<b><u>Corporations Act 2001.....</u></b>	<b><u><a href="#">1</a></u></b>
<b><u>1 Name.....</u></b>	<b><u><a href="#">1</a></u></b>
<b><u>2 Nature of company.....</u></b>	<b><u><a href="#">1</a></u></b>
<b><u>3 Liability of Members and guarantee on winding up.....</u></b>	<b><u><a href="#">1</a></u></b>
<b><u>4 Object.....</u></b>	<b><u><a href="#">1</a></u></b>
<b><u>5 Membership.....</u></b>	<b><u><a href="#">3</a></u></b>
Classes of Membership.....	<a href="#">3</a>
Fellows.....	<a href="#">3</a>
Honorary Fellows.....	<a href="#">3</a>
Associate Fellows.....	<a href="#">4</a>
Candidates.....	<a href="#">4</a>
Affiliates.....	<a href="#">4</a>
Members of the College.....	<a href="#">4</a>
Award of an educational qualification does not imply Membership.....	<a href="#">5</a>
Obligations of Members.....	<a href="#">6</a>
Rights of Members.....	<a href="#">6</a>
Rights not transferable.....	<a href="#">7</a>
Form of application.....	<a href="#">7</a>
Admission to Membership.....	<a href="#">7</a>
Specific criteria for admission to Fellowship.....	<a href="#">8</a>
Register of Members.....	<a href="#">9</a>
<b><u>6 Fees and subscriptions.....</u></b>	<b><u><a href="#">10</a></u></b>

<b>7</b>	<b><u>Continuing professional development</u></b>	<b><u>10</u></b>
<b>8</b>	<b><u>Periodic demonstration of continuing competence</u></b>	<b><u>10</u></b>
<b>9</b>	<b><u>Cessation or suspension of, or the imposition of conditions on, Membership</u></b>	<b><u>11</u></b>
	<b><u>Resignation</u></b>	<b><u>11</u></b>
	Failure to pay	11
	Failure to comply with the College's continuing professional development requirements	11
	Failure to demonstrate continuing competence	12
	Failure to maintain or revocation or suspension of registration	12
	Prejudicial conduct	12
	Consequences of cessation of Membership	14
	Removal from the Register	15
	Power of Board to reinstate	15
<b>10</b>	<b><u>General meetings</u></b>	<b><u>15</u></b>
	Convening of meetings by Directors	15
	Convening of meetings by Members	15
	Annual general meetings	15
	Notice of general meeting	16
	Persons entitled to notice of meeting	16
	Attendance of Directors at general meetings	16
	Cancellation of general meetings	16
	Quorum at general meetings	17
	Chairperson	17
	Adjournment of meetings	18
	Voting	18
	Objections to voter qualification	19
	Mode of general meetings	19
	Resolution in writing	19
	Proxies	20
	Postal ballots	20
<b>11</b>	<b><u>Directors</u></b>	<b><u>22</u></b>
	Composition of the Board	22
	Transitional provision – 2023 Board changes	22
	President and President-Elect	24
	Eligibility for election or appointment as a Director	24
	Election as a Director	26
	Appointment of Directors to casual vacancies and vacancies for which there are no nominees	27
	Appointment of additional Directors with special expertise	27
	Vacancy in office of a Director	27
	Term of election or appointment as a Director	29
<b>12</b>	<b><u>Role and responsibilities of the Board</u></b>	<b><u>30</u></b>
	Powers of Directors and the Board	30
	Appointment of the Chief Executive	31
	Meetings of the Board	31
	Minutes	32
	Resolution in writing	32
<b>13</b>	<b><u>[Omitted]</u></b>	<b><u>33</u></b>
<b>14</b>	<b><u>Committees</u></b>	<b><u>Error! Bookmark not defined.</u></b>

<b>15</b>	<b>Jurisdictions and jurisdictional committees</b>	<b>36</b>
	Establishment of jurisdictions	36
	Jurisdictional committees	37
<b>16</b>	<b>Income and property</b>	<b>39</b>
	<b>Distribution to Members</b>	<b>39</b>
	Payment for services rendered	39
	Payment to Directors	39
<b>17</b>	<b>Indemnity and insurance</b>	<b>40</b>
	Indemnity	40
	Insurance premiums	40
<b>18</b>	<b>Seal and execution of documents</b>	<b>40</b>
	Custody of Seal	40
	Execution of documents	40
<b>19</b>	<b>Surplus assets on winding up or dissolution</b>	<b>40</b>
<b>20</b>	<b>Accounts, audit and records</b>	<b>41</b>
	Accounts	41
	Audit	41
	Rights of Inspection	41
<b>21</b>	<b>Notices</b>	<b>41</b>
	Persons authorised to give notices	41
	Method of giving notices	42
	Addresses for giving notices to Members	42
	Address for giving notices to the College	42
	Time notice of meeting is given	42
	Time other notices are given	42
	Proof of giving notices	43
<b>22</b>	<b>Standard replaceable clauses do not apply</b>	<b>43</b>
<b>23</b>	<b>Definitions and Interpretation</b>	<b>43</b>
	Definitions	43
	Interpretation	44
	References to the document	45
	Application of Corporations Act	45
	Exercise of powers	45

# Corporations Act 2001

## Public company limited by guarantee

### Royal Australasian College of Medical Administrators Limited

ACN 004 688 215

#### 1 Name

- 1.1 The name of the company is Royal Australasian College of Medical Administrators (hereinafter called the **College**).

#### 2 Nature of company

- 2.1 The College is a public company limited by guarantee.

#### 3 Liability of Members and guarantee on winding up

- 3.1 The liability of the Members is limited. Every Member undertakes to contribute an amount not exceeding twenty dollars to the assets of the College if it is wound up while ~~he or she is~~[they are](#) a Member or within one [\(1\)](#) year after ceasing to be a Member.

#### 4 Objects

[4.1 The principal object of the College is to enable the delivery of high quality, safe health services and systems for the community by educating, training, and promoting the skills, knowledge, and professional attitudes of specialist medical leaders in health care settings and health related organisations.](#)

[4.2 The College does this by:](#)

[4.2.1 establishing and maintaining standards in medical leadership and management education;](#)

[4.2.2 promoting health equity within the communities we serve, acknowledging the dignity and special needs of diverse groups within the community and including recognition of the commitment to reconciliation for Indigenous People of Australia and Aotearoa/New Zealand and the articles of Te Tiriti o Waitangi for Māori of Aotearoa/New Zealand;](#)

[4.2.3 developing and delivering education, continuing professional development and research programs to promote and advance the principles and practice of medical leadership and management and providing opportunities to bring Members together for their common benefit;](#)

[4.2.4 advocating as the peak body on medical leadership and management issues and related topics, and providing expert advice on high quality,](#)



effective and safe health care, services, and systems for the community;  
and

4.2.5 promoting cooperation and collaboration with organisations, including organisations outside Australia and Aotearoa/New Zealand, with objectives similar to those of the College.

~~4.1 — The principal object of the College is to deliver comprehensive education and training programs to medical managers and other Medical Practitioners who are training for or occupying management roles and positions.~~

~~4.2 — In addition, the College has the following subsidiary objects:~~

~~4.2.1 To examine Medical Practitioners seeking recognition as specialist medical administrators and to admit to Fellowship Medical Practitioners who have attained specialist qualifications and/or specialist expertise in medical administration.~~

~~4.2.2 To provide continuing education to Medical Practitioners to assist them to acquire and maintain skills and competence in medical administration.~~

~~4.2.3 To support Medical Practitioners who are not specialist medical administrators to develop leadership and management skills.~~

~~4.2.4 To assess the competence and performance of Fellows and Associate Fellows and to offer education, training, remediation and support to Fellows and Associate Fellows whose competence and/or performance is assessed as being below an acceptable standard.~~

~~4.2.5 — To promote and advance the study of the principles and practice of health services leadership and management by Medical Practitioners.~~

~~4.2.5A — To address health equity, and in particular health equity for Aboriginal and Torres Strait Island peoples of Australia and Maori of New Zealand.~~

~~4.2.6 To educate the public and other health care professionals about health leadership and management and medical administration.~~

~~4.2.7 To support research in the field of health leadership and management and medical administration.~~

~~4.2.8 To provide advice and to make submissions and representations to governments, political parties, authorities and other bodies on issues relevant to health leadership and management and medical administration.~~

~~4.2.9 To liaise with other medical colleges and representative bodies.~~

~~4.2.10 — To undertake other activities to promote the specialty of medical administration and/or to provide services to Members.~~

## 5 Membership

### Classes of Membership

5.1 The Membership of the College will be divided into five (5) classes:

- 5.1.1 Fellows;
- 5.1.2 Honorary Fellows;
- 5.1.3 Associate Fellows;
- 5.1.4 Candidates; and
- 5.1.5 Affiliates.

### Fellows

5.2 A Fellow must be a Medical Practitioner:

- 5.2.1 who ~~either~~ has been assessed as having satisfactorily completed all components of a training and assessment program approved by the Board from time to time ~~and passed an examination conducted by the College, or in lieu of the training program and examination and subject to clause 5.29,~~ has such other qualifications and experience as the Board considers adequate to qualify for this class of Membership;
- 5.2.2 who meets the standards for participation in continuing ~~education~~ professional development adopted and promulgated by the Board in accordance with clause ~~7.17.1;~~ 7.17.1;
- 5.2.3 who has been admitted by the Board to that class of Membership; and
- 5.2.4 whose Membership has not ceased as a consequence of the provisions of clause ~~99.~~ 99.

### Honorary Fellows

5.3 ~~An~~ The Board must not admit a person as an Honorary Fellow ~~must be~~ unless the person is a Medical Practitioner or a person with other credentials approved by the Board:

- 5.3.1 who has been nominated for admission to that class of Membership in accordance with clause ~~5.205.20;~~ 5.205.20;
- 5.3.2 who in the Board's opinion fulfils the requirements set out in clause ~~5.30;~~ 5.30;
- 5.3.3 who has consented to becoming a Member;
- 5.3.4 who has been admitted by the Board, by a decision supported by at least a three-quarters majority of the Directors present at the meeting of the Board, to that class of Membership; and
- 5.3.5 whose Membership has not ceased as a consequence of the provisions of clause ~~99.~~ 99.

## Associate Fellows

- 5.4 An Associate Fellow must be a Medical Practitioner:
- 5.4.1 who has fulfilled any educational and training and assessment requirements ~~established~~approved by the Board from time to time, or has such other qualifications and experience as the Board considers adequate, to qualify for this class of Membership;
  - 5.4.2 who meets the standards for participation in continuing ~~education~~professional development adopted and promulgated by the Board in accordance with clause ~~7.4~~7.1;
  - 5.4.3 who has been admitted by the Board to that class of Membership; and
  - 5.4.4 whose Membership has not ceased as a consequence of the provisions of clause 99.

## Candidates

- 5.5 A Candidate must be a Medical Practitioner:
- 5.5.1 who is participating in a training and assessment program approved by the Board in preparation for admission as a Fellow;
  - 5.5.2 who has been admitted by the Board to that class of Membership; and
  - 5.5.3 whose Membership has not ceased as a consequence of the provisions of clause 99.

## Affiliates

- 5.6 An Affiliate must be a ~~Medical Practitioner~~person:
- ~~5.6.1 who may but is not required to participate in the continuing education activities of the College;~~
  - 5.6.1 who demonstrates an interest in medical administration and leadership;
  - 5.6.2 who has been admitted by the Board to that class of Membership; and
  - 5.6.3 whose Membership has not ceased as a consequence of the provisions of clause 99.

## Members of the College

- 5.7 Subject to clause 99, the Members of the College are:
- 5.7.1 all persons who were shown on the Register at the time that this ~~constitution~~Constitution came into effect; and
  - 5.7.2 such persons as the Board admits subsequently to Membership in accordance with this ~~constitution~~Constitution.
- 5.8 Any person who was recognised by the College as a ~~Fellow or Honorary Fellow~~Member immediately prior to this ~~constitution~~Constitution coming into effect must be shown on the Register when this Constitution comes into effect, in the class

~~of Membership they had immediately prior as a Fellow or Honorary Fellow respectively when to this constitution Constitution cominges into effect.~~

~~5.9 — Any person who was recognised by the College as a "Member of the Royal Australasian College of Medical Administrators" (MRACMA) immediately prior to this constitution coming into effect is entitled (on their application) to be admitted to Membership and inclusion on the Register as an Associate Fellow or Affiliate when this constitution comes into effect.~~

~~5.10 — Any person who was recognised by the College as a Candidate immediately prior to this constitution coming into effect is entitled (on their application) to be admitted to Membership and inclusion on the Register as a Candidate when this constitution comes into effect.~~

~~5.11 — For the purposes of clause 5.9:~~

~~5.11.1 — an application for Membership as an Associate Fellow will be taken to have been made by a MRACMA who satisfies the educational and training requirements specified in clause 5.4.1 and who:~~

~~(a) — votes on the election specified in clause 11.3.1; or~~

~~(b) — pays the application fee for Membership as an Associate Fellow as determined in accordance with clause 6.1,~~

~~and for the avoidance of doubt, a MRACMA who does not satisfy the educational and training requirements specified in clause 5.4.1 may only apply for membership as an Affiliate for the purposes of clause 5.9.~~

~~5.11.2 — an application for Membership as an Affiliate will be taken to have been made by a MRACMA who pays the application fee for Membership as an Affiliate as determined in accordance with clause 6.1.~~

~~5.12 — An application for membership for persons to whom clause 5.10 applies will be taken to have been made if the person:~~

~~5.12.1 — votes on the election specified in clause 11.3.2; or~~

~~5.9 — pays the application fee for Membership as a Candidate as determined in accordance with clause 6.1. [Omitted].~~

~~5.10 — [Omitted].~~

~~5.11 — [Omitted].~~

~~5.12 — [Omitted].~~

### **Award of an educational qualification does not imply Membership**

5.13 Persons who are awarded an educational qualification by or have completed the training and assessment requirements of, the College will not become Members of the College unless they are otherwise admitted to Membership in one of the classes set out in clause ~~5.4~~5.1.

## Obligations of Members

- 5.14 All Members must do all of the following:
- 5.14.1 pay all fees and subscriptions in accordance with clause ~~66~~ and specifically, in order to maintain Membership, pay the annual subscription in accordance with clause ~~66~~; and
  - 5.14.2 otherwise comply with this ~~constitution~~ Constitution and all applicable Regulations of the College from time to time.
- 5.15 A Member who has not paid their annual subscription by the date set by the Board in accordance with clause ~~66~~ is ineligible, until the arrears are paid in full:
- 5.15.1 to attend any meeting of Members;
  - 5.15.2 if otherwise eligible, to vote at any meeting of Members;
  - 5.15.3 if otherwise eligible, to vote in any election of Directors; and
  - 5.15.4 if otherwise eligible, to be nominated or elected as a Director.

## Rights of Members

- 5.16 Subject to any rights or restrictions applicable to any Members or class of Members:
- 5.16.1 A Fellow has the right to receive notices of and attend, be heard and vote at any general meeting, nominate a person for Honorary Fellowship and nominate a Fellow for Directorship of the College and, subject to clauses ~~11.5~~ 11.5 to ~~11.9~~ 11.9, is eligible to be elected or appointed as a Director or ~~Officeholder~~ Committee member of the College.
  - 5.16.2 An Honorary Fellow or Affiliate has the right to receive notices of and attend and be heard at any general meeting but does not have the right to vote at any general meeting, nominate any person for Honorary Fellowship or Directorship of the College or be elected or appointed as a Director or ~~Officeholder~~ Committee member of the College.
  - 5.16.3 An Associate Fellow or Candidate has the right to receive notices of and attend and be heard at any general meeting but does not have the right to vote at any general meeting. nominate any person for Honorary Fellowship, ~~be appointed as an Officeholder or Directorship~~ or Directorship of the College or be elected or appointed as a Committee member of the College, other than in their class of Membership in accordance with clauses ~~11.1.3~~ 11.1.4 and ~~11.1.4~~ 11.1.5.
    - ~~(a) — nominate any person for Directorship of the College;~~
    - ~~(b) — be elected or appointed as a Director of the College; or~~
    - ~~(c) — vote at any general meeting.~~
  - 5.16.4 A Fellow has the right to use the title "Fellow of the Royal Australasian College of Medical Administrators" and the post-nominals "FRACMA".
  - 5.16.5 An Associate Fellow has the right to use:

5.16.5.1 in the case of an Associate Fellow registered as a Medical Practitioner by a medical registration authority of competent jurisdiction of [Aotearoa](#)/New Zealand or of a State or Territory of Australia— the title "Associate Fellow of the Royal Australasian College of Medical Administrators" and the ~~postnomial~~ [postnominal](#) "AFRACMA"; and

5.16.5.2 in the case of an Associate Fellow registered as a Medical Practitioner by a medical registration authority of another country, or of a state or territory of another country, recognised by the Directors— the title "Associate Fellow of the Royal Australasian College of Medical Administrators (International)" and the ~~postnomial~~ [postnominal](#) "AFRACMA(Int.)".

5.16.6 An Honorary Fellow has the right to use the title "Honorary Fellow of the Royal Australasian College of Medical Administrators" and the post-nominals "FRACMA (Hon)".

5.16.7 Candidates and Affiliates have no right to use any post-nominals identifying their affiliation with the College.

#### **Rights not transferable**

5.17 The rights and privileges of every Member are personal and are not transferable by the Member's own act or by the operation of law except by the proper use of proxies.

#### **Form of application**

5.18 The Board may from time to time prescribe the form in which an application or nomination for admission as a Member must be made.

5.19 Applications for admission as a Fellow, Associate Fellow, Candidate or Affiliate must be signed by the applicant and must be accompanied by:

5.19.1 such documents or evidence as to qualification for the category of Membership applied for as the Board determines; and

5.19.2 an application fee determined in accordance with clause ~~6.1~~ [6.1](#).

5.20 A nomination for admission as an Honorary Fellow must:

5.20.1 be made by a Fellow to whom the nominee is known personally;

5.20.2 set out the reasons for the nomination;

5.20.3 be accompanied by such documents or evidence as to qualification for the category of Honorary Fellowship as the Board determines; and

5.20.4 be signed by the nominator and [one \(1\)](#) other Fellow.

#### **Admission to Membership**

5.21 A person must not be admitted to Membership unless the proposed admission is first approved by the Board.

- 5.22 The Board must consider every application and nomination for Membership as soon as practicable after its receipt and determine whether to accept or reject the application or nomination.
- 5.23 The Board may consider a report and recommendations of the Education and Training Committee or its delegate in relation to applications and nominations for admission to Membership.
- 5.24 The Board may require an applicant or nominee to present in person before it and/or the Education and Training Committee, at a time and place determined by the Board acting reasonably, for the purpose of determining fitness for admission as a Member and/or the appropriate class of Membership.
- 5.25 Subject to clauses ~~5.28 to 5.30~~5.28 to 5.30, the Board in its absolute discretion may:
- 5.25.1 admit any applicant or nominee to Membership;
- 5.25.2 decline to admit any applicant or nominee to Membership, without any obligation to provide reasons;
- 5.25.3 impose conditions on the admission to Membership of an applicant or nominee; and/or
- 5.25.4 suspend final determination about the admission of any other applicant or nominee to Membership pending receipt of further evidence as to any matter of relevance to the application and/or of the prescribed application fee.
- 5.26 If the Board admits an applicant or nominee to Membership, the College must notify the applicant or nominee in writing of the class of Membership to which they have been admitted and of the Membership fee, and send the applicant a copy of the College's ~~constitution~~Constitution.
- 5.27 Membership commences from the date the Board admits the applicant or nominee to Membership, at which time the name and details of the applicant or nominee must be entered in the Register.

**Specific criteria for admission to ~~Membership~~Fellowship**

- 5.28 The Board ~~must~~may only admit to Fellowship an applicant who:
- 5.28.1 is a current Candidate of the College;
- 5.28.2 has paid the application fee and is not in arrears with any fees payable to the College;
- 5.28.3 is not subject to any action by the Board in accordance with clause ~~99~~;
- 5.28.4 has been assessed as having satisfactorily completed all components of ~~the~~a training and assessment program ~~and has passed the examination~~ approved by the Board from time to time~~for the purposes of admission to Fellowship~~; and
- 5.28.5 has applied for Fellowship in accordance with this ~~constitution~~Constitution.

~~5.29 The Board must satisfy itself, before it admits an applicant to Fellowship of the College without examination, that the applicant:~~

~~5.29.1 is a Medical Practitioner;~~

~~5.29.2 is not a resident of Australia, New Zealand or Hong Kong;~~

~~5.29.3 demonstrates ongoing experience of at least 4 years in senior health service management, which may be supported by post-graduate qualifications in management;~~

~~5.29.4 is in good standing in the profession; and~~

~~5.29.5 is recognised by peers and health service leaders as having contributed significantly to the health services of their nation.~~

5.29 [Omitted].

5.30 The Board must not admit a ~~Medical Practitioner~~person as an Honorary Fellow of the College unless, in the Board's opinion:

5.30.1 they are of distinguished eminence;

5.30.2 they have demonstrated significant management skills at a senior executive or academic level;

5.30.3 they have contributed to the improvement of health in their country;

5.30.4 they are recognised as a leader in their field of endeavour; and

5.30.5 ~~their~~that person's admission as an Honorary Fellow will contribute to the standing of the College.

### **Register of Members**

5.31 A register of the Members of the College must be kept in accordance with the Corporations Act.

5.32 The following details must be entered in the Register in respect of each Member:

5.32.1 The full name of the Member.

5.32.2 The address, telephone and facsimile numbers and ~~email~~e-mail address, if any, of the Member.

5.32.3 The class of Membership.

5.32.4 The date of admission to and cessation of Membership.

5.32.5 The date of last payment of the Member's annual subscription.

5.32.6 Such other information as the Board requires from time to time.

5.33 Each Member must notify the Secretary in writing of any change in their name, address, telephone or facsimile number or ~~email~~e-mail address within one month after the change.



## 6 Fees and subscriptions

- 6.1 The application fee payable by an applicant for Membership is such sum as the Board prescribes from time to time in respect of each class of Membership.
- 6.2 The annual subscription payable by each Member is such sum as the Board prescribes from time to time in respect of each class of Membership.
- 6.3 The Board or its delegate may prescribe fees from time to time for participation in training [and assessment](#) programs offered by the College, save that fees for participation in the College's training [and assessment](#) program for Fellowship must not be levied on Candidates unless the fees have been approved by the Board.
- 6.4 The Board or its delegate may prescribe other fees for services the College provides to Members and others as it determines from time to time.
- 6.5 The Board may set a date on which all annual subscriptions and/or fees are due and payable and may impose an additional fee or fees if subscriptions and/or fees are not received by the due date. The Board may determine that subscriptions and/or fees are payable in advance.
- 6.6 The Board must not apply application fees or annual subscriptions to Honorary Fellows.
- 6.7 The Board may determine that Members who meet prescribed conditions are to be exempted, partially or in full, temporarily or permanently, from liability for some or all subscriptions or fees.

## 7 Continuing ~~education~~ [professional development](#)

- 7.1 The Board, with the advice of the Education and Training Committee, may from time to time adopt and promulgate to Fellows and Associate Fellows binding standards defining the amount and type of continuing ~~education~~ [professional development](#) in which Fellows and Associate Fellows must participate as a condition of ongoing Membership in those classes.

## 8 Periodic demonstration of continuing competence

- 8.1 The Board may require Fellows and/or Associate Fellows to periodically demonstrate continuing competence as a condition of their continuing Membership in those classes, providing the Board's requirements are described in a ~~regulation or policy~~ [Regulation](#) which:
- 8.1.1 ~~subject to clause 9.15,~~ applies equally to all Members within a designated Membership class; and
- 8.1.2 is approved by at least three-quarters of the Fellows present, in person or by proxy, at a general meeting.
- 8.2 The Board's ~~regulation or policy~~ [Regulation](#) for demonstrating continuing competence may include the following requirements:

8.2.1 Subject to clause ~~8.3~~8.3, a requirement for periodic recertification by the College of the competence of each Fellow or Associate Fellow as a condition of their ongoing Membership in that class.

8.2.2 Provision for the College to assess and provide a report on the current competence and performance as a specialist medical administrator of any Fellow ~~or Associate Fellow~~ at the request of a specific regulatory or employing authority or other entity recognised by the Board, but only where required by law or with the explicit consent of the Fellow or Associate Fellow.

8.3 The College must assist any Fellow or Associate Fellow who fails to demonstrate continuing competence in accordance with the Board's ~~regulation or policy~~Regulation to regain competence by providing reasonable educational and professional support, at reasonable cost to the Fellow.

## 9 Cessation or suspension of, or the imposition of conditions on, Membership

### Resignation

9.1 A Member may resign from Membership of the College by giving notice in writing to the Secretary.

9.2 The resignation of a Member takes effect from sixty (60) business days following the date of receipt of the notice of resignation or such later date as may be specified in the notice.

### Failure to pay

9.3 Any Member:

9.3.1 whose fees or subscriptions are in arrears for a period of ~~14~~six (6) months or more from the due date for payment; and

9.3.2 who has been given notice in accordance with clause ~~21.3~~21.3 requiring payment of the overdue amount within the period specified in the notice (which must be not less than fourteen (14) days) and stating that if such payment is not made ~~his or her~~their Membership will terminate ~~—~~

ceases to be a Member if the overdue amount is not paid within the period specified in the notice.

### Failure to comply with the College's continuing ~~education~~professional development requirements

9.4 It is a condition of continuing Membership of the College that Members meet the College's continuing ~~education~~professional development requirements as defined in standards adopted and promulgated by the Board in accordance with clause ~~7.1~~7.1.

9.5 The College may undertake an audit from time to time or on an ongoing basis to determine compliance by a Member or Members with the Board's standards for participation in continuing ~~education~~professional development.

- 9.6 The College may require a Member or Members to sign a statement of compliance with the Board's standards for participation in continuing ~~education~~professional development.
- 9.7 If the Board concludes that a Member has not complied with the Board's standards for participation in continuing ~~education~~professional development the Board must provide the Member with an opportunity to remedy the non-compliance within a period of time and in accordance with actions which the Board, acting reasonably, specifies.
- 9.8 If a Member fails to remedy the non-compliance within the specified period of time, the Board may remove the Member from Membership if that action is ~~supported~~approved by resolution of a three-quarters majority of the whole number of Directors.
- 9.9 Before removing a Member from Membership for non-compliance with the Board's standards for continuing ~~education~~professional development, the Member must be provided with an opportunity to present, in writing or in person, an explanation to the Board.

#### **Failure to demonstrate continuing competence**

- 9.10 If the Board implements requirements for Fellows or Associate Fellows to demonstrate continuing competence as provided for in clause ~~8-18.1~~, subject to clause ~~8-38.3~~, the Board may by resolution of a three quarters majority of the whole number of Directors ~~appointed as Directors at that time~~, remove a Fellow or Associate Fellow from Membership in the relevant class if the Fellow or Associate Fellow fails to comply with those requirements.
- 9.11 Before removing a Fellow or Associate Fellow from Membership in the relevant class for failing to demonstrate continuing competence the Fellow or Associate Fellow must be provided with an opportunity to present, in writing or in person, an explanation to the Board.

#### **~~Revocation~~Failure to maintain or revocation or suspension of registration**

~~9.12~~ — A Member ceases to be a Member if ~~;~~:

~~9.12.1~~ — ~~;~~ other than if they are an Honorary Fellow, they fail to maintain registration as a Medical Practitioner ~~;~~; or

9.12 — a Competent Authority revokes their registration as a Medical Practitioner.

~~9.12.2~~ —

#### **Prejudicial conduct**

- 9.13 The Board may by three-quarters majority of the number of Directors appointed as Directors at that time, resolve that the reputation or interests of the College would be harmed by a Member's continuing Membership and that:
- 9.13.1 the Member will be expelled from Membership;
- 9.13.2 the Member's Membership will be suspended, in which case all rights associated with that Membership also will be suspended; or

- 9.13.3 the Member will be required to comply with requirements reasonably imposed by the Board as a condition of their continuing Membership.
- 9.14 The factors that may be taken into account for the purposes of clause ~~9.13~~[9.13](#) include but are not limited to:
- 9.14.1 a substantial or consistent failure to attain or maintain reasonable standards of competence and/or performance, providing that the Board must not expel a Member unless the College has made reasonable efforts to support the Member to attain a reasonable standard of competence and/or performance;
- 9.14.2 conduct, whether occurring in the practice of medical administration or otherwise, which if established would justify in the opinion of a reasonable person a finding that a Member is not of good reputation and character and/or is not a fit and proper person ~~to continue the specialist practice of medical administration~~;
- 9.14.3 conduct by a Member of a nature which is contrary to that prescribed in any ~~regulations or policy~~[Regulations](#) concerning the conduct of Members made by the Board in accordance with clause ~~12.2~~[12.2](#);
- 9.14.4 the Member is found guilty of unprofessional conduct (howsoever termed) by a Competent Authority; and/or
- 9.14.5 the Member is found guilty of an indictable offence.
- 9.15 ~~[Omitted]. The Board, acting reasonably, may require a Member, as a condition of continuing Membership, to undergo one or more assessments of competence to enable the Board to reach a conclusion about whether the Member has exhibited a substantial or consistent failure to maintain reasonable standards of competence.~~
- 9.16 A Member must:
- 9.16.1 be given at least [forty \(40\)](#) business days' written notice that the Board proposes considering a resolution of the kind referred to in clause ~~9.13~~[9.13](#); and
- 9.16.2 be given the opportunity to make oral or written submissions to the Board at the meeting at which the resolution is considered, before the Board considers the resolution.
- 9.17 Despite any other clause in this ~~constitution~~[Constitution](#), the Board must not remove from Membership a Member who is a Director of the College. If a Member who is a Director is no longer considered suitable for Membership of the College by a simple majority of Directors the following provisions will apply:
- 9.17.1 The Directors must give at least [forty \(40\)](#) business days' written notice to the Member of any intention to recommend at a general meeting removal of the Member from the Register so as to enable the Member to provide written representations to the College.
- 9.17.2 Where any written representations are made by the Member and the Member requests that the representations are notified to Members of the College, the College must:

- (a) state, in any notice of the resolution given to Members of the College, that the representations have been made; and
- (b) send a copy of the representations to every Member of the College to whom the notice of the meeting has been or is to be sent.

- 9.17.3 The requirements in clause ~~9.17.2~~9.17.2 do not apply if the College receives the representations too late for it to satisfy those requirements.
- 9.17.4 If a copy of the representations is not sent because they were received too late or because of the College's default, the Member may, without affecting any right to be heard orally, require the representations be read out at the meeting.
- 9.17.5 Copies of the representations need not be sent out and the representations need not be read out at the meeting if the Directors are satisfied on reasonable grounds that the rights conferred by clause ~~9.17.2~~9.17.2 are being abused to secure needless publicity for defamatory matter.
- 9.17.6 An ordinary resolution of Members is required to pass the necessary resolution to remove a member under clause ~~9.17~~9.17.

#### ~~No requirement to give reasons~~

- 9.18 ~~[Omitted]. The Directors do not have to give reasons for removing any Member from Membership or for recommending the removal of any Member who is a Director from Membership.~~

#### Consequences of cessation of Membership

- 9.19 Any Member who ceases to be a Member pursuant to the provisions of this clause ~~99~~99:
  - 9.19.1 remains liable for any unpaid annual subscription or other fees that are owing to the College;
  - 9.19.2 forfeits all rights and privileges which as a Member they did or may have enjoyed;
  - 9.19.3 must surrender to the College all certificates and titles ~~issues~~issued by the College; and
  - 9.19.4 must cease to represent themselves as a Member including using any of the titles and/or post-nominals described in clauses ~~5.16.4~~5.16.4 to ~~5.16.6~~5.16.6 as applicable.
- 9.20 It is a condition of Membership of the College that all communications arising under or incidental to any allegation or complaint against a Member and the proceedings at which they are considered will be absolutely privileged and protected accordingly. No Member against whom an allegation has been made for the purpose of this clause ~~99~~99 or who has been given the opportunity to show cause why ~~he or she~~they should not be expelled, suspended or required to comply with requirements reasonably imposed by the Board as a condition of continuing Membership may commence or prosecute any action or legal proceedings for defamation against any

Member or Director of the College who gave evidence (orally or in writing) or exercised any power or duty in their role as a Member or Director of the College.

- 9.21 Clause ~~9.20~~[9.20](#) will not protect any person against legal liability (if any) for making with express malice a statement which they know is false.

### **Removal from the Register**

- 9.22 The Board must cause the name of any person who is no longer a Member to be removed from the Register.

### **Power of Board to reinstate**

- 9.23 The Board may by three-quarters majority of the number of Directors appointed as Directors at that time, reinstate to Membership a person whose Membership has ceased as a consequence of a previous resolution of the Board or the operation of clause ~~9.12~~[9.12](#).

## **10 General meetings**

### **Convening of meetings by Directors**

- 10.1 Any Director may convene a general meeting.

### **Convening of meetings by Members**

- 10.2 The Directors must call and arrange to hold a general meeting if required to do so under the Corporations Act.

### **Annual general meetings**

- 10.3 Annual general meetings of the College must be held in compliance with the Corporations Act.
- 10.4 The College must hold an annual general meeting at least once in each calendar year and within [five \(5\)](#) months after the end of its financial year.
- 10.5 Annual general meetings are to be held in addition to other general meetings held by the College in the year.
- 10.6 The business of an annual general meeting may include any of the following, even if not referred to in the notice of meeting:
- 10.6.1 consideration of the annual financial report, Directors' report and Auditor's report;
  - 10.6.2 the election of Directors;
  - 10.6.3 the appointment of the Auditor; and
  - 10.6.4 the fixing of the Auditor's remuneration.
- 10.7 The chairperson of an annual general meeting must allow a reasonable opportunity for Members entitled to do so at the general meeting to ask:
- 10.7.1 the Directors questions or make comments on the management of the College; and

- 10.7.2 the Auditor or its representative questions relevant to the conduct of the audit and the preparation and content of the Auditor's report.

### **Notice of general meeting**

- 10.8 Unless otherwise agreed by Members in accordance with the Corporations Act, at least [twenty-one \(21\)](#) days' written notice must be given of a general meeting (exclusive of the day on which notice is served or deemed to be served but inclusive of the day for which notice is given). The notice must specify the place, the day and the hour of the meeting, the technology that will be used to facilitate the meeting if the meeting is to be held in [two \(2\)](#) or more places, the general nature of the business to be transacted and any other matters as are required by the Corporations Act.
- 10.9 The accidental omission to give notice of any general meeting to, or the non-~~r~~receipt of notice by, a person entitled to receive notice does not invalidate a resolution passed at the general meeting.

[10.9A Any person entitled to receive a notice of meeting may elect for that notice to be provided in physical or electronic form. The College must take reasonable steps to comply with such an election.](#)

[10.9B To the extent permitted by the Corporations Act and any other applicable law, any document that is required or permitted to be given to a Member and that relates to a general meeting \(including, but not limited to, any notice of meeting\) may be given by means of electronic communication, or by giving the Member \(by means of an electronic communication or otherwise\) sufficient information to allow the person to access the document electronically.](#)

### **Persons entitled to notice of meeting**

- 10.10 Notice of every general meeting must be given by a method authorised by this ~~constitution~~[Constitution](#) to all of the following persons:
- 10.10.1 Every Member.
  - 10.10.2 Every Director.
  - 10.10.3 The Auditor for the time being, if any.
- 10.11 No other person is entitled to receive notices of general meetings.

### **Attendance of Directors at general meetings**

- 10.12 All Directors are entitled to attend and be heard at all general meetings.

### **Cancellation of general meetings**

- 10.13 The Directors may at any time after a notice of a general meeting has been given, postpone or cancel a general meeting other than a general meeting they are required to convene and hold under the Corporations Act.
- 10.14 A meeting may only be postponed or cancelled in accordance with clause ~~40.13~~[10.13](#) if notice of the cancellation is given to all persons entitled to receive notice of the meeting at least [two \(2\)](#) business days prior to the time of the meeting as specified in notice of the meeting.



## Quorum at general meetings

- 10.15 Business may not be transacted at a general meeting unless a quorum of fifteen (15) Fellows is present by person, proxy or representative at the time when the meeting proceeds to business. For the purpose of determining whether a quorum is present, a person attending as a proxy or as a representative of a Member is treated as being a Member. If a Member has appointed more than one proxy or representative, only one of them may be counted.
- 10.16 If a quorum is not present within half an hour from the time appointed for the meeting or a longer period allowed by the chairperson:
- 10.16.1 if the meeting was convened by or at the requisition of Members it must be dissolved; or
  - 10.16.2 otherwise, it must stand adjourned to the same day in the next week at the same time and place or to another day and at another time and place determined by the Directors.
- 10.17 If a meeting has been adjourned to another time and place determined by the Directors under clause ~~10.16.2~~, 10.16.2, not less than seven (7) days' notice of the adjourned meeting must be given in the same manner as in the case of the original meeting.
- 10.18 At the adjourned meeting three (3) Fellows present is a quorum but if a quorum is not present within half an hour after the time appointed for the meeting, the meeting must be dissolved.

## Chairperson

- 10.19 The President is entitled to preside as chairperson at every general meeting.
- 10.20 If the President is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act as chairperson of the meeting, the first person listed below who is present and willing to act as chairperson of the meeting is entitled to preside:
- 10.20.1 The ~~Vice-President-Elect~~.
  - 10.20.2 A Fellow who is a Director, elected by the Fellows present by a simple majority vote.
  - 10.20.3 A Fellow who is not a Director, elected by the Fellows present by a simple majority vote.
- 10.21 Subject to the terms of this ~~constitution~~ Constitution dealing with adjournment of meetings, the ruling of the chairperson on all matters relating to the order of business or the procedure and conduct of a general meeting is final and no motion of dissent from a ruling of the chairperson may be accepted.
- 10.22 The chairperson, at ~~his or her~~ their discretion, may expel any person from a general meeting if the chairperson reasonably considers that the person's conduct is inappropriate.



## Adjournment of meetings

- 10.23 The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting to another time and another place.
- 10.24 The only business that may be transacted at the meeting which resumes an adjourned meeting is the business left unfinished at that adjourned meeting.
- 10.25 When a meeting is adjourned for [thirty \(30\)](#) days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- 10.26 Except where a meeting is adjourned for [thirty \(30\)](#) days or more, it is not necessary to give a notice of an adjournment or of the business to be transacted at an adjourned meeting.

## Voting

- 10.27 At a general meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is demanded before that vote is taken or before the result is declared or immediately after the result is declared.
- 10.28 If a poll is not duly demanded, a declaration by the chairperson that a resolution has been carried on a show of hands or carried unanimously or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the College is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.
- 10.29 A poll may be demanded by either:
- 10.29.1 the chairperson; or
  - 10.29.2 at least [five \(5\)](#) Members who are entitled to vote on the resolution.
- 10.30 The demand for a poll may be withdrawn.
- 10.31 The demand for a poll does not prevent the continuation of a meeting for the transaction of business other than the question on which a poll is demanded.
- 10.32 If a poll is duly demanded, it must be taken in the manner and, except as to the election of chairperson or on a question of adjournment, either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll is the resolution of the meeting at which the poll is demanded.
- 10.33 A poll demanded on the election of a chairperson or on a question of adjournment must be taken immediately.
- 10.34 Each Member who is entitled to vote may vote in person or by proxy.
- 10.35 Subject to clause ~~10.52~~[10.52](#), on a show of hands every Member present who is entitled to vote has one [\(1\)](#) vote.
- 10.36 On a poll every Member present in person or by proxy who is entitled to vote has one [\(1\)](#) vote.
- 10.37 Unless otherwise provided in this ~~constitution~~[Constitution](#), the chairperson is entitled to a second or casting vote.

## **Objections to voter qualification**

- 10.38 No objection may be raised to the qualification of a voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- 10.39 An objection must be made before a vote is taken.
- 10.40 An objection to the qualification of a voter must be referred to the chairperson, whose decision is final.
- 10.41 A vote is valid for all purposes even if it is discovered subsequently that objection could have been taken to the qualification of the voter.

## **Mode of general meetings**

- 10.42 A general meeting may be called or held at [two \(2\)](#) or more venues using technology that gives the members as a whole a reasonable opportunity to participate. The Members may otherwise regulate their meetings as they see fit.

### 10.42A Without limiting rule 10.42, and subject to any applicable law:

10.42A.1 a general meeting of the College may be convened using virtual meeting technology provided it gives the Members, as a whole, a reasonable opportunity to participate (including to ask questions and make comments both orally and in writing);

10.42A.2 a general meeting conducted using virtual meeting technology may be held at one (1) or more physical venues, or using virtual meeting technology only; and

10.42A.3 a person who attends and participates in a general meeting pursuant to this rule 10.42A (whether at a physical venue or by using virtual meeting technology) is taken for all purposes to be present in person at the meeting.

### 10.42B If a general meeting of the College is to be convened in accordance with rule 10.42A, subject to any applicable law:

10.42B.1 the Board may prescribe the Regulations, rules and procedures in relation to the manner in which the general meeting is to be conducted; and

10.42B.2 the inability of one (1) or more members to access, or to continue to access, the general meeting using any virtual meeting technology will not affect the validity of a general meeting or any business conducted at a general meeting, provided that sufficient members are able to participate in the general meeting as required by rule 10.15 or 10.18 (as applicable).

## **Resolution in writing**

- 10.43 A resolution in writing signed by all Members, excluding Members who have been given leave of absence, is to be treated as a determination of the Members passed at a meeting of the Members duly convened and held.
- 10.44 A resolution in writing may consist of several documents in like form, each signed by one [\(1\)](#) or more Members and if so signed it takes effect on the latest date on which a Member signs one of the documents.

- 10.45 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Members is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

### Proxies

- 10.46 A Member who is entitled to vote may appoint another person as their proxy to attend and vote on their behalf.
- 10.47 A proxy must be a Member of the College in the same class as the Member who appoints them and must not be ineligible to vote because of the application of clause ~~5.15~~5.15.
- 10.48 A document appointing a proxy must be in writing, in any form permitted by the Corporations Act, signed by the Member making the appointment and deposited at the College's office not less than forty-eight (48) hours before the time appointed for the holding of the Meeting.
- 10.49 A document appointing a proxy:
- 10.49.1 shall be deemed to confer authority to demand or join in demanding a poll;
  - 10.49.2 subject to clause ~~10.50~~10.50, shall be valid only for the meeting at the place and time specified in the original notice of meeting; and
  - 10.49.3 may be withdrawn prior to the meeting by notice in writing to the Secretary; ~~and~~.
- 10.50 If a general meeting is adjourned, an appointment and any authority received by the College at least forty-eight (48) hours before the resumption of the meeting are effective for the resumed part of the meeting.
- 10.51 A document appointing a proxy may specify the manner in which the proxy is entitled to vote in respect of a particular resolution and, where the document so provides, the proxy is not entitled to vote on the resolution in any other way.
- 10.52 Except as expressly provided by the document appointing the proxy, an appointment of a proxy confers authority to do all things that the Member appointing the proxy can do in respect of a general meeting, except that the proxy is not entitled to vote on a show of hands.
- 10.53 A vote given in accordance with the terms of a proxy document is valid despite the occurrence of any one or more of the following events if no intimation in writing of any of those events has been received by the Secretary before the commencement of the meeting or adjourned meeting at which the document is used:
- 10.53.1 the previous death or unsoundness of mind of the principal; or
  - 10.53.2 the revocation of the instrument or of the authority under which the instrument was executed.

### Postal ballots

- 10.54 The Board may submit any question or resolution that is not required to be passed as a special resolution (as that term is defined in the Corporations Act) to the vote of all Members entitled to vote by means of a ~~postal~~ ballot (which may be conducted by

[way of a postal ballot, an electronic ballot, or a combination of a postal and electronic ballot](#)).

- 10.55 The Board will determine:
- 10.55.1 the form of the ballot paper;
  - 10.55.2 the polling date; and
  - 10.55.3 whether the ~~postal~~ ballot is to be a secret ~~postal~~ ballot.
- 10.56 The following provisions will apply to any question or resolution submitted to Members entitled to vote by means of a postal ballot:
- 10.56.1 The polling date must be not less than [nine \(9\)](#) weeks and not more than [four \(4\)](#) months after the making of the determinations provided for in clause ~~10.55~~[10.55](#).
  - 10.56.2 Where it has been determined that the ~~postal~~ ballot is to be a secret postal ballot, the Board will determine the manner in which the ballot will be taken in order to ensure its secrecy.
  - 10.56.3 The Secretary must cause one ballot paper ~~to be forwarded by post to each Fellow at least 5~~[\(where the ballot is to be conducted by way of a postal ballot\) or ballot instructions \(where the ballot is to be conducted by electronic means\) to be forwarded in accordance with clause 21.3 and 21.4 to each Fellow at least five \(5\)](#) weeks before the polling date.
  - 10.56.4 Only votes that are received by the Secretary on or before the polling date will be counted.
  - 10.56.5 If any question arises as to the validity of any vote it will be determined by the President, the ~~Vice-President-Elect~~ and the Secretary and their determination will be final.
  - 10.56.6 The proposed resolution will be by simple majority according to the number of valid votes for and against the resolution. If there is an equality of votes, the President will have a casting vote.
  - 10.56.7 The proposed resolution and the number of valid votes for and against respectively will be entered in the book of proceedings of the College and signed by the President and the Secretary.
  - 10.56.8 No resolution will be deemed to be invalid because a ballot paper ~~was or~~ [ballot instructions \(as applicable\) were](#) not received by any Fellow at ~~his or her~~[their](#) registered address or by the College.
  - 10.56.9 Any duties required by this clause to be performed by the President, ~~Vice-President-Elect~~ and/or Secretary will in their absence be performed by ~~another Officeholder of the College or~~ the Chief Executive.
- 10.57 Any resolution deemed by virtue of clause ~~10.56~~[10.56](#) to be passed will, subject to the Corporations Act and other than in the case of a special resolution, have the same effect and operation as if it were a resolution passed validly at a general meeting of Members held on the polling date.

~~10.58 — For the avoidance of doubt, clauses 10.54 to 10.57 do not apply to the conduct of a ballot for the election of a person as a Director under clause 11.2.~~

## 11 **Directors and Officeholders**

### Composition of the Board

11.1 ~~The~~ Subject to clause 11.2, the Board will comprise the following ~~10 or 11~~ Directors and Office Holders:

~~11.1.1~~ 11.1.1 a President;

~~11.1.2~~ 11.1.2 a Vice-President, a Chairperson of the Education and Training Committee and a Chairperson of the Finance and Audit Committee, all of whom are Fellows a President-Elect, who is a Fellow nominated and elected to ~~these positions~~ that position by those Fellows of the College entitled to vote at a general meeting;

~~11.1.3~~ 11.1.3 ~~3~~ five (5) additional Fellows nominated and elected by those Fellows of the College entitled to vote at a general meeting;

~~11.1.4~~ 11.1.4 ~~4~~ two (2) Associate ~~Fellow~~ Fellows nominated and elected by those Associate Fellows of the College entitled to vote on their election;

~~11.1.5~~ 11.1.5 ~~one~~ (1) Candidate nominated and elected by those Candidates of the College entitled to vote on their election;

~~11.1.6~~ 11.1.6 ~~one~~ (1) or ~~two~~ (2) additional persons appointed by the elected Directors in accordance with clause ~~11.18~~ 11.18, at least one of whom is not a Medical Practitioner and each of whom brings relevant expertise to the Board in ~~the~~ the areas of business, education and/or community; ~~and~~

~~11.1.7~~ 11.1.7 ~~if none of the Fellows nominated and elected pursuant to clause 11.1.3 is ordinarily a resident of Aotearoa/New Zealand, one (1) additional Fellow appointed by the elected Directors, such Fellow to be ordinarily resident of Aotearoa/New Zealand and appointed on the recommendation of the Aotearoa/New Zealand jurisdictional committee.~~

### Transitional: ~~first~~ provision – 2023 Board changes

~~11.2 — Notwithstanding clause 11.1, the Board on and from 1 March 2010 will comprise those Fellows who were appointed to the Board with effect from midnight 28<sup>th</sup> February 2010 in accordance with the Constitution at that time.~~

~~11.3 — As soon as reasonably practicable after 1 March 2010 the Board must do each of the following:~~

~~11.3.1 — hold an election from amongst the Associate Fellows to appoint one of their number to the Board;~~

~~11.3.2 — hold an election from amongst the Candidates to appoint one of their number to the Board; and~~

~~11.3.3 make the appointment of an additional director with special expertise who complies with clause 11.1.5.~~

~~11.4 The elections for the appointment of an Associate Fellow and Candidate pursuant to clauses 11.3.1 and 11.3.2 will be in accordance with processes established by the Board, provided that they are in accordance with clause 11.6.~~

11.2 The following provisions apply on and from 30 August 2023 (Transition Date):

11.2.1 Notwithstanding anything to the contrary in this Constitution:

- (a) the person holding office as President immediately before the Transition Date shall continue in that position until the expiry of the term for which the person was elected;
- (b) the person holding office as Vice-President immediately before the Transition Date shall continue to hold that office until the earlier of the following:
  - (i) the expiry of the term for which the Vice-President was elected in accordance with the Constitution in effect prior to the Transition Date; or
  - (ii) the person steps down or resigns from that office—  
at which time the office of Vice-President ceases;
- (c) the person holding office as Chairperson of the Education and Training Committee and the person holding office as Chairperson of the Finance and Audit Committee immediately before the Transition Date shall each continue to be a Director until the term for which they were elected expires, and shall continue in their role as Chairperson unless and until the Board appoints another person to that role under clause 14.4; and
- (d) except as otherwise provided in this clause, each person who was a Director or member of a standing Committee of the Board immediately before the Transition Date will continue in that office or position until the earlier of the expiry of the term for which they were elected or appointed, or they step down or resign.

11.2.2 Following the end of the term of the President, or of a Director or Committee member referred to in clause 11.2.1, the relevant office or position shall be filled by election or appointment (as applicable) in accordance with this Constitution as in force after the Transition Date.

11.2.3 The Board must procure that the following occurs by the end of the first annual general meeting after the Transition Date:

- (a) a person is elected and appointed as the President-Elect;
- (b) one (1) additional Director is elected and appointed pursuant to clause 11.1.4; and

(c) if clause 11.1.7 applies, one (1) additional Director is elected and appointed pursuant to that clause.

11.2.4 The taking effect of this clause 11.2 does not invalidate the election, appointment or employment of any Director, Committee member or employee of the College that was in effect before the Transition Date.

### **President and President-Elect**

11.3 Subject to clause 11.2 and 11.4, the person who is President-Elect shall be appointed to be the President for a term commencing at the end of the annual general meeting following expiry of the term of the current President (**President Commencement Date**), and expiring at the end of the second annual general meeting following the President Commencement Date (**Presidential Term**).

11.4 If:

11.4.1 the President resigns or ceases to hold office before the expiry of their term (**Vacating President**), the President-Elect shall become President and shall be appointed for a term which will end at the third Annual General meeting after the President-Elect takes office as President pursuant to this clause 11.4.1 ; or

11.4.2 a vacancy arises in the office of the President other than a vacancy to which clause 11.4.1 applies:

(a) the President-Elect may perform the functions of the President during the period of the vacancy; and

(b) the Board may nominate another Director to perform the functions of the President-Elect during the period of the vacancy;

11.4.3 the President-Elect resigns or ceases to hold office before expiry of their term (including in accordance with clause 11.4.1) (**Vacating President-Elect**):

(a) the Board shall appoint a Fellow who is, or is eligible to be appointed as, a Director to perform the functions of President-Elect until a new President-Elect is elected at a general meeting; and

(b) the Board shall procure that, no later than the next annual general meeting after the Vacating President-Elect resigns or ceases to hold office, an election for President-Elect is conducted in accordance with clause 11.1.2.

### **Eligibility for election or appointment as a Director**

11.5 At any time, a maximum of **two (2)** Fellows who **primarily** reside in a single state or territory of Australia or in **Aotearoa**/New Zealand or Overseas may serve as elected Directors. Once **two (2)** Fellows who **primarily** reside in a single state or territory of Australia or in **Aotearoa**/New Zealand or Overseas have been elected or appointed to the Board, other Fellows who **primarily** reside in that state or territory of Australia or in **Aotearoa**/New Zealand or Overseas (as relevant) will be ineligible for election.

11.6 For the purposes of ~~this clause,~~ 11.5:



~~11.5~~11.6.1 residency will be determined at the polling date save that a Director ~~or Officeholder~~ who moves their primary place of ~~residency~~residence from Australia or Aotearoa/New Zealand to Overseas during their term of office will be taken to have resigned their position~~-;~~ and

11.6.2 the President and President-Elect are excluded in determining the maximum number of Fellows who primarily reside in a single state or territory of Australia or in Aotearoa/New Zealand or Overseas who may serve as elected Directors; and

11.6.3 the nomination or election of two (2) Fellows primarily residing in a State or Territory of Australia or in Aotearoa/New Zealand does not prevent a Fellow primarily resident in that State or Territory or Aotearoa/New Zealand from standing for election as President-Elect or becoming President.

11.7 A Member is ineligible~~-;~~:

~~11.6~~11.7.1 to be elected as a Director unless written notice of their nomination is given to the College and the written notice is:

~~11.6.1~~(a) signed by two (2) Members of the same class of Membership as the nominee and accompanied by a properly completed consent to act form that satisfies the requirements of the Corporations Act; and

~~11.6.2~~(b) delivered or sent by post or facsimile, or e-mail, or by other electronic means, -to the Office at least thirty (30) business days before the annual general meeting.

~~11.7~~11.7.2 A Member is ineligible to be elected or appointed as a Director if they:

~~11.7.1~~(a) are in arrears in payment of their annual subscription; and/or

~~11.7.2~~(b) are subject to any action by the Board in accordance with clause 99.

11.8 The President is ineligible to be ~~elected~~appointed to that position for a second consecutive term, ~~save that this~~.

~~11.8~~ ~~clause does not become operative until the third annual general meeting convened after this constitution comes into effect.~~

11.9 The term of appointment of a Director shall be limited as follows:

~~11.9~~11.9.1 AnySubject to clause 11.9.2, any person who has a continuous period of service of ~~12~~nine (9) years as a ~~member of the Council and/or Director of the Board and/or Officeholder~~ Director (including periods of service as a ~~member of Council and/or as an Officeholder~~ Director before this ~~constitution~~Constitution came into effect) is deemed to have resigned as a Director and is ineligible to be elected or appointed as a Director within twelve (12) months after the end of that continuous period of service. Any person to whom this clause applies will become eligible to apply for election or appointment for a further term as a Director twelve (12) months after the end of that continuous period of service. The period of service will be determined at the voting or appointment date, as applicable.



11.9.2 The period during which a person holds office as President or President-Elect holds is not to be taken into account in the calculation of a continuous period of service for the purpose of clause 11.9.1.

### **Election as a Director**

11.10 Fellows may be nominated for election to more than one (1) position on the Board but a Fellow who has been elected to a position on the Board is ineligible to be elected or appointed to any other position on the Board.

11.11 Subject to there being vacancies in the relevant positions, votes for election to positions on the Board will be counted in the following order:

11.11.1 Votes for election of the President-Elect.

~~11.11.2 Votes for election of the Vice-President.~~

~~11.11.3 Votes for election of the Chairperson of the Education and Training Committee.~~

~~11.11.4 Votes for election of the Chairperson of the Finance and Audit Committee.~~

~~11.11.5~~11.11.2 ~~Votes for election of three~~Subject to clause 11.1.3,  
votes for election of five (5) Fellows as Directors.

11.12 If the number of eligible nominees for election to each of the positions referred to in clauses ~~11.1.1~~11.1.1 to ~~11.1.4~~11.1.2:

11.12.1 does not exceed the number of vacancies available, the nominee or nominees will be deemed to have been duly elected and will be declared as such at the annual general meeting; or

11.12.2 exceeds the number of vacancies available, the Board must appoint a returning officer or returning officers and conduct a postal ballot or electronic ballot or ballots prior to the annual general meeting in accordance with procedures it defines from time to time.

11.13 Subject to clause 11.14, election ~~Election~~ of Directors will be ~~by a simple majority of~~  
determined as follows:

~~11.13.1~~11.13.1 where there is only one (1) position being contested,  
the ~~Members~~candidate who ~~vote~~receives the highest number of votes of  
valid votes for ~~each~~that position- is elected; and

11.13.2 where there is more than one (1) position being contested:

(a) the candidate who receives the highest number of valid votes cast is elected first;

(b) the candidate who receives the next highest number of valid votes cast is elected second; and

(c) where there are three (3) or more positions being contested, the process set out in clauses (a) and (b) is repeated until all positions are filled.

- 11.14 If [two \(2\)](#) or more eligible nominees for election to a Director's position receive an equal number of votes, the successful candidate will be determined by lot.

#### **Appointment of Directors to casual vacancies and vacancies for which there are no nominees**

- 11.15 If there are no eligible nominees for election to a position of a Director, or if a casual vacancy in an elected position of Director ([including the President-Elect](#)) arises, the Board may appoint from among those Members who would be eligible to be elected a Director to serve in that position until the next annual general meeting.
- 11.16 Subject to clauses ~~11.5 to 11.9~~[11.5 to 11.9](#), a Director appointed to a vacancy for which there are no nominees is eligible for election for a full term at the next annual general meeting.
- 11.17 Subject to clauses ~~11.5 to 11.9~~[11.5 to 11.9](#), a Director appointed to a casual vacancy is eligible for election at the next annual general meeting, either:
- 11.17.1 for a full term if the previously elected Director would have retired at that annual general meeting if the casual vacancy had not occurred; or
  - 11.17.2 for a term expiring at the annual general meeting at which the previously elected Director would have retired if the casual vacancy had not occurred.

#### **Appointment of additional Directors with special expertise**

- 11.18 The following conditions will apply to the appointment by the Board of an additional Director or Directors in accordance with clause ~~11.1.5~~[11.1.6](#):
- 11.18.1 Nominations must be signed by [two \(2\)](#) Directors and accompanied by a properly completed consent to act form that satisfies the requirements of the Corporations Act.
  - 11.18.2 The curriculum vitae of each nominee together with at least [two \(2\)](#) references specific to the nomination will be circulated to all elected Directors at least [ten \(10\)](#) business days before the Board meeting at which nominations will be considered.
  - 11.18.3 The appointment is subject to clause ~~11.9~~[11.9](#) and to endorsement by at least three-quarters of the Directors present at the meeting at which the nomination is considered.
  - 11.18.4 The Members must confirm the appointment by resolution at the College's next annual general meeting. If the appointment is not confirmed, the person ceases to be a Director at the conclusion of the annual general meeting.

#### **~~Cessation~~[Vacancy in office](#) of ~~appointment as~~ a Director**

- 11.19 In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Corporations Act or another provision of this ~~constitution~~[Constitution](#), the office of Director becomes vacant and a casual vacancy arises if any of the following occurs:
- 11.19.1 A Director resigns by notice in writing to the College.

- 11.19.2 A Director who is a Member of the College ceases to be a Member of the College.
- 11.19.3 The Members entitled to vote at a general meeting by ordinary resolution remove a Director from office.
- 11.19.4 A Director becomes an insolvent under administration.
- 11.19.5 A Director becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- 11.19.6 A Director is absent without the consent of the Directors from three (3) consecutive meetings of the Board and the Board resolves that the office of that Director be vacated.
- 11.19.7 A Director becomes prohibited from being a Director by reason of an order made under the Corporations Act.
- 11.19.8 A Director who was primarily resident in Australia or Aotearoa/New Zealand at the time of election to the Board moves their primary place of ~~residency~~residence from Australia or Aotearoa/New Zealand to Overseas.
- 11.19.9 A Director completes a continuous period of service of ~~12~~nine (9) years as a ~~member of the Council and/or Director of the Board and/or Officeholder~~ (including periods of service as a ~~member of Council and/or as an Officeholder~~Director before this ~~constitution~~Constitution came into effect), provided that a Director whose office becomes vacant by operation of this clause shall become eligible to apply for election or appointment for a further term as Director twelve (12) months after the end of that continuous period of service.

#### ~~11.19.9~~

#### ~~Authority of the Board when the office of a Director becomes vacant~~

- 11.20 ~~[Omitted] Where the office of a Director becomes vacant, the Board may continue to act except where the number of Directors falls below 6 and/or there are not at least 5 Fellows who are Directors, in which case the Board may act only:~~

~~11.20.1 to appoint Directors up to that number;~~

~~11.20.2 to convene a general meeting of the College; or~~

~~11.20.3 in an emergency.~~

#### ~~Officeholders~~

- 11.21 ~~[Omitted] The Officeholders of the College comprise the President, the Vice-President, the Chairperson of the Finance and Audit Committee, the Chairperson of the Education and Training Committee, the Censor-in-Chief and the Chairperson of the Continuing Education Program Committee.~~
- 11.22 ~~[Omitted] The Board will appoint the Censor-in-Chief and the Chairperson of the Continuing Education Program Committee from amongst the Fellows of the College.~~
- 11.23 ~~[Omitted] Any person who has a continuous period of service of 12 years as a member of the Council and/or Director of the Board and/or Officeholder (including~~

~~periods of service as a member of Council and/or as an Officeholder before this constitution came into effect) is ineligible to be elected or appointed as an Officeholder within 12 months of the end of that continuous period of service. The period of service will be determined at the polling or appointment date, as applicable.~~

- 11.24 ~~[Omitted] If any of the President, Vice-President, Chairperson of the Finance and Audit Committee or Chairperson of the Education and Training Committee ceases to be a Director, their position as an Officeholder is vacated.~~
- 11.25 ~~[Omitted] Any Officeholder whose Membership of the College ceases also ceases immediately to be an Officeholder.~~
- 11.26 ~~[Omitted] Any Officeholder who completes a continuous period of service of 12 years as a member of the Council and/or Director of the Board and/or Officeholder will be taken to have resigned their position, provided that an Officeholder who is taken to have resigned their position by operation of this clause shall become eligible to apply for election or appointment for a further term as Officeholder 12 months after the end of that continuous period of service..~~
- 11.27 ~~[Omitted] The Censor-in-Chief and the Chairperson of the Continuing Education Program Committee may be invited to attend meetings of the Board, observe its decision-making processes and provide advice or information but will not be Directors and will not be entitled to vote.~~

#### **Term of election or appointment as a Director ~~or Officeholder~~**

~~11.28 Subject to clauses 11.5 to 11.9 and 11.19, Directors will serve on the first Board which is formed under this constitution for the following terms:~~

- ~~11.28.1 The President and Vice-President will serve as Directors until the third annual general meeting following the commencement of this constitution.~~
- ~~11.28.2 Of the remaining Fellows who are Directors, 3 will serve as Directors until the second annual general meeting following the commencement of this constitution and 2 will serve as Directors until the fourth annual general meeting following the commencement of this constitution. The duration of service for each position will be determined by lot.~~
- ~~11.28.3 One Associate Fellow will serve as a Director until the third annual general meeting following the commencement of this constitution and 1 Candidate will serve as a Director until the second annual general meeting following the commencement of this constitution or to the end of his or her candidacy, whichever is sooner.~~
- ~~11.29 Subject to clauses 11.5 to 11.9, all elected Directors thereafter will be elected for terms of 3 years and will be eligible for re-election save that the Candidate elected as a Director will be elected for a term of 2 years or until the end of his or her candidacy, whichever is sooner.~~

11.28 Subject to clauses 11.2 and 11.5 to 11.9:

11.28.1 each elected Director (other than a Director who is a Candidate) shall be elected for a term of three (3) years and will be eligible for re-election;

11.28.2 a Director who is a Candidate shall be elected for a term of two (2) years.

11.29 The term of election for the purpose of clause 11.28 shall commence at the conclusion of the annual general meeting at which the person is elected as Director and to expire at the later of:

11.29.1 the conclusion of the third (or second, in the case of a Candidate) annual general meeting after the term commenced; or

11.29.2 the end of three years (3) years (or two (2) years in the case of a Candidate) after the term commenced.

11.30 Taking into account the need for turnover and renewal of the Board, Directors appointed by the Board in accordance with clause ~~11.18~~11.18 may be appointed for a maximum term of three (3) years at the discretion of the Board following which, subject to clause ~~11.9~~11.9, they may be re-appointed by the Board.

11.31 ~~[Omitted]The Board may appoint the Censor in Chief and the Chairperson of the Continuing Education Program Committee for terms of up to 3 years, following which, subject to clause 11.23, they will be eligible for re-appointment by the Board.~~

## 12 Role and responsibilities of the Board

### Powers of Directors and the Board

- 12.1 The Directors are entitled to exercise all those powers of the College as are not, by the Corporations Act or this Constitution, required to be exercised by the Members in general meeting or otherwise.
- 12.2 Without limiting the generality of the powers conferred upon the Board, the Board has the power to make, vary and rescind ~~regulations and policies~~Regulations from time to time not inconsistent with the Corporations Act or this Constitution, including:
- 12.2.1 procedural matters in relation to application for ~~Fellowship and/or~~ Membership;
  - 12.2.2 application fees, training and assessment fees, annual subscriptions and other fees;
  - 12.2.3 rights, privileges and responsibilities of Members including rights to use College titles and post-nominals and responsibilities to participate in continuing ~~education~~professional development and to demonstrate continuing competence in accordance with the Board's requirements;
  - 12.2.4 academic dress to be worn by Fellows;
  - 12.2.5 the establishment, regulation, administration and dissolution of committees, faculties and other organisations of Fellows and other Members, whether on a jurisdictional, regional, academic, sub-specialty or other basis;
  - 12.2.6 the conduct of courses of study and ~~examinations~~training and assessment programs for admission to Fellowship and otherwise;
  - 12.2.7 conditions of admission to and maintenance of Fellowship and Membership in the various other classes;

12.2.8 the nomination and election or appointment of Directors and ~~Officeholders~~ Committee members of the College; and

12.2.9 postal and electronic ballots of Members.

### Appointment of the Chief Executive

12.3 The Board may appoint a Chief Executive and may delegate any of its powers (apart from this power and the power of delegation) to the Chief Executive, providing that it institutes appropriate mechanisms to monitor the performance of the Chief Executive and of the College generally.

12.4 The Board may revoke the appointment of the Chief Executive.

### Committees

12.5 ~~[Omitted]The Board must establish an Education and Training Committee and a Finance and Audit Committee as standing committees of the Board.~~

12.6 ~~[Omitted]The Board may establish any other standing and/or ad hoc committees or subcommittees it considers are necessary to assist with the governance of the College, and delegate any or all of its functions and powers to those committees, providing always that the majority of members of such committees are Directors, Officeholders and/or employees of the College.~~

12.7 ~~[Omitted]The President has the right to attend and be heard at meetings of all committees established by the Board and the Chairperson of the Finance and Audit Committee has the right to attend and be heard at all committees established by the Board which consider matters affecting the financial position of the College.~~

12.8 ~~[Omitted]Any committee established by the Board must in the exercise of its powers conform to any directions, delegations and/or limitations imposed on it by the Board.~~

### Meetings of the Board

12.9 Subject to the Corporations Act and this Constitution, the Board may regulate its own proceedings as it sees fit.

12.10 A Director may at any time, and the Secretary must on the request of the President or at least two (2) Directors, convene a meeting of Directors.

12.11 Notice of each meeting of the Directors must be given to each Director at least five (5) business days before the meeting or at another time determined by resolution of the Directors. The notice must indicate that business that is to be dealt with at the meeting.

12.12 ~~[Omitted]Despite that requirement all Directors may waive in writing the required period of notice for a particular meeting and it is not necessary to give notice of a meeting of Directors to a Director who is out of Australia or New Zealand or who has been given leave of absence by the Board.~~

12.13 A quorum is achieved if both of the following occur:

12.13.1 at least five (5) Directors are present; and

12.13.2 a majority of those present are Fellows.

~~12.14~~ 12.14 If the number of Directors is reduced below the number necessary for a quorum of Directors, the continuing Director or Directors may act only:

~~12.14.1~~ 12.14.1 to appoint additional Directors to the number necessary for a quorum; or

~~12.14.2~~ 12.14.2 to convene a general meeting of the College; or

~~12.13.3~~ 12.14.3 \_\_\_\_\_ in an emergency.

~~12.14~~ 12.15 Without limitation, a meeting of the Board may be called or held by telephone, video, ~~electronic~~ e-mail or any other technology which permits each Director to communicate with each other. A resolution passed at such a ~~conference~~ meeting, notwithstanding that the Directors are not present together in one place at the time of the ~~conference~~ meeting, is deemed to have been passed at a meeting of Directors held on the day ~~in~~ on, and at the time at, which the ~~conference~~ meeting was held.

~~12.15~~ 12.16 The President or if absent the ~~Vice-President-Elect~~ will preside at all meetings of the Board. If the President or ~~Vice-President-Elect~~ is not present within ten (10) minutes after the time appointed for holding the meeting the Directors may choose a Director to chair the meeting.

~~12.16~~ 12.17 Unless otherwise provided in this ~~constitution~~ Constitution, the Board may reach decisions by consensus but if a vote is requested by any Director, any question will be decided by a majority of votes of Directors present and voting on that question and in the case of an equality of votes the chairperson of the meeting will have a second or casting vote in addition to a deliberative vote.

~~12.17~~ 12.18 A Director may be present and may vote on a matter before the Board if and to the extent that they are permitted to do so under the Corporations Act.

## Minutes

~~12.18~~ 12.19 The Directors must cause minutes of all proceedings of general meetings, meetings of the Directors and meetings of committees formed by the Directors to be entered into books kept for the purpose.

~~12.19~~ 12.20 The Directors must cause all minutes, except resolutions in writing treated as determinations of the Directors, to be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting.

## Resolution in writing

~~12.20~~ 12.21 A resolution in writing signed by all Directors, excluding Directors who have been given leave of absence by the Board, is to be treated as a determination of the Directors passed at a meeting of the Directors duly convened and held.

~~12.21~~ 12.22 A resolution in writing may consist of several documents in like form, each signed by one or more Directors and if so signed it takes effect on the latest date on which a Director signs one of the documents.

~~12.22~~ 12.23 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Directors is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.



**13 ~~14~~ Executive Committees**

~~13.1 There will be an Executive Committee of the Board which will consist of the President, the Vice-President, the Chairperson of the Finance and Audit Committee and the Chairperson of the Education and Training Committee.~~

~~13.2 Three Directors, one of whom is the President or Vice-President, will comprise a quorum of the Executive Committee.~~

~~13.3 The Executive Committee may during the intervals between meetings of the Board exercise such of the functions, powers and discretions of the Board in the management and direction of the business and the conduct of the affairs of the College as may be entrusted to it from time to time by the Board or such as the Executive Committee in cases of emergency in its absolute discretion may deem it necessary to exercise.~~

~~13.4 Any action taken by the Executive Committee must be reported to the next meeting of the Board by its inclusion on the agenda.~~

~~13.5 The Censor-in-Chief and the Chairperson of the Continuing Education Program Committee may be invited to attend meetings of the Executive Committee, observe its decision-making processes and provide advice or information but will not be Directors and will not be entitled to vote.~~

**~~14~~ Other committees and subcommittees**

**Education and Training Committee**

~~14.1 At the first meeting of the Board following the commencement of this constitution and thereafter at each subsequent annual general meeting the Board will appoint from amongst the Members an Education and Training Committee.~~

~~14.2 The Education and Training Committee will be chaired by the Chairperson of the Education and Training Committee. The Board may appoint such members of the committee as it sees fit, providing a majority are Fellows.~~

~~14.3 With the consent of the Board, the Education and Training Committee may:~~

~~14.3.1 co-opt additional persons to its membership; and/or~~

~~14.3.2 form subcommittees to advise and assist it in the exercise of its powers and responsibilities.~~

~~14.4 The Education and Training Committee will:~~

~~14.4.1 define its terms of reference relating to the College's education and training activities and submit them to the Board for its approval; and~~



~~14.4.2 — define and submit to the Board for its approval the terms of reference of the following 2 sub-committees, the members of which will be appointed by the Board:~~

~~(a) — The Board of Censors.~~

~~(b) — The Continuing Education Program Committee.~~

~~14.5 — The Board of Censors will comprise the Censor-in-Chief (who will be the chairperson) and at least 6 other censors appointed by the Board, all of whom must be Fellows.~~

~~14.6 — The Board may appoint additional Fellows to act as Censors. Acting Censors will be members of the Board of Censors and will hold office for such time and with such limitations on their roles as are determined by the Board.~~

~~14.7 — The Continuing Education Program Committee will comprise the Chairperson of the Continuing Education Program Committee. The Board may appoint such members of the committee as it sees fit, providing a majority of committee members are Fellows.~~

~~14.8 — No Fellow may have a cumulative period of service on the Education and Training Committee and/or either of its sub-committees of more than 12 years.~~

#### **Finance and Audit Committee**

~~14.9 — At the first meeting of the Board following the commencement of this constitution and thereafter at the each subsequent annual general meeting the Board will appoint from amongst the Members a Finance and Audit Committee.~~

~~14.10 — The Finance and Audit Committee will be chaired by the Chairperson of the Finance and Audit Committee. The Board may appoint such members of the committee as it sees fit, providing a majority of committee members are Fellows.~~

~~14.11 — The role of the Finance and Audit Committee is to assist the Board to:~~

~~14.11.1 — provide sound financial leadership; and~~

~~14.11.2 — demonstrate appropriate accountability for the use of College resources.~~

~~14.12 — With the consent of the Board, the Finance and Audit Committee may:~~

~~14.12.1 — co-opt additional persons to its membership; and/or~~

~~14.12.2 — form subcommittees to advise and assist it in the exercise of its powers and responsibilities.~~

~~14.13 — The Finance and Audit Committee will define its terms of reference relating to the College's finance and audit activities and submit them to the Board for its approval.~~

~~14.14 — No Fellow may have a cumulative period of service on the Finance and Audit Committee of more than 12 years.~~

14.1 — The following shall be established and maintained as standing Committees of the Board:

14.1.1 Education and Training Committee;

14.1.2 Finance and Audit Committee;

14.1.3 Board of Censors;

14.1.4 Continuing Professional Development Program Committee; and

14.1.5 Policy and Advocacy Committee.

14.2 The Board may establish such other Committees as it considers necessary for the good governance and achievement of the objects of the College, and may abolish such Committees.

14.3 The Board must make, and may vary, revoke or replace, Terms of Reference for each Committee. Before making, varying, revoking or replacing a Committee's Terms of Reference, the Board must consult with, and consider any recommendations of, the Committee.

14.4 The Board must appoint, and may remove, the members and Chairpersons of Committees, provided that:

14.4.1 a majority of the members of every standing Committee of the Board must be Members;

14.4.2 the Chairpersons of the Finance and Audit Committee and the Policy and Advocacy Committee must be Directors;

14.4.3 the Chairperson of the Education and Training Committee must be a Director who is a Fellow; and

14.4.4 the Chairperson of the Continuing Professional Development Program Committee and the Chairperson of the Board of Censors (Censor-in-Chief) must be Fellows.

14.5 Any Committee member (including any Chairperson of any Committee) whose Membership of the College ceases also ceases immediately to be a Committee member.

14.6 The Board may by resolution delegate any of its functions and powers to a Committee. Such delegation:

14.6.1 may be for such period, and may be subject to such conditions and limitations, as the Board considers appropriate;

14.6.2 may be revoked or varied at any time; and

14.6.3 does not authorise the Committee to subdelegate unless the sub-delegation is expressly authorised by the Board.

14.7 Each Committee must perform its functions and exercise its powers in accordance with:

14.7.1 the Committee's Terms of Reference as determined or approved and varied by the Board from time to time;

14.7.2 any applicable Regulations; and

14.7.3 any directions given, or the conditions or limitations of any function or power delegated, to it by the Board.

14.8 A Committee may, with the prior written approval of the Board, form subcommittees to assist in the performance of its functions.

14.9 Employees of the College may not be Committee members but may, at the invitation of a Committee, attend and be heard at meetings of that Committee.

14.10 The President may attend and be heard at meetings of Committees. The Chairperson of the Finance and Audit Committee may attend meetings of all Committees and shall be heard on any matter affecting the financial position of the College.

14.11 This clause 14 does not apply to Jurisdictional Committees.

## **15 Jurisdictions and jurisdictional committees**

### **Establishment ~~and meetings~~ of jurisdictions**

15.1 ~~All Members residing in each~~ Each of the states and territories of Australia, and ~~in~~ Aotearoa/New Zealand, will ~~each~~ constitute a separate jurisdiction of the College.

15.2 Members residing in any jurisdiction may by simple majority at a properly constituted jurisdictional meeting vote to combine their jurisdiction for a defined period of time with another jurisdiction, providing at least four (4) weeks' written notice has been given to all Members who reside in the first jurisdiction that a motion to that effect will be considered at the jurisdictional meeting. Such vote will only be effective if it is approved at a properly constituted meeting of the second jurisdiction.

15.3 Following the expiration of the period during which a jurisdiction is combined with another jurisdiction, the jurisdictions will be reconstituted separately until another majority vote to re-combine the relevant jurisdictions for a defined period of time is passed.

15.4 Any Member not residing in Australia or Aotearoa/New Zealand may select a jurisdiction for the purposes of jurisdictional membership.

15.5 The role of the jurisdiction is to:

15.5.1 provide opportunities for professional interaction and development for Members who reside in the jurisdiction or who have joined the jurisdiction; pursuant to clause 15.4;

15.5.2 assist to ensure effective communication between the College and its Members;

15.5.3 assist the College to ensure efficient and effective administration within the jurisdiction;

15.5.4 advise the Board and/or the College on relevant issues affecting Members who reside in the jurisdiction or issues affecting the practice of medical administration generally within the jurisdiction area;

15.5.5 promote and support the activities of the College within the jurisdiction; and

15.5.6 such other roles as are delegated to it from time to time.

### **Jurisdictional committees**

15.6 Each jurisdiction of the College must elect a committee consisting of a chairperson who is a Fellow, and at least ~~3~~two (2) other Members, as determined by the jurisdiction from time to time in accordance with the Terms of Reference, which:

15.6.1 must ~~be comprised of~~comprise Members who primarily reside in, or who have joined, that jurisdiction in accordance with clause ~~15.4~~15.4, providing that the majority of the members of the jurisdictional committee are Fellows;

15.6.2 is responsible for leading the jurisdiction in ~~all its activities; and~~performing the role of the jurisdiction set out in clause 15.5; and

15.6.3 may exercise any power delegated to it by the Board from time to time but in the absence of a specific delegation will act in an advisory capacity only.

15.7 ~~Subject to the Corporations Act, this constitution and the regulations and policies of the Board, the jurisdictional committees may regulate their own proceedings as they see fit.~~The Board may make, vary, revoke or replace Regulations with respect to or prescribing:

15.7.1 Terms of Reference for jurisdictional committees;

15.7.2 responsibilities of jurisdictional committees and their members and Committees;

15.7.3 procedures for nomination and election of jurisdictional committee members and Committees;

15.7.4 terms for which jurisdictional committee members and Committee members may hold office;

15.7.5 requirements and procedures for meetings of jurisdictions and jurisdictional committees;

15.7.6 the authority for jurisdictional committee members and Committee members to act on behalf of the College;

15.7.7 jurisdictional committee funds and finances;

15.7.8 provision of reports, minutes and other information to the Board;

15.7.9 requirements and procedures for meetings to be held between the Board and jurisdictional committee members; and

15.7.10 such other matters as the Board considers necessary or convenient for the effective operation of jurisdictional committees and the College.

15.8 Before making, varying, revoking or replacing, a Regulation referred to in clause 15.7, the Board must consult with chairpersons of the jurisdictional committees.

~~15.7 — Each jurisdictional committee must meet at least twice each year and at such meetings one half of the total number of members of the jurisdictional committee personally present will be a quorum.~~

~~15.8 — The jurisdictional committee must ensure:~~

~~15.8.1 — minutes of all proceedings of general meetings, meetings of the jurisdictional committee and meetings of committees formed by the jurisdictional committee are entered into books kept for the purpose;~~

~~15.8.2 — all minutes are signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting; and~~

~~15.8.3 — a copy of all minutes is sent to the Board.~~

~~15.9 — Subject to clause 15.6.1, casual vacancies on any jurisdictional committee may be filled by the remaining members of the jurisdictional committee from among the Members who reside in or who have joined the jurisdiction.~~

### **General meetings of jurisdictions**

~~15.10 — Each jurisdiction must hold a general meeting once in each calendar year and such other meetings of its Members as determined by the jurisdictional committee.~~

~~15.11 — The chairperson of the jurisdictional committee will preside over each meeting of the jurisdiction unless he or she is absent, in which case the Fellows present must elect a chairperson for the meeting.~~

~~15.12 — Procedures for meetings of each jurisdiction will be prescribed by the jurisdictional committee.~~

~~15.13 — Only Fellows may vote on resolutions put to the vote at a meeting of a jurisdiction.~~

### **Annual meeting of jurisdictional committees, Board representatives and Officeholders**

~~15.14 — At least annually, the Board must convene a meeting of the chairpersons of all of the jurisdictional committees and at least 6 Directors including the chairperson of the Education and Training Committee. The Board may invite other persons with relevant expertise to attend. The purpose of the meeting will be to ensure effective communication between the Board, the Officeholders of the College and the jurisdictional committees and to enable the jurisdictional committees to contribute to the strategic and planning activities of the Board.~~

~~15.15 — At least 40 business days' notice of the meeting must be given to the jurisdictional committees.~~

~~15.16 — The chairpersons of the jurisdictional committees may nominate another member of their jurisdictional committee to attend in their place.~~

~~15.17 — The Chief Executive will prepare an agenda following consultation with the Board and the chairpersons of the jurisdictional committees. The agenda will include an opportunity for the chairperson of each jurisdictional committee to present a jurisdictional report.~~

~~15.18 — The Chief Executive must ensure that a comprehensive record of the meeting including copies of jurisdictional reports and agreed outcomes is recorded and distributed to the Board and to each of the jurisdictional committees.~~

## 16 Income and property

### Distribution to Members

16.1 No income or property of the College may be paid or transferred, directly or indirectly, to any Member.

### Payment for services rendered

16.2 Nothing in clause ~~16.4~~[16.1](#) prevents:

16.2.1 the payment in good faith of the following:

- (a) remuneration to any employees or contractor of the College for services rendered to the College;
- (b) an amount paid to any Member in return for any services rendered to the College or for goods supplied in the ordinary and usual course of business;
- (c) reasonable and proper interest on money borrowed from any Member;
- (d) reasonable and proper rent for premises let by any Member to the College; and/or

16.2.2 the College from providing services or information to Members on terms which are different from the terms on which services or information are provided to persons who are not Members.

### Payment to Directors

16.3 The Directors will not be remunerated for their services save that:

16.3.1 the Directors appointed in accordance with clause ~~11.1.5~~[11.1.6](#) may be paid by way of fees for their service, with the maximum aggregate annual amounts to be paid, if any, determined from time to time by the College in general meeting;

16.3.2 Directors may be paid travelling, accommodation and other expenses properly incurred by them in accordance with Board policy in attending and returning from meetings of the Directors or any committee ~~of the Directors~~ ~~or any~~ general ~~meetings~~[meeting](#) or otherwise in the execution of their duties as Directors;

16.3.3 Directors may be remunerated for any service rendered to the College in a professional or technical capacity on reasonable commercial terms and in accordance with Board policy; ~~and/or~~

16.3.4 Directors may be remunerated as employees of the College where the terms of employment have been approved by resolution of the Board.

## **17 Indemnity and insurance**

### **Indemnity**

- 17.1 Every officer and past officer of the College may be indemnified by the College, to the fullest extent permitted by law, against a liability incurred by that person as an officer of the College or a subsidiary of the College, including without limitation legal costs and expenses incurred in defending an action.

### **Insurance premiums**

- 17.2 The College may pay the premium on a contract insuring a person who is or has been an officer of the College to the fullest extent permitted by law.

## **18 Seal and execution of documents**

### **Custody of Seal**

- 18.1 If the College has a Seal, the Directors must provide for its safe custody.
- 18.2 The College may have for use in place of the Seal outside the jurisdiction where the Seal is kept, one or more official seals, to be used in accordance with procedures approved by the Directors.

### **Execution of documents**

- 18.3 The College may execute a document by affixing the Seal to the document where the fixing of the Seal is witnessed by any of the following:
- 18.3.1 two (2) Directors;
  - 18.3.2 a Director and the Secretary; or
  - 18.3.3 a Director and some other person appointed by the Directors for the purpose.
- 18.4 The Secretary must keep a register of documents to which the seal is affixed and that register must be tabled at every meeting of the Directors.

## **19 Surplus assets on winding up or dissolution**

- 19.1 Upon the winding up or dissolution of the College, any remaining property after satisfaction of all debts and liabilities will not be paid to or distributed among the Members but will be given or transferred to some other institution or company which satisfies the following requirements:
- 19.1.1 It has objects similar to the objects of the College.
  - 19.1.2 Its constituent documents prohibit the distribution of its income and property among its members.
  - 19.1.3 The institution or company is exempt from income tax under the Income Tax Assessment Act 1997.

- 19.2 This is to be determined by the Members at or before the time of winding up or dissolution of the College and, in default of any determination, by the Supreme Court of Victoria.

## 20 Accounts, audit and records

### Accounts

- 20.1 The Board must ensure that proper accounting records are kept of the College.
- 20.2 The College must maintain a register of audited financial statements of the College, reports of the Board and lists of Members.
- 20.3 The Register must be kept at the office of the College and must always be open to inspection by Members of the College.
- 20.4 A copy of the audited financial statements of the College accompanied with copies of the Board's and Auditors' reports presented to the College at its annual general meeting will be sent to all Members not less than ten (10) business days prior to the date fixed by the Board for the annual general meeting.
- 20.5 Auditors must be appointed as required by the Corporations Act.
- 20.6 The Directors must cause proper accounting and other records to be kept in accordance with the Corporations Act. The Directors must distribute copies of every profit and loss account and balance sheet (including every document required by law to be attached thereto) as required by the Corporations Act.

### Audit

- 20.7 A registered company auditor must be appointed. The remuneration of the auditor must be fixed and the auditor's duties regulated in accordance with the Corporations Act.
- 20.8 The accounts of the College must be audited annually.

### Rights of Inspection

- 20.9 Subject to the Corporations Act, the Board may determine whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the College or any of them are open to the inspection of Members other than Directors, and a Member other than a Director does not have the right to inspect any document of the College except as provided by law or authorised by the Board ~~ef~~or by the College in general meeting.

## 21 Notices

### Persons authorised to give notices

- 21.1 A notice by ~~either~~ the College in connection with this document may be given on behalf of the College by a solicitor, Director or the Secretary.
- 21.2 The signature of a person on a notice given by the College may be written, printed or stamped.



### **Method of giving notices**

21.3 In addition to the method for giving notices permitted by statute, a notice by the College or a Member in connection with this document may be given to the addressee by any of the following means:

21.3.1 By delivering it to a street address of the addressee.

21.3.2 By sending it by prepaid ordinary post (airmail if outside Australia) to a street or postal address of the addressee.

21.3.3 By sending it by facsimile or e-mail to the facsimile number or e-mail address of the addressee.

### **Addresses for giving notices to Members**

21.4 The street address or postal address of a Member is the street or postal address of the Member shown in the Register.

21.5 The facsimile number or e-mail address of a Member is the number which the Member may specify by written notice to the College as the facsimile number or e-mail address to which notices may be sent to the Member.

### **Address for giving notices to the College**

21.6 The street and postal address of the College is the Office.

21.7 The facsimile number or e-mail address of the College is the number which the College may specify by written notice to the Members as the facsimile number or e-mail address to which notices may be sent to the College.

### **Time notice of meeting is given**

21.8 A notice of meeting given in accordance with this document is to be taken as given, served and received at the following times:

21.8.1 If delivered in writing to the street address of the addressee, at the time of delivery.

21.8.2 If it is sent by post to the street or postal address of the addressee, on the business day after posting.

21.8.3 If sent by facsimile or e-mail to the facsimile number or e-mail address of the addressee, at the time transmission is completed.

### **Time other notices are given**

21.9 A notice given in accordance with this document is to be taken as given, served and received at the following times:

21.9.1 If delivered in writing to the street address of the addressee, at the time of delivery.

21.9.2 If it is sent by post to the street or postal address of the addressee, on the second (fifth if outside Australia) business day after posting.

21.9.3 If sent by facsimile or e-mail to the facsimile number or e-mail address of the addressee, at the time transmission is completed.

## Proof of giving notices

21.10 The sending of a notice by facsimile or e-mail and the time of completion of transmission may be proved conclusively by production of the relevant one of the following:

21.10.1 A transmission report by the facsimile machine from which the notice was transmitted which indicates that a facsimile of the notice was sent in its entirety to the facsimile number of the addressee.

21.10.2 A print out of an acknowledgment of receipt of the e-mail.

## 22 Standard replaceable clauses do not apply

22.1 The set of standard replaceable clauses contained in the Corporations Act does not apply to the College.

## 23 Definitions and Interpretation

### Definitions

23.1 In this document the following definitions apply:

**Affiliate** has the meaning given in clause [5-65.6](#).

**Associate Fellow** has the meaning given in clause [5-45.4](#).

**Auditor** means the auditor from time to time of the College.

**Board** means the board of Directors of the College for the time being.

**Candidate** has the meaning given in clause [5-55.5](#).

**Chief Executive** means the person accountable to the Board of Directors for the management of the College.

**Committee** means [a committee of the Board established under this Constitution from time to time.](#)

**Competent Authority** means a medical registration authority of competent jurisdiction of [Aotearoa](#)/New Zealand or of a state or territory of Australia, or some other country or a state or territory of another country recognised by the Directors.

**Corporations Act** means the Corporations Act 2001 (Cth).

~~**Council** means a Board of the College which was in place at any time prior to the election of the first Board under this constitution.~~

**Director** means a person elected or appointed to perform the duties of a director of the College.

**Fellow** has the meaning given in clause [5-25.2](#).

**Fellowship** means Membership of the College in the class of Fellow.

**Honorary Fellow** has the meaning given in clause [5.35.3](#).

**Medical Practitioner** means a person who is registered as such by a Competent Authority.

**Member** means a person whose name is entered in the Register as a Member of the College.

**Membership** means membership of the College in accordance with section 231 of the Corporations Act 2001 (Cth).

**Month** means a calendar month.

**Office** means the registered office of the College.

~~**Officeholder** means any of the President, the Vice-President, the Chairperson of the Finance and Audit Committee, the Chairperson of the Education and Training Committee, the Censor-in-Chief and the Chairperson of the Continuing Education Program Committee.~~

**Overseas** means any country other than Australia or [Aotearoa](#)/New Zealand.

**Register** means the register of Members kept by the College under the Corporations Act.

[Regulations](#) means [regulations made by the Board in accordance with this Constitution.](#)

[Terms of Reference](#) means [terms of reference for a committee determined by the Board in accordance with this Constitution.](#)

**Seal** means, if the College has one, [\(1\)](#), the common seal of the College.

**Secretary** means a person appointed by the Directors in accordance with the Corporations Act to perform the duties of a secretary of the College.

## Interpretation

23.2 In this document, unless the context otherwise requires:

23.2.1 A reference to any law or legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision, in either case whether before, on or after the date of this document.

23.2.2 A reference to any agreement or document is to that agreement or document as amended, novated, supplemented or replaced from time to time.

23.2.3 A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this document.

23.2.4 Where a word or phrase is given a defined meaning another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.

- 23.2.5 A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.
- 23.2.6 An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or public authority.
- 23.2.7 A reference to dollars or \$ means Australian dollars.
- 23.2.8 References to the word 'include' or 'including' are to be construed without limitation.
- 23.2.9 A reference to a time of day means that time of day in the place where the Office is located.
- 23.2.10 A reference to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in the place where the Office is located.
- 23.2.11 Where a period of time is specified and dates from a given day or the day of an act or event it must be calculated exclusive of that day.
- 23.2.12 A term of this document which has the effect of requiring anything to be done on or by a date which is not a business day must be interpreted as if it required it to be done on or by the next business day.

#### **References to the document**

- 23.3 A reference to this document, where amended, means this document as so amended.

#### **Application of Corporations Act**

- 23.4 The Corporations Act applies in relation to this document as if it was an instrument made under the Corporations Act as in force on the day when this document became the ~~constitution~~ Constitution of the College. Without limiting the foregoing, for so long as the Company is registered as a charity under the ACNC Act, Parts 2G.2 and 2G.3 of the Corporations Act apply to meetings of Members of the Company for the purposes of this Constitution as if the Company were not registered as a charity under the ACNC Act.

#### **Exercise of powers**

- 23.5 Except as specifically contemplated to the contrary in this document, the College may, in any manner permitted by the Corporations Act exercise any power take any action or engage in any conduct or procedure which under the Corporations Act a company limited by guarantee may exercise, take or engage in if authorised by its document.

# Document Four

## Amended Constitution (Clean Copy)



## **Constitution**

The Royal Australasian College of Medical Administrators Limited

As amended up to and including August 2023

## Contents

<b>Constitution</b> .....	<b>i</b>
<b>The Royal Australasian College of Medical Administrators Limited</b> .....	<b>i</b>
<b>Contents</b> .....	<b>ii</b>
<b>Corporations Act 2001</b> .....	<b>1</b>
<b>1 Name</b> .....	<b>1</b>
<b>2 Nature of company</b> .....	<b>1</b>
<b>3 Liability of Members and guarantee on winding up</b> .....	<b>1</b>
<b>4 Object</b> .....	<b>1</b>
<b>5 Membership</b> .....	<b>2</b>
Classes of Membership.....	2
Fellows .....	2
Honorary Fellows .....	2
Associate Fellows .....	3
Candidates .....	3
Affiliates.....	3
Members of the College.....	3
Award of an educational qualification does not imply Membership.....	4
Obligations of Members .....	4
Rights of Members .....	4
Rights not transferable .....	5
Form of application.....	5
Admission to Membership.....	6
Specific criteria for admission to Fellowship.....	6
Register of Members.....	7
<b>6 Fees and subscriptions</b> .....	<b>7</b>
<b>7 Continuing professional development</b> .....	<b>8</b>
<b>8 Periodic demonstration of continuing competence</b> .....	<b>8</b>
<b>9 Cessation or suspension of, or the imposition of conditions on, Membership</b> .....	<b>9</b>
<b>Resignation</b> .....	<b>9</b>
Failure to pay.....	9
Failure to comply with the College's continuing professional development requirements.	9
Failure to demonstrate continuing competence.....	9
Failure to maintain or revocation or suspension of registration.....	10
Prejudicial conduct .....	10
Consequences of cessation of Membership.....	11
Removal from the Register .....	12
Power of Board to reinstate .....	12
<b>10 General meetings</b> .....	<b>12</b>
Convening of meetings by Directors.....	12
Convening of meetings by Members .....	12
Annual general meetings .....	12

Notice of general meeting .....	13
Persons entitled to notice of meeting.....	13
Attendance of Directors at general meetings .....	14
Cancellation of general meetings.....	14
Quorum at general meetings .....	14
Chairperson.....	14
Adjournment of meetings .....	15
Voting .....	15
Objections to voter qualification.....	16
Mode of general meetings .....	16
Resolution in writing .....	17
Proxies .....	17
Postal ballots.....	18
<b>11 Directors.....</b>	<b>19</b>
Composition of the Board .....	19
Transitional provision – 2023 Board changes .....	19
President and President-Elect .....	20
Eligibility for election or appointment as a Director.....	21
Election as a Director .....	22
Appointment of Directors to casual vacancies and vacancies for which there are no nominees.....	23
Appointment of additional Directors with special expertise .....	23
Vacancy in office of a Director .....	24
Term of election or appointment as a Director .....	25
<b>12 Role and responsibilities of the Board .....</b>	<b>25</b>
Powers of Directors and the Board.....	25
Appointment of the Chief Executive.....	26
Meetings of the Board .....	26
Minutes.....	27
Resolution in writing .....	27
<b>13 [Omitted] .....</b>	<b>28</b>
<b>14 Committees.....</b>	<b>28</b>
<b>15 Jurisdictions and jurisdictional committees .....</b>	<b>29</b>
Establishment of jurisdictions.....	29
Jurisdictional committees .....	30
<b>16 Income and property.....</b>	<b>31</b>
<b>Distribution to Members .....</b>	<b>31</b>
Payment for services rendered .....	31
Payment to Directors.....	31
<b>17 Indemnity and insurance.....</b>	<b>32</b>
Indemnity.....	32
Insurance premiums.....	32
<b>18 Seal and execution of documents.....</b>	<b>32</b>
Custody of Seal.....	32
Execution of documents.....	32
<b>19 Surplus assets on winding up or dissolution.....</b>	<b>32</b>
<b>20 Accounts, audit and records .....</b>	<b>33</b>



Accounts.....	33
Audit .....	33
Rights of Inspection.....	33
<b>21 Notices .....</b>	<b>33</b>
Persons authorised to give notices .....	33
Method of giving notices .....	34
Addresses for giving notices to Members.....	34
Address for giving notices to the College .....	34
Time notice of meeting is given .....	34
Time other notices are given.....	34
Proof of giving notices.....	35
<b>22 Standard replaceable clauses do not apply.....</b>	<b>35</b>
<b>23 Definitions and Interpretation.....</b>	<b>35</b>
Definitions.....	35
Interpretation .....	36
References to the document.....	37
Application of Corporations Act.....	37
Exercise of powers.....	37

# Corporations Act 2001

## Public company limited by guarantee

### Royal Australasian College of Medical Administrators Limited

ACN 004 688 215

#### 1 Name

- 1.1 The name of the company is Royal Australasian College of Medical Administrators (hereinafter called the **College**).

#### 2 Nature of company

- 2.1 The College is a public company limited by guarantee.

#### 3 Liability of Members and guarantee on winding up

- 3.1 The liability of the Members is limited. Every Member undertakes to contribute an amount not exceeding twenty dollars to the assets of the College if it is wound up while they are a Member or within one (1) year after ceasing to be a Member.

#### 4 Object

- 4.1 The principal object of the College is to enable the delivery of high quality, safe health services and systems for the community by educating, training, and promoting the skills, knowledge, and professional attitudes of specialist medical leaders in health care settings and health related organisations.
- 4.2 The College does this by:
- 4.2.1 establishing and maintaining standards in medical leadership and management education;
  - 4.2.2 promoting health equity within the communities we serve, acknowledging the dignity and special needs of diverse groups within the community and including recognition of the commitment to reconciliation for Indigenous People of Australia and Aotearoa/New Zealand and the articles of Te Tiriti o Waitangi for Māori of Aotearoa/New Zealand;
  - 4.2.3 developing and delivering education, continuing professional development and research programs to promote and advance the principles and practice of medical leadership and management and providing opportunities to bring Members together for their common benefit;
  - 4.2.4 advocating as the peak body on medical leadership and management issues and related topics, and providing expert advice on high quality, effective and safe health care, services, and systems for the community; and

- 4.2.5 promoting cooperation and collaboration with organisations, including organisations outside Australia and Aotearoa/New Zealand, with objectives similar to those of the College.

## **5 Membership**

### **Classes of Membership**

5.1 The Membership of the College will be divided into five (5) classes:

- 5.1.1 Fellows;
- 5.1.2 Honorary Fellows;
- 5.1.3 Associate Fellows;
- 5.1.4 Candidates; and
- 5.1.5 Affiliates.

### **Fellows**

5.2 A Fellow must be a Medical Practitioner:

- 5.2.1 who has been assessed as having satisfactorily completed all components of a training and assessment program approved by the Board from time to time;
- 5.2.2 who meets the standards for participation in continuing professional development adopted and promulgated by the Board in accordance with clause 7.1;
- 5.2.3 who has been admitted by the Board to that class of Membership; and
- 5.2.4 whose Membership has not ceased as a consequence of the provisions of clause 9.

### **Honorary Fellows**

5.3 The Board must not admit a person as an Honorary Fellow unless the person is a Medical Practitioner or a person with other credentials approved by the Board:

- 5.3.1 who has been nominated for admission to that class of Membership in accordance with clause 5.20;
- 5.3.2 who in the Board's opinion fulfils the requirements set out in clause 5.30;
- 5.3.3 who has consented to becoming a Member;
- 5.3.4 who has been admitted by the Board, by a decision supported by at least a three-quarters majority of the Directors present at the meeting of the Board, to that class of Membership; and
- 5.3.5 whose Membership has not ceased as a consequence of the provisions of clause 9.

## **Associate Fellows**

- 5.4 An Associate Fellow must be a Medical Practitioner:
- 5.4.1 who has fulfilled any educational and training and assessment requirements approved by the Board from time to time, or has such other qualifications and experience as the Board considers adequate, to qualify for this class of Membership;
  - 5.4.2 who meets the standards for participation in continuing professional development adopted and promulgated by the Board in accordance with clause 7.1;
  - 5.4.3 who has been admitted by the Board to that class of Membership; and
  - 5.4.4 whose Membership has not ceased as a consequence of the provisions of clause 9.

## **Candidates**

- 5.5 A Candidate must be a Medical Practitioner:
- 5.5.1 who is participating in a training and assessment program approved by the Board in preparation for admission as a Fellow;
  - 5.5.2 who has been admitted by the Board to that class of Membership; and
  - 5.5.3 whose Membership has not ceased as a consequence of the provisions of clause 9.

## **Affiliates**

- 5.6 An Affiliate must be a person:
- 5.6.1 who demonstrates an interest in medical administration and leadership;
  - 5.6.2 who has been admitted by the Board to that class of Membership; and
  - 5.6.3 whose Membership has not ceased as a consequence of the provisions of clause 9.

## **Members of the College**

- 5.7 Subject to clause 9, the Members of the College are:
- 5.7.1 all persons who were shown on the Register at the time that this Constitution came into effect; and
  - 5.7.2 such persons as the Board admits subsequently to Membership in accordance with this Constitution.
- 5.8 Any person who was recognised by the College as a Member immediately prior to this Constitution coming into effect must be shown on the Register when this Constitution comes into effect, in the class of Membership they had immediately prior to this Constitution coming into effect.
- 5.9 [Omitted].

- 5.10 [Omitted].
- 5.11 [Omitted].
- 5.12 [Omitted].

### **Award of an educational qualification does not imply Membership**

- 5.13 Persons who are awarded an educational qualification by, or have completed the training and assessment requirements of, the College will not become Members of the College unless they are otherwise admitted to Membership in one of the classes set out in clause 5.1.

### **Obligations of Members**

- 5.14 All Members must do all of the following:
  - 5.14.1 pay all fees and subscriptions in accordance with clause 6 and specifically, in order to maintain Membership, pay the annual subscription in accordance with clause 6; and
  - 5.14.2 otherwise comply with this Constitution and all applicable Regulations of the College from time to time.
- 5.15 A Member who has not paid their annual subscription by the date set by the Board in accordance with clause 6 is ineligible, until the arrears are paid in full:
  - 5.15.1 to attend any meeting of Members;
  - 5.15.2 if otherwise eligible, to vote at any meeting of Members;
  - 5.15.3 if otherwise eligible, to vote in any election of Directors; and
  - 5.15.4 if otherwise eligible, to be nominated or elected as a Director.

### **Rights of Members**

- 5.16 Subject to any rights or restrictions applicable to any Members or class of Members:
  - 5.16.1 A Fellow has the right to receive notices of and attend, be heard and vote at any general meeting, nominate a person for Honorary Fellowship and nominate a Fellow for Directorship of the College and, subject to clauses 11.5 to 11.9, is eligible to be elected or appointed as a Director or Committee member of the College.
  - 5.16.2 An Honorary Fellow or Affiliate has the right to receive notices of and attend and be heard at any general meeting but does not have the right to vote at any general meeting, nominate any person for Honorary Fellowship or Directorship of the College or be elected or appointed as a Director or Committee member of the College.
  - 5.16.3 An Associate Fellow or Candidate has the right to receive notices of and attend and be heard at any general meeting but does not have the right to vote at any general meeting, nominate any person for Honorary Fellowship or Directorship of the College or be elected or appointed as a Committee

member of the College, other than in their class of Membership in accordance with clauses 11.1.4 and 11.1.5.

- 5.16.4 A Fellow has the right to use the title "Fellow of the Royal Australasian College of Medical Administrators" and the post-nominals "FRACMA".
- 5.16.5 An Associate Fellow has the right to use:
- 5.16.5.1 in the case of an Associate Fellow registered as a Medical Practitioner by a medical registration authority of competent jurisdiction of Aotearoa/New Zealand or of a State or Territory of Australia— the title "Associate Fellow of the Royal Australasian College of Medical Administrators" and the postnominal "AFRACMA"; and
  - 5.16.5.2 in the case of an Associate Fellow registered as a Medical Practitioner by a medical registration authority of another country, or of a state or territory of another country, recognised by the Directors— the title "Associate Fellow of the Royal Australasian College of Medical Administrators (International)" and the postnominal "AFRACMA(Int.)".
- 5.16.6 An Honorary Fellow has the right to use the title "Honorary Fellow of the Royal Australasian College of Medical Administrators" and the post-nominals "FRACMA (Hon)".
- 5.16.7 Candidates and Affiliates have no right to use any post-nominals identifying their affiliation with the College.

### **Rights not transferable**

- 5.17 The rights and privileges of every Member are personal and are not transferable by the Member's own act or by the operation of law except by the proper use of proxies.

### **Form of application**

- 5.18 The Board may from time to time prescribe the form in which an application or nomination for admission as a Member must be made.
- 5.19 Applications for admission as a Fellow, Associate Fellow, Candidate or Affiliate must be signed by the applicant and must be accompanied by:
- 5.19.1 such documents or evidence as to qualification for the category of Membership applied for as the Board determines; and
  - 5.19.2 an application fee determined in accordance with clause 6.1.
- 5.20 A nomination for admission as an Honorary Fellow must:
- 5.20.1 be made by a Fellow to whom the nominee is known personally;
  - 5.20.2 set out the reasons for the nomination;
  - 5.20.3 be accompanied by such documents or evidence as to qualification for the category of Honorary Fellowship as the Board determines; and
  - 5.20.4 be signed by the nominator and one (1) other Fellow.

## **Admission to Membership**

- 5.21 A person must not be admitted to Membership unless the proposed admission is first approved by the Board.
- 5.22 The Board must consider every application and nomination for Membership as soon as practicable after its receipt and determine whether to accept or reject the application or nomination.
- 5.23 The Board may consider a report and recommendations of the Education and Training Committee or its delegate in relation to applications and nominations for admission to Membership.
- 5.24 The Board may require an applicant or nominee to present in person before it and/or the Education and Training Committee, at a time and place determined by the Board acting reasonably, for the purpose of determining fitness for admission as a Member and/or the appropriate class of Membership.
- 5.25 Subject to clauses 5.28 to 5.30, the Board in its absolute discretion may:
- 5.25.1 admit any applicant or nominee to Membership;
  - 5.25.2 decline to admit any applicant or nominee to Membership, without any obligation to provide reasons;
  - 5.25.3 impose conditions on the admission to Membership of an applicant or nominee; and/or
  - 5.25.4 suspend final determination about the admission of any other applicant or nominee to Membership pending receipt of further evidence as to any matter of relevance to the application and/or of the prescribed application fee.
- 5.26 If the Board admits an applicant or nominee to Membership, the College must notify the applicant or nominee in writing of the class of Membership to which they have been admitted and of the Membership fee, and send the applicant a copy of the College's Constitution.
- 5.27 Membership commences from the date the Board admits the applicant or nominee to Membership, at which time the name and details of the applicant or nominee must be entered in the Register.

## **Specific criteria for admission to Fellowship**

- 5.28 The Board may only admit to Fellowship an applicant who:
- 5.28.1 is a current Candidate of the College;
  - 5.28.2 has paid the application fee and is not in arrears with any fees payable to the College;
  - 5.28.3 is not subject to any action by the Board in accordance with clause 9;
  - 5.28.4 has been assessed as having satisfactorily completed all components of a training and assessment program approved by the Board from time to time; and

- 5.28.5 has applied for Fellowship in accordance with this Constitution.
- 5.29 [Omitted].
- 5.30 The Board must not admit a person as an Honorary Fellow of the College unless, in the Board's opinion:
- 5.30.1 they are of distinguished eminence;
  - 5.30.2 they have demonstrated significant management skills at a senior executive or academic level;
  - 5.30.3 they have contributed to the improvement of health in their country;
  - 5.30.4 they are recognised as a leader in their field of endeavour; and
  - 5.30.5 that person's admission as an Honorary Fellow will contribute to the standing of the College.

### **Register of Members**

- 5.31 A register of the Members of the College must be kept in accordance with the Corporations Act.
- 5.32 The following details must be entered in the Register in respect of each Member:
- 5.32.1 The full name of the Member.
  - 5.32.2 The address, telephone and facsimile numbers and e-mail address, if any, of the Member.
  - 5.32.3 The class of Membership.
  - 5.32.4 The date of admission to and cessation of Membership.
  - 5.32.5 The date of last payment of the Member's annual subscription.
  - 5.32.6 Such other information as the Board requires from time to time.
- 5.33 Each Member must notify the Secretary in writing of any change in their name, address, telephone or facsimile number or e-mail address within one month after the change.

## **6 Fees and subscriptions**

- 6.1 The application fee payable by an applicant for Membership is such sum as the Board prescribes from time to time in respect of each class of Membership.
- 6.2 The annual subscription payable by each Member is such sum as the Board prescribes from time to time in respect of each class of Membership.
- 6.3 The Board or its delegate may prescribe fees from time to time for participation in training and assessment programs offered by the College, save that fees for participation in the College's training and assessment program for Fellowship must not be levied on Candidates unless the fees have been approved by the Board.



- 6.4 The Board or its delegate may prescribe other fees for services the College provides to Members and others as it determines from time to time.
- 6.5 The Board may set a date on which all annual subscriptions and/or fees are due and payable and may impose an additional fee or fees if subscriptions and/or fees are not received by the due date. The Board may determine that subscriptions and/or fees are payable in advance.
- 6.6 The Board must not apply application fees or annual subscriptions to Honorary Fellows.
- 6.7 The Board may determine that Members who meet prescribed conditions are to be exempted, partially or in full, temporarily or permanently, from liability for some or all subscriptions or fees.

## **7 Continuing professional development**

- 7.1 The Board, with the advice of the Education and Training Committee, may from time to time adopt and promulgate to Fellows and Associate Fellows binding standards defining the amount and type of continuing professional development in which Fellows and Associate Fellows must participate as a condition of ongoing Membership in those classes.

## **8 Periodic demonstration of continuing competence**

- 8.1 The Board may require Fellows and/or Associate Fellows to periodically demonstrate continuing competence as a condition of their continuing Membership in those classes, providing the Board's requirements are described in a Regulation which:
- 8.1.1 applies equally to all Members within a designated Membership class; and
  - 8.1.2 is approved by at least three-quarters of the Fellows present, in person or by proxy, at a general meeting.
- 8.2 The Board's Regulation for demonstrating continuing competence may include the following requirements:
- 8.2.1 Subject to clause 8.3, a requirement for periodic recertification by the College of the competence of each Fellow or Associate Fellow as a condition of their ongoing Membership in that class.
  - 8.2.2 Provision for the College to assess and provide a report on the current competence and performance as a specialist medical administrator of any Fellow at the request of a specific regulatory or employing authority or other entity recognised by the Board, but only where required by law or with the explicit consent of the Fellow or Associate Fellow.
- 8.3 The College must assist any Fellow or Associate Fellow who fails to demonstrate continuing competence in accordance with the Board's Regulation to regain competence by providing reasonable educational and professional support, at reasonable cost to the Fellow.

## **9 Cessation or suspension of, or the imposition of conditions on, Membership**

### **Resignation**

- 9.1 A Member may resign from Membership of the College by giving notice in writing to the Secretary.
- 9.2 The resignation of a Member takes effect from sixty (60) business days following the date of receipt of the notice of resignation or such later date as may be specified in the notice.

### **Failure to pay**

- 9.3 Any Member:
- 9.3.1 whose fees or subscriptions are in arrears for a period of six (6) months or more from the due date for payment; and
  - 9.3.2 who has been given notice in accordance with clause 21.3 requiring payment of the overdue amount within the period specified in the notice (which must be not less than fourteen (14) days) and stating that if such payment is not made their Membership will terminate–
- ceases to be a Member if the overdue amount is not paid within the period specified in the notice.

### **Failure to comply with the College's continuing professional development requirements**

- 9.4 It is a condition of continuing Membership of the College that Members meet the College's continuing professional development requirements as defined in standards adopted and promulgated by the Board in accordance with clause 7.1.
- 9.5 The College may undertake an audit from time to time or on an ongoing basis to determine compliance by a Member or Members with the Board's standards for participation in continuing professional development.
- 9.6 The College may require a Member or Members to sign a statement of compliance with the Board's standards for participation in continuing professional development.
- 9.7 If the Board concludes that a Member has not complied with the Board's standards for participation in continuing professional development the Board must provide the Member with an opportunity to remedy the non-compliance within a period of time and in accordance with actions which the Board, acting reasonably, specifies.
- 9.8 If a Member fails to remedy the non-compliance within the specified period of time, the Board may remove the Member from Membership if that action is approved by resolution of a three-quarters majority of the whole number of Directors.
- 9.9 Before removing a Member from Membership for non-compliance with the Board's standards for continuing professional development, the Member must be provided with an opportunity to present, in writing or in person, an explanation to the Board.

### **Failure to demonstrate continuing competence**

- 9.10 If the Board implements requirements for Fellows or Associate Fellows to demonstrate continuing competence as provided for in clause 8.1, subject to clause

8.3, the Board may by resolution of a three quarters majority of the whole number of Directors remove a Fellow or Associate Fellow from Membership in the relevant class if the Fellow or Associate Fellow fails to comply with those requirements.

- 9.11 Before removing a Fellow or Associate Fellow from Membership in the relevant class for failing to demonstrate continuing competence the Fellow or Associate Fellow must be provided with an opportunity to present, in writing or in person, an explanation to the Board.

#### **Failure to maintain or revocation or suspension of registration**

- 9.12 A Member ceases to be a Member if, other than if they are an Honorary Fellow, they fail to maintain registration as a Medical Practitioner or a Competent Authority revokes their registration as a Medical Practitioner.

#### **Prejudicial conduct**

- 9.13 The Board may by three-quarters majority of the number of Directors appointed as Directors at that time, resolve that the reputation or interests of the College would be harmed by a Member's continuing Membership and that:

9.13.1 the Member will be expelled from Membership;

9.13.2 the Member's Membership will be suspended, in which case all rights associated with that Membership also will be suspended; or

9.13.3 the Member will be required to comply with requirements reasonably imposed by the Board as a condition of their continuing Membership.

- 9.14 The factors that may be taken into account for the purposes of clause 9.13 include but are not limited to:

9.14.1 a substantial or consistent failure to attain or maintain reasonable standards of competence and/or performance, providing that the Board must not expel a Member unless the College has made reasonable efforts to support the Member to attain a reasonable standard of competence and/or performance;

9.14.2 conduct, whether occurring in the practice of medical administration or otherwise, which if established would justify in the opinion of a reasonable person a finding that a Member is not of good reputation and character and/or is not a fit and proper person;

9.14.3 conduct by a Member of a nature which is contrary to that prescribed in any Regulations concerning the conduct of Members made by the Board in accordance with clause 12.2;

9.14.4 the Member is found guilty of unprofessional conduct (howsoever termed) by a Competent Authority; and/or

9.14.5 the Member is found guilty of an indictable offence.

- 9.15 [Omitted].

- 9.16 A Member must:

- 9.16.1 be given at least forty (40) business days' written notice that the Board proposes considering a resolution of the kind referred to in clause 9.13; and
  - 9.16.2 be given the opportunity to make oral or written submissions to the Board at the meeting at which the resolution is considered, before the Board considers the resolution.
- 9.17 Despite any other clause in this Constitution, the Board must not remove from Membership a Member who is a Director of the College. If a Member who is a Director is no longer considered suitable for Membership of the College by a simple majority of Directors the following provisions will apply:
- 9.17.1 The Directors must give at least forty (40) business days' written notice to the Member of any intention to recommend at a general meeting removal of the Member from the Register so as to enable the Member to provide written representations to the College.
  - 9.17.2 Where any written representations are made by the Member and the Member requests that the representations are notified to Members of the College, the College must:
    - (a) state, in any notice of the resolution given to Members of the College, that the representations have been made; and
    - (b) send a copy of the representations to every Member of the College to whom the notice of the meeting has been or is to be sent.
  - 9.17.3 The requirements in clause 9.17.2 do not apply if the College receives the representations too late for it to satisfy those requirements.
  - 9.17.4 If a copy of the representations is not sent because they were received too late or because of the College's default, the Member may, without affecting any right to be heard orally, require the representations be read out at the meeting.
  - 9.17.5 Copies of the representations need not be sent out and the representations need not be read out at the meeting if the Directors are satisfied on reasonable grounds that the rights conferred by clause 9.17.2 are being abused to secure needless publicity for defamatory matter.
  - 9.17.6 An ordinary resolution of Members is required to pass the necessary resolution to remove a member under clause 9.17.
- 9.18 [Omitted].

### **Consequences of cessation of Membership**

- 9.19 Any Member who ceases to be a Member pursuant to the provisions of this clause 9:
- 9.19.1 remains liable for any unpaid annual subscription or other fees that are owing to the College;
  - 9.19.2 forfeits all rights and privileges which as a Member they did or may have enjoyed;

- 9.19.3 must surrender to the College all certificates and titles issued by the College; and
- 9.19.4 must cease to represent themselves as a Member including using any of the titles and/or post-nominals described in clauses 5.16.4 to 5.16.6 as applicable.
- 9.20 It is a condition of Membership of the College that all communications arising under or incidental to any allegation or complaint against a Member and the proceedings at which they are considered will be absolutely privileged and protected accordingly. No Member against whom an allegation has been made for the purpose of this clause 9 or who has been given the opportunity to show cause why they should not be expelled, suspended or required to comply with requirements reasonably imposed by the Board as a condition of continuing Membership may commence or prosecute any action or legal proceedings for defamation against any Member or Director of the College who gave evidence (orally or in writing) or exercised any power or duty in their role as a Member or Director of the College.
- 9.21 Clause 9.20 will not protect any person against legal liability (if any) for making with express malice a statement which they know is false.

### **Removal from the Register**

- 9.22 The Board must cause the name of any person who is no longer a Member to be removed from the Register.

### **Power of Board to reinstate**

- 9.23 The Board may by three-quarters majority of the number of Directors appointed as Directors at that time, reinstate to Membership a person whose Membership has ceased as a consequence of a previous resolution of the Board or the operation of clause 9.12.

## **10 General meetings**

### **Convening of meetings by Directors**

- 10.1 Any Director may convene a general meeting.

### **Convening of meetings by Members**

- 10.2 The Directors must call and arrange to hold a general meeting if required to do so under the Corporations Act.

### **Annual general meetings**

- 10.3 Annual general meetings of the College must be held in compliance with the Corporations Act.
- 10.4 The College must hold an annual general meeting at least once in each calendar year and within five (5) months after the end of its financial year.
- 10.5 Annual general meetings are to be held in addition to other general meetings held by the College in the year.
- 10.6 The business of an annual general meeting may include any of the following, even if not referred to in the notice of meeting:

- 10.6.1 consideration of the annual financial report, Directors' report and Auditor's report;
  - 10.6.2 the election of Directors;
  - 10.6.3 the appointment of the Auditor; and
  - 10.6.4 the fixing of the Auditor's remuneration.
- 10.7 The chairperson of an annual general meeting must allow a reasonable opportunity for Members entitled to do so at the general meeting to ask:
- 10.7.1 the Directors questions or make comments on the management of the College; and
  - 10.7.2 the Auditor or its representative questions relevant to the conduct of the audit and the preparation and content of the Auditor's report.

### **Notice of general meeting**

- 10.8 Unless otherwise agreed by Members in accordance with the Corporations Act, at least twenty-one (21) days' written notice must be given of a general meeting (exclusive of the day on which notice is served or deemed to be served but inclusive of the day for which notice is given). The notice must specify the place, the day and the hour of the meeting, the technology that will be used to facilitate the meeting if the meeting is to be held in two (2) or more places, the general nature of the business to be transacted and any other matters as are required by the Corporations Act.
- 10.9 The accidental omission to give notice of any general meeting to, or the non-receipt of notice by, a person entitled to receive notice does not invalidate a resolution passed at the general meeting.
- 10.9A Any person entitled to receive a notice of meeting may elect for that notice to be provided in physical or electronic form. The College must take reasonable steps to comply with such an election.
- 10.9B To the extent permitted by the Corporations Act and any other applicable law, any document that is required or permitted to be given to a Member and that relates to a general meeting (including, but not limited to, any notice of meeting) may be given by means of electronic communication, or by giving the Member (by means of an electronic communication or otherwise) sufficient information to allow the person to access the document electronically.

### **Persons entitled to notice of meeting**

- 10.10 Notice of every general meeting must be given by a method authorised by this Constitution to all of the following persons:
- 10.10.1 Every Member.
  - 10.10.2 Every Director.
  - 10.10.3 The Auditor for the time being, if any.
- 10.11 No other person is entitled to receive notices of general meetings.

### **Attendance of Directors at general meetings**

10.12 All Directors are entitled to attend and be heard at all general meetings.

### **Cancellation of general meetings**

10.13 The Directors may at any time after a notice of a general meeting has been given, postpone or cancel a general meeting other than a general meeting they are required to convene and hold under the Corporations Act.

10.14 A meeting may only be postponed or cancelled in accordance with clause 10.13 if notice of the cancellation is given to all persons entitled to receive notice of the meeting at least two (2) business days prior to the time of the meeting as specified in notice of the meeting.

### **Quorum at general meetings**

10.15 Business may not be transacted at a general meeting unless a quorum of fifteen (15) Fellows is present by person, proxy or representative at the time when the meeting proceeds to business. For the purpose of determining whether a quorum is present, a person attending as a proxy or as a representative of a Member is treated as being a Member. If a Member has appointed more than one proxy or representative, only one of them may be counted.

10.16 If a quorum is not present within half an hour from the time appointed for the meeting or a longer period allowed by the chairperson:

10.16.1 if the meeting was convened by or at the requisition of Members it must be dissolved; or

10.16.2 otherwise, it must stand adjourned to the same day in the next week at the same time and place or to another day and at another time and place determined by the Directors.

10.17 If a meeting has been adjourned to another time and place determined by the Directors under clause 10.16.2, not less than seven (7) days' notice of the adjourned meeting must be given in the same manner as in the case of the original meeting.

10.18 At the adjourned meeting three (3) Fellows present is a quorum but if a quorum is not present within half an hour after the time appointed for the meeting, the meeting must be dissolved.

### **Chairperson**

10.19 The President is entitled to preside as chairperson at every general meeting.

10.20 If the President is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act as chairperson of the meeting, the first person listed below who is present and willing to act as chairperson of the meeting is entitled to preside:

10.20.1 The President-Elect.

10.20.2 A Fellow who is a Director, elected by the Fellows present by a simple majority vote.

10.20.3 A Fellow who is not a Director, elected by the Fellows present by a simple majority vote.

- 10.21 Subject to the terms of this Constitution dealing with adjournment of meetings, the ruling of the chairperson on all matters relating to the order of business or the procedure and conduct of a general meeting is final and no motion of dissent from a ruling of the chairperson may be accepted.
- 10.22 The chairperson, at their discretion, may expel any person from a general meeting if the chairperson reasonably considers that the person's conduct is inappropriate.

### **Adjournment of meetings**

- 10.23 The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting to another time and another place.
- 10.24 The only business that may be transacted at the meeting which resumes an adjourned meeting is the business left unfinished at that adjourned meeting.
- 10.25 When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- 10.26 Except where a meeting is adjourned for thirty (30) days or more, it is not necessary to give a notice of an adjournment or of the business to be transacted at an adjourned meeting.

### **Voting**

- 10.27 At a general meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is demanded before that vote is taken or before the result is declared or immediately after the result is declared.
- 10.28 If a poll is not duly demanded, a declaration by the chairperson that a resolution has been carried on a show of hands or carried unanimously or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the College is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.
- 10.29 A poll may be demanded by either:
- 10.29.1 the chairperson; or
  - 10.29.2 at least five (5) Members who are entitled to vote on the resolution.
- 10.30 The demand for a poll may be withdrawn.
- 10.31 The demand for a poll does not prevent the continuation of a meeting for the transaction of business other than the question on which a poll is demanded.
- 10.32 If a poll is duly demanded, it must be taken in the manner and, except as to the election of chairperson or on a question of adjournment, either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll is the resolution of the meeting at which the poll is demanded.
- 10.33 A poll demanded on the election of a chairperson or on a question of adjournment must be taken immediately.
- 10.34 Each Member who is entitled to vote may vote in person or by proxy.



- 10.35 Subject to clause 10.52, on a show of hands every Member present who is entitled to vote has one (1) vote.
- 10.36 On a poll every Member present in person or by proxy who is entitled to vote has one (1) vote.
- 10.37 Unless otherwise provided in this Constitution, the chairperson is entitled to a second or casting vote.

#### **Objections to voter qualification**

- 10.38 No objection may be raised to the qualification of a voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- 10.39 An objection must be made before a vote is taken.
- 10.40 An objection to the qualification of a voter must be referred to the chairperson, whose decision is final.
- 10.41 A vote is valid for all purposes even if it is discovered subsequently that objection could have been taken to the qualification of the voter.

#### **Mode of general meetings**

- 10.42 A general meeting may be called or held at two (2) or more venues using technology that gives the members as a whole a reasonable opportunity to participate. The Members may otherwise regulate their meetings as they see fit.
- 10.42A Without limiting rule 10.42, and subject to any applicable law:
- 10.42A.1 a general meeting of the College may be convened using virtual meeting technology provided it gives the Members, as a whole, a reasonable opportunity to participate (including to ask questions and make comments both orally and in writing);
- 10.42A.2 a general meeting conducted using virtual meeting technology may be held at one (1) or more physical venues, or using virtual meeting technology only; and
- 10.42A.3 a person who attends and participates in a general meeting pursuant to this rule 10.42A (whether at a physical venue or by using virtual meeting technology) is taken for all purposes to be present in person at the meeting.
- 10.42B If a general meeting of the College is to be convened in accordance with rule 10.42A, subject to any applicable law:
- 10.42B.1 the Board may prescribe the Regulations, rules and procedures in relation to the manner in which the general meeting is to be conducted; and
- 10.42B.2 the inability of one (1) or more members to access, or to continue to access, the general meeting using any virtual meeting technology will not affect the validity of a general meeting or any business conducted at a general meeting, provided that sufficient members are able to participate in the general meeting as required by rule 10.15 or 10.18 (as applicable).

## **Resolution in writing**

- 10.43 A resolution in writing signed by all Members, excluding Members who have been given leave of absence, is to be treated as a determination of the Members passed at a meeting of the Members duly convened and held.
- 10.44 A resolution in writing may consist of several documents in like form, each signed by one (1) or more Members and if so signed it takes effect on the latest date on which a Member signs one of the documents.
- 10.45 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Members is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

## **Proxies**

- 10.46 A Member who is entitled to vote may appoint another person as their proxy to attend and vote on their behalf.
- 10.47 A proxy must be a Member of the College in the same class as the Member who appoints them and must not be ineligible to vote because of the application of clause 5.15.
- 10.48 A document appointing a proxy must be in writing, in any form permitted by the Corporations Act, signed by the Member making the appointment and deposited at the College's office not less than forty-eight (48) hours before the time appointed for the holding of the Meeting.
- 10.49 A document appointing a proxy:
- 10.49.1 shall be deemed to confer authority to demand or join in demanding a poll;
  - 10.49.2 subject to clause 10.50, shall be valid only for the meeting at the place and time specified in the original notice of meeting; and
  - 10.49.3 may be withdrawn prior to the meeting by notice in writing to the Secretary.
- 10.50 If a general meeting is adjourned, an appointment and any authority received by the College at least forty-eight (48) hours before the resumption of the meeting are effective for the resumed part of the meeting.
- 10.51 A document appointing a proxy may specify the manner in which the proxy is entitled to vote in respect of a particular resolution and, where the document so provides, the proxy is not entitled to vote on the resolution in any other way.
- 10.52 Except as expressly provided by the document appointing the proxy, an appointment of a proxy confers authority to do all things that the Member appointing the proxy can do in respect of a general meeting, except that the proxy is not entitled to vote on a show of hands.
- 10.53 A vote given in accordance with the terms of a proxy document is valid despite the occurrence of any one or more of the following events if no intimation in writing of any of those events has been received by the Secretary before the commencement of the meeting or adjourned meeting at which the document is used:
- 10.53.1 the previous death or unsoundness of mind of the principal; or

- 10.53.2 the revocation of the instrument or of the authority under which the instrument was executed.

### **Postal ballots**

- 10.54 The Board may submit any question or resolution that is not required to be passed as a special resolution (as that term is defined in the Corporations Act) to the vote of all Members entitled to vote by means of a ballot (which may be conducted by way of a postal ballot, an electronic ballot, or a combination of a postal and electronic ballot).
- 10.55 The Board will determine:
- 10.55.1 the form of the ballot paper;
  - 10.55.2 the polling date; and
  - 10.55.3 whether the ballot is to be a secret ballot.
- 10.56 The following provisions will apply to any question or resolution submitted to Members entitled to vote by means of a postal ballot:
- 10.56.1 The polling date must be not less than nine (9) weeks and not more than four (4) months after the making of the determinations provided for in clause 10.55.
  - 10.56.2 Where it has been determined that the ballot is to be a secret postal ballot, the Board will determine the manner in which the ballot will be taken in order to ensure its secrecy.
  - 10.56.3 The Secretary must cause one ballot paper (where the ballot is to be conducted by way of a postal ballot) or ballot instructions (where the ballot is to be conducted by electronic means) to be forwarded in accordance with clause 21.3 and 21.4 to each Fellow at least five (5) weeks before the polling date.
  - 10.56.4 Only votes that are received by the Secretary on or before the polling date will be counted.
  - 10.56.5 If any question arises as to the validity of any vote it will be determined by the President, the President-Elect and the Secretary and their determination will be final.
  - 10.56.6 The proposed resolution will be by simple majority according to the number of valid votes for and against the resolution. If there is an equality of votes, the President will have a casting vote.
  - 10.56.7 The proposed resolution and the number of valid votes for and against respectively will be entered in the book of proceedings of the College and signed by the President and the Secretary.
  - 10.56.8 No resolution will be deemed to be invalid because a ballot paper or ballot instructions (as applicable) were not received by any Fellow at their registered address or by the College.

10.56.9 Any duties required by this clause to be performed by the President, President-Elect and/or Secretary will in their absence be performed by the Chief Executive.

10.57 Any resolution deemed by virtue of clause 10.56 to be passed will, subject to the Corporations Act and other than in the case of a special resolution, have the same effect and operation as if it were a resolution passed validly at a general meeting of Members held on the polling date.

## **11 Directors**

### **Composition of the Board**

11.1 Subject to clause 11.2, the Board will comprise the following Directors:

11.1.1 a President;

11.1.2 a President-Elect, who is a Fellow nominated and elected to that position by those Fellows of the College entitled to vote at a general meeting;

11.1.3 five (5) additional Fellows nominated and elected by those Fellows of the College entitled to vote at a general meeting;

11.1.4 two (2) Associate Fellows nominated and elected by those Associate Fellows of the College entitled to vote on their election;

11.1.5 one (1) Candidate nominated and elected by those Candidates of the College entitled to vote on their election;

11.1.6 one (1) or two (2) additional persons appointed by the elected Directors in accordance with clause 11.18, at least one of whom is not a Medical Practitioner and each of whom brings relevant expertise to the Board in the areas of business, education and/or community; and

11.1.7 if none of the Fellows nominated and elected pursuant to clause 11.1.3 is ordinarily a resident of Aotearoa/New Zealand, one (1) additional Fellow appointed by the elected Directors, such Fellow to be ordinarily resident of Aotearoa/New Zealand and appointed on the recommendation of the Aotearoa/New Zealand jurisdictional committee.

### **Transitional provision – 2023 Board changes**

11.2 The following provisions apply on and from 30 August 2023 (**Transition Date**):

11.2.1 Notwithstanding anything to the contrary in this Constitution:

(a) the person holding office as President immediately before the Transition Date shall continue in that position until the expiry of the term for which the person was elected;

(b) the person holding office as Vice-President immediately before the Transition Date shall continue to hold that office until the earlier of the following:

- (i) the expiry of the term for which the Vice-President was elected in accordance with the Constitution in effect prior to the Transition Date; or
  - (ii) the person steps down or resigns from that office—  
at which time the office of Vice-President ceases;
  - (c) the person holding office as Chairperson of the Education and Training Committee and the person holding office as Chairperson of the Finance and Audit Committee immediately before the Transition Date shall each continue to be a Director until the term for which they were elected expires, and shall continue in their role as Chairperson unless and until the Board appoints another person to that role under clause 14.4; and
  - (d) except as otherwise provided in this clause, each person who was a Director or member of a standing Committee of the Board immediately before the Transition Date will continue in that office or position until the earlier of the expiry of the term for which they were elected or appointed, or they step down or resign.
- 11.2.2 Following the end of the term of the President, or of a Director or Committee member referred to in clause 11.2.1, the relevant office or position shall be filled by election or appointment (as applicable) in accordance with this Constitution as in force after the Transition Date.
- 11.2.3 The Board must procure that the following occurs by the end of the first annual general meeting after the Transition Date:
- (a) a person is elected and appointed as the President-Elect;
  - (b) one (1) additional Director is elected and appointed pursuant to clause 11.1.4; and
  - (c) if clause 11.1.7 applies, one (1) additional Director is elected and appointed pursuant to that clause.
- 11.2.4 The taking effect of this clause 11.2 does not invalidate the election, appointment or employment of any Director, Committee member or employee of the College that was in effect before the Transition Date.

#### **President and President-Elect**

- 11.3 Subject to clause 11.2 and 11.4, the person who is President-Elect shall be appointed to be the President for a term commencing at the end of the annual general meeting following expiry of the term of the current President (**President Commencement Date**), and expiring at the end of the second annual general meeting following the President Commencement Date (**Presidential Term**).
- 11.4 If:
- 11.4.1 the President resigns or ceases to hold office before the expiry of their term (**Vacating President**), the President-Elect shall become President and shall be appointed for a term which will end at the third Annual General

meeting after the President-Elect takes office as President pursuant to this clause 11.4.1 ; or

- 11.4.2 a vacancy arises in the office of the President other than a vacancy to which clause 11.4.1 applies:
- (a) the President-Elect may perform the functions of the President during the period of the vacancy; and
  - (b) the Board may nominate another Director to perform the functions of the President-Elect during the period of the vacancy;
- 11.4.3 the President-Elect resigns or ceases to hold office before expiry of their term (including in accordance with clause 11.4.1) (**Vacating President-Elect**):
- (a) the Board shall appoint a Fellow who is, or is eligible to be appointed as, a Director to perform the functions of President-Elect until a new President-Elect is elected at a general meeting; and
  - (b) the Board shall procure that, no later than the next annual general meeting after the Vacating President-Elect resigns or ceases to hold office, an election for President-Elect is conducted in accordance with clause 11.1.2.

#### **Eligibility for election or appointment as a Director**

- 11.5 At any time, a maximum of two (2) Fellows who primarily reside in a single state or territory of Australia or in Aotearoa/New Zealand or Overseas may serve as elected Directors. Once two (2) Fellows who primarily reside in a single state or territory of Australia or in Aotearoa/New Zealand or Overseas have been elected or appointed to the Board, other Fellows who primarily reside in that state or territory of Australia or in Aotearoa/New Zealand or Overseas (as relevant) will be ineligible for election.
- 11.6 For the purposes of clause 11.5:
- 11.6.1 residency will be determined at the polling date save that a Director who moves their primary place of residence from Australia or Aotearoa/New Zealand to Overseas during their term of office will be taken to have resigned their position; and
  - 11.6.2 the President and President-Elect are excluded in determining the maximum number of Fellows who primarily reside in a single state or territory of Australia or in Aotearoa/New Zealand or Overseas who may serve as elected Directors; and
  - 11.6.3 the nomination or election of two (2) Fellows primarily residing in a State or Territory of Australia or in Aotearoa/New Zealand does not prevent a Fellow primarily resident in that State or Territory or Aotearoa/New Zealand from standing for election as President-Elect or becoming President.
- 11.7 A Member is ineligible:
- 11.7.1 to be elected as a Director unless written notice of their nomination is given to the College and the written notice is:

- (a) signed by two (2) Members of the same class of Membership as the nominee and accompanied by a properly completed consent to act form that satisfies the requirements of the Corporations Act; and
- (b) delivered or sent by post or facsimile, or e-mail, or by other electronic means, to the Office at least thirty (30) business days before the annual general meeting.

11.7.2 A Member is ineligible to be elected or appointed as a Director if they:

- (a) are in arrears in payment of their annual subscription; and/or
- (b) are subject to any action by the Board in accordance with clause 9.

11.8 The President is ineligible to be appointed to that position for a second consecutive term.

11.9 The term of appointment of a Director shall be limited as follows:

11.9.1 Subject to clause 11.9.2, any person who has a continuous period of service of nine (9) years as a Director (including periods of service as a Director before this Constitution came into effect) is deemed to have resigned as a Director and is ineligible to be elected or appointed as a Director within twelve (12) months after the end of that continuous period of service. Any person to whom this clause applies will become eligible to apply for election or appointment for a further term as a Director twelve (12) months after the end of that continuous period of service. The period of service will be determined at the voting or appointment date, as applicable.

11.9.2 The period during which a person holds office as President or President-Elect holds is not to be taken into account in the calculation of a continuous period of service for the purpose of clause 11.9.1.

### **Election as a Director**

11.10 Fellows may be nominated for election to more than one (1) position on the Board but a Fellow who has been elected to a position on the Board is ineligible to be elected or appointed to any other position on the Board.

11.11 Subject to there being vacancies in the relevant positions, votes for election to positions on the Board will be counted in the following order:

11.11.1 Votes for election of the President-Elect.

11.11.2 Subject to clause 11.1.3, votes for election of five (5) Fellows as Directors.

11.12 If the number of eligible nominees for election to each of the positions referred to in clauses 11.1.1 to 11.1.2:

11.12.1 does not exceed the number of vacancies available, the nominee or nominees will be deemed to have been duly elected and will be declared as such at the annual general meeting; or

11.12.2 exceeds the number of vacancies available, the Board must appoint a returning officer or returning officers and conduct a postal ballot or electronic ballot or ballots prior to the annual general meeting in accordance with procedures it defines from time to time.

11.13 Subject to clause 11.14, election of Directors will be determined as follows:

11.13.1 where there is only one (1) position being contested, the candidate who receives the highest number of votes of valid votes for that position is elected; and

11.13.2 where there is more than one (1) position being contested:

- (a) the candidate who receives the highest number of valid votes cast is elected first;
- (b) the candidate who receives the next highest number of valid votes cast is elected second; and
- (c) where there are three (3) or more positions being contested, the process set out in clauses (a) and (b) is repeated until all positions are filled.

11.14 If two (2) or more eligible nominees for election to a Director's position receive an equal number of votes, the successful candidate will be determined by lot.

#### **Appointment of Directors to casual vacancies and vacancies for which there are no nominees**

11.15 If there are no eligible nominees for election to a position of a Director, or if a casual vacancy in an elected position of Director (including the President-Elect) arises, the Board may appoint from among those Members who would be eligible to be elected a Director to serve in that position until the next annual general meeting.

11.16 Subject to clauses 11.5 to 11.9, a Director appointed to a vacancy for which there are no nominees is eligible for election for a full term at the next annual general meeting.

11.17 Subject to clauses 11.5 to 11.9, a Director appointed to a casual vacancy is eligible for election at the next annual general meeting, either:

11.17.1 for a full term if the previously elected Director would have retired at that annual general meeting if the casual vacancy had not occurred; or

11.17.2 for a term expiring at the annual general meeting at which the previously elected Director would have retired if the casual vacancy had not occurred.

#### **Appointment of additional Directors with special expertise**

11.18 The following conditions will apply to the appointment by the Board of an additional Director or Directors in accordance with clause 11.1.6:

11.18.1 Nominations must be signed by two (2) Directors and accompanied by a properly completed consent to act form that satisfies the requirements of the Corporations Act.

11.18.2 The curriculum vitae of each nominee together with at least two (2) references specific to the nomination will be circulated to all elected



Directors at least ten (10) business days before the Board meeting at which nominations will be considered.

11.18.3 The appointment is subject to clause 11.9 and to endorsement by at least three-quarters of the Directors present at the meeting at which the nomination is considered.

11.18.4 The Members must confirm the appointment by resolution at the College's next annual general meeting. If the appointment is not confirmed, the person ceases to be a Director at the conclusion of the annual general meeting.

### **Vacancy in office of a Director**

11.19 In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Corporations Act or another provision of this Constitution, the office of Director becomes vacant and a casual vacancy arises if any of the following occurs:

11.19.1 A Director resigns by notice in writing to the College.

11.19.2 A Director who is a Member of the College ceases to be a Member of the College.

11.19.3 The Members entitled to vote at a general meeting by ordinary resolution remove a Director from office.

11.19.4 A Director becomes an insolvent under administration.

11.19.5 A Director becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.

11.19.6 A Director is absent without the consent of the Directors from three (3) consecutive meetings of the Board and the Board resolves that the office of that Director be vacated.

11.19.7 A Director becomes prohibited from being a Director by reason of an order made under the Corporations Act.

11.19.8 A Director who was primarily resident in Australia or Aotearoa/New Zealand at the time of election to the Board moves their primary place of residence from Australia or Aotearoa/New Zealand to Overseas.

11.19.9 A Director completes a continuous period of service of nine (9) years as a Director (including periods of service as a Director before this Constitution came into effect), provided that a Director whose office becomes vacant by operation of this clause shall become eligible to apply for election or appointment for a further term as Director twelve (12) months after the end of that continuous period of service.

11.20 [Omitted]

11.21 [Omitted].

11.22 [Omitted].

- 11.23 [Omitted].
- 11.24 [Omitted]
- 11.25 [Omitted]
- 11.26 [Omitted]
- 11.27 [Omitted]

### **Term of election or appointment as a Director**

- 11.28 Subject to clauses 11.2 and 11.5 to 11.9:
  - 11.28.1 each elected Director (other than a Director who is a Candidate) shall be elected for a term of three (3) years and will be eligible for re-election;
  - 11.28.2 a Director who is a Candidate shall be elected for a term of two (2) years.
- 11.29 The term of election for the purpose of clause 11.28 shall commence at the conclusion of the annual general meeting at which the person is elected as Director and to expire at the later of:
  - 11.29.1 the conclusion of the third (or second, in the case of a Candidate) annual general meeting after the term commenced; or
  - 11.29.2 the end of three years (3) years (or two (2) years in the case of a Candidate) after the term commenced.
- 11.30 Taking into account the need for turnover and renewal of the Board, Directors appointed by the Board in accordance with clause 11.18 may be appointed for a maximum term of three (3) years at the discretion of the Board following which, subject to clause 11.9, they may be re-appointed by the Board.
- 11.31 [Omitted]

## **12 Role and responsibilities of the Board**

### **Powers of Directors and the Board**

- 12.1 The Directors are entitled to exercise all those powers of the College as are not, by the Corporations Act or this Constitution, required to be exercised by the Members in general meeting or otherwise.
- 12.2 Without limiting the generality of the powers conferred upon the Board, the Board has the power to make, vary and rescind Regulations from time to time not inconsistent with the Corporations Act or this Constitution, including:
  - 12.2.1 procedural matters in relation to application for Membership;
  - 12.2.2 application fees, training and assessment fees, annual subscriptions and other fees;
  - 12.2.3 rights, privileges and responsibilities of Members including rights to use College titles and post-nominals and responsibilities to participate in

continuing professional development and to demonstrate continuing competence in accordance with the Board's requirements;

- 12.2.4 academic dress to be worn by Fellows;
- 12.2.5 the establishment, regulation, administration and dissolution of committees, faculties and other organisations of Fellows and other Members, whether on a jurisdictional, regional, academic, sub-specialty or other basis;
- 12.2.6 the conduct of courses of study and training and assessment programs for admission to Fellowship and otherwise;
- 12.2.7 conditions of admission to and maintenance of Fellowship and Membership in the various other classes;
- 12.2.8 the nomination and election or appointment of Directors and Committee members of the College; and
- 12.2.9 postal and electronic ballots of Members.

### **Appointment of the Chief Executive**

- 12.3 The Board may appoint a Chief Executive and may delegate any of its powers (apart from this power and the power of delegation) to the Chief Executive, providing that it institutes appropriate mechanisms to monitor the performance of the Chief Executive and of the College generally.
- 12.4 The Board may revoke the appointment of the Chief Executive.
- 12.5 [Omitted]
- 12.6 [Omitted]
- 12.7 [Omitted]
- 12.8 [Omitted]

### **Meetings of the Board**

- 12.9 Subject to the Corporations Act and this Constitution, the Board may regulate its own proceedings as it sees fit.
- 12.10 A Director may at any time, and the Secretary must on the request of the President or at least two (2) Directors, convene a meeting of Directors.
- 12.11 Notice of each meeting of the Directors must be given to each Director at least five (5) business days before the meeting or at another time determined by resolution of the Directors. The notice must indicate that business that is to be dealt with at the meeting.
- 12.12 [Omitted]
- 12.13 A quorum is achieved if both of the following occur:
  - 12.13.1 at least five (5) Directors are present; and
  - 12.13.2 a majority of those present are Fellows.

- 12.14 If the number of Directors is reduced below the number necessary for a quorum of Directors, the continuing Director or Directors may act only:
- 12.14.1 to appoint additional Directors to the number necessary for a quorum; or
  - 12.14.2 to convene a general meeting of the College; or
  - 12.14.3 in an emergency.
- 12.15 Without limitation, a meeting of the Board may be called or held by telephone, video, e-mail or any other technology which permits each Director to communicate with each other. A resolution passed at such a meeting, notwithstanding that the Directors are not present together in one place at the time of the meeting, is deemed to have been passed at a meeting of Directors held on the day on, and at the time at, which the meeting was held.
- 12.16 The President or if absent the President-Elect will preside at all meetings of the Board. If the President or President-Elect is not present within ten (10) minutes after the time appointed for holding the meeting the Directors may choose a Director to chair the meeting.
- 12.17 Unless otherwise provided in this Constitution, the Board may reach decisions by consensus but if a vote is requested by any Director, any question will be decided by a majority of votes of Directors present and voting on that question and in the case of an equality of votes the chairperson of the meeting will have a second or casting vote in addition to a deliberative vote.
- 12.18 A Director may be present and may vote on a matter before the Board if and to the extent that they are permitted to do so under the Corporations Act.

### **Minutes**

- 12.19 The Directors must cause minutes of all proceedings of general meetings, meetings of the Directors and meetings of committees formed by the Directors to be entered into books kept for the purpose.
- 12.20 The Directors must cause all minutes, except resolutions in writing treated as determinations of the Directors, to be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting.

### **Resolution in writing**

- 12.21 A resolution in writing signed by all Directors, excluding Directors who have been given leave of absence by the Board, is to be treated as a determination of the Directors passed at a meeting of the Directors duly convened and held.
- 12.22 A resolution in writing may consist of several documents in like form, each signed by one or more Directors and if so signed it takes effect on the latest date on which a Director signs one of the documents.
- 12.23 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Directors is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

13 [Omitted]

## 14 Committees

14.1 The following shall be established and maintained as standing Committees of the Board:

14.1.1 Education and Training Committee;

14.1.2 Finance and Audit Committee;

14.1.3 Board of Censors;

14.1.4 Continuing Professional Development Program Committee; and

14.1.5 Policy and Advocacy Committee.

14.2 The Board may establish such other Committees as it considers necessary for the good governance and achievement of the objects of the College, and may abolish such Committees.

14.3 The Board must make, and may vary, revoke or replace, Terms of Reference for each Committee. Before making, varying, revoking or replacing a Committee's Terms of Reference, the Board must consult with, and consider any recommendations of, the Committee.

14.4 The Board must appoint, and may remove, the members and Chairpersons of Committees, provided that:

14.4.1 a majority of the members of every standing Committee of the Board must be Members;

14.4.2 the Chairpersons of the Finance and Audit Committee and the Policy and Advocacy Committee must be Directors;

14.4.3 the Chairperson of the Education and Training Committee must be a Director who is a Fellow; and

14.4.4 the Chairperson of the Continuing Professional Development Program Committee and the Chairperson of the Board of Censors (Censor-in-Chief) must be Fellows.

14.5 Any Committee member (including any Chairperson of any Committee) whose Membership of the College ceases also ceases immediately to be a Committee member.

14.6 The Board may by resolution delegate any of its functions and powers to a Committee. Such delegation:

14.6.1 may be for such period, and may be subject to such conditions and limitations, as the Board considers appropriate;

14.6.2 may be revoked or varied at any time; and

- 14.6.3 does not authorise the Committee to subdelegate unless the sub-delegation is expressly authorised by the Board.
- 14.7 Each Committee must perform its functions and exercise its powers in accordance with:
- 14.7.1 the Committee's Terms of Reference as determined or approved and varied by the Board from time to time;
- 14.7.2 any applicable Regulations; and
- 14.7.3 any directions given, or the conditions or limitations of any function or power delegated, to it by the Board.
- 14.8 A Committee may, with the prior written approval of the Board, form subcommittees to assist in the performance of its functions.
- 14.9 Employees of the College may not be Committee members but may, at the invitation of a Committee, attend and be heard at meetings of that Committee.
- 14.10 The President may attend and be heard at meetings of Committees. The Chairperson of the Finance and Audit Committee may attend meetings of all Committees and shall be heard on any matter affecting the financial position of the College.
- 14.11 This clause 14 does not apply to Jurisdictional Committees.

## **15 Jurisdictions and jurisdictional committees**

### **Establishment of jurisdictions**

- 15.1 Each of the states and territories of Australia, and Aotearoa/New Zealand, will constitute a separate jurisdiction of the College.
- 15.2 Members residing in any jurisdiction may by simple majority at a properly constituted jurisdictional meeting vote to combine their jurisdiction for a defined period of time with another jurisdiction, providing at least four (4) weeks' written notice has been given to all Members who reside in the first jurisdiction that a motion to that effect will be considered at the jurisdictional meeting. Such vote will only be effective if it is approved at a properly constituted meeting of the second jurisdiction.
- 15.3 Following the expiration of the period during which a jurisdiction is combined with another jurisdiction, the jurisdictions will be reconstituted separately until another majority vote to re-combine the relevant jurisdictions for a defined period of time is passed.
- 15.4 Any Member not residing in Australia or Aotearoa/New Zealand may select a jurisdiction for the purposes of jurisdictional membership.
- 15.5 The role of the jurisdiction is to:
- 15.5.1 provide opportunities for professional interaction and development for Members who reside in the jurisdiction or who have joined the jurisdiction pursuant to clause 15.4;

- 15.5.2 assist to ensure effective communication between the College and its Members;
- 15.5.3 assist the College to ensure efficient and effective administration within the jurisdiction;
- 15.5.4 advise the Board and/or the College on relevant issues affecting Members who reside in the jurisdiction or issues affecting the practice of medical administration generally within the jurisdiction area;
- 15.5.5 promote and support the activities of the College within the jurisdiction; and
- 15.5.6 such other roles as are delegated to it from time to time.

### **Jurisdictional committees**

- 15.6 Each jurisdiction of the College must elect a committee consisting of a chairperson who is a Fellow, and at least two (2) other Members, as determined by the jurisdiction from time to time in accordance with the Terms of Reference, which:
  - 15.6.1 must comprise Members who primarily reside in, or who have joined, that jurisdiction in accordance with clause 15.4, providing that the majority of the members of the jurisdictional committee are Fellows;
  - 15.6.2 is responsible for leading the jurisdiction in performing the role of the jurisdiction set out in clause 15.5; and
  - 15.6.3 may exercise any power delegated to it by the Board from time to time but in the absence of a specific delegation will act in an advisory capacity only.
- 15.7 The Board may make, vary, revoke or replace Regulations with respect to or prescribing:
  - 15.7.1 Terms of Reference for jurisdictional committees;
  - 15.7.2 responsibilities of jurisdictional committees and their members and Committees;
  - 15.7.3 procedures for nomination and election of jurisdictional committee members and Committees;
  - 15.7.4 terms for which jurisdictional committee members and Committee members may hold office;
  - 15.7.5 requirements and procedures for meetings of jurisdictions and jurisdictional committees;
  - 15.7.6 the authority for jurisdictional committee members and Committee members to act on behalf of the College;
  - 15.7.7 jurisdictional committee funds and finances;
  - 15.7.8 provision of reports, minutes and other information to the Board;
  - 15.7.9 requirements and procedures for meetings to be held between the Board and jurisdictional committee members; and

15.7.10 such other matters as the Board considers necessary or convenient for the effective operation of jurisdictional committees and the College.

15.8 Before making, varying, revoking or replacing, a Regulation referred to in clause 15.7, the Board must consult with chairpersons of the jurisdictional committees.

## **16 Income and property**

### **Distribution to Members**

16.1 No income or property of the College may be paid or transferred, directly or indirectly, to any Member.

### **Payment for services rendered**

16.2 Nothing in clause 16.1 prevents:

16.2.1 the payment in good faith of the following:

- (a) remuneration to any employees or contractor of the College for services rendered to the College;
- (b) an amount paid to any Member in return for any services rendered to the College or for goods supplied in the ordinary and usual course of business;
- (c) reasonable and proper interest on money borrowed from any Member;
- (d) reasonable and proper rent for premises let by any Member to the College; and/or

16.2.2 the College from providing services or information to Members on terms which are different from the terms on which services or information are provided to persons who are not Members.

### **Payment to Directors**

16.3 The Directors will not be remunerated for their services save that:

16.3.1 the Directors appointed in accordance with clause 11.1.6 may be paid by way of fees for their service, with the maximum aggregate annual amounts to be paid, if any, determined from time to time by the College in general meeting;

16.3.2 Directors may be paid travelling, accommodation and other expenses properly incurred by them in accordance with Board policy in attending and returning from meetings of the Directors or any committee or any general meeting or otherwise in the execution of their duties as Directors;

16.3.3 Directors may be remunerated for any service rendered to the College in a professional or technical capacity on reasonable commercial terms and in accordance with Board policy;

16.3.4 Directors may be remunerated as employees of the College where the terms of employment have been approved by resolution of the Board.



## **17 Indemnity and insurance**

### **Indemnity**

- 17.1 Every officer and past officer of the College may be indemnified by the College, to the fullest extent permitted by law, against a liability incurred by that person as an officer of the College or a subsidiary of the College, including without limitation legal costs and expenses incurred in defending an action.

### **Insurance premiums**

- 17.2 The College may pay the premium on a contract insuring a person who is or has been an officer of the College to the fullest extent permitted by law.

## **18 Seal and execution of documents**

### **Custody of Seal**

- 18.1 If the College has a Seal, the Directors must provide for its safe custody.
- 18.2 The College may have for use in place of the Seal outside the jurisdiction where the Seal is kept, one or more official seals, to be used in accordance with procedures approved by the Directors.

### **Execution of documents**

- 18.3 The College may execute a document by affixing the Seal to the document where the fixing of the Seal is witnessed by any of the following:
- 18.3.1 two (2) Directors;
  - 18.3.2 a Director and the Secretary; or
  - 18.3.3 a Director and some other person appointed by the Directors for the purpose.
- 18.4 The Secretary must keep a register of documents to which the seal is affixed and that register must be tabled at every meeting of the Directors.

## **19 Surplus assets on winding up or dissolution**

- 19.1 Upon the winding up or dissolution of the College, any remaining property after satisfaction of all debts and liabilities will not be paid to or distributed among the Members but will be given or transferred to some other institution or company which satisfies the following requirements:
- 19.1.1 It has objects similar to the objects of the College.
  - 19.1.2 Its constituent documents prohibit the distribution of its income and property among its members.
  - 19.1.3 The institution or company is exempt from income tax under the Income Tax Assessment Act 1997.

- 19.2 This is to be determined by the Members at or before the time of winding up or dissolution of the College and, in default of any determination, by the Supreme Court of Victoria.

## **20 Accounts, audit and records**

### **Accounts**

- 20.1 The Board must ensure that proper accounting records are kept of the College.
- 20.2 The College must maintain a register of audited financial statements of the College, reports of the Board and lists of Members.
- 20.3 The Register must be kept at the office of the College and must always be open to inspection by Members of the College.
- 20.4 A copy of the audited financial statements of the College accompanied with copies of the Board's and Auditors' reports presented to the College at its annual general meeting will be sent to all Members not less than ten (10) business days prior to the date fixed by the Board for the annual general meeting.
- 20.5 Auditors must be appointed as required by the Corporations Act.
- 20.6 The Directors must cause proper accounting and other records to be kept in accordance with the Corporations Act. The Directors must distribute copies of every profit and loss account and balance sheet (including every document required by law to be attached thereto) as required by the Corporations Act.

### **Audit**

- 20.7 A registered company auditor must be appointed. The remuneration of the auditor must be fixed and the auditor's duties regulated in accordance with the Corporations Act.
- 20.8 The accounts of the College must be audited annually.

### **Rights of Inspection**

- 20.9 Subject to the Corporations Act, the Board may determine whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the College or any of them are open to the inspection of Members other than Directors, and a Member other than a Director does not have the right to inspect any document of the College except as provided by law or authorised by the Board or by the College in general meeting.

## **21 Notices**

### **Persons authorised to give notices**

- 21.1 A notice by the College in connection with this document may be given on behalf of the College by a solicitor, Director or the Secretary.
- 21.2 The signature of a person on a notice given by the College may be written, printed or stamped.

### **Method of giving notices**

- 21.3 In addition to the method for giving notices permitted by statute, a notice by the College or a Member in connection with this document may be given to the addressee by any of the following means:
- 21.3.1 By delivering it to a street address of the addressee.
  - 21.3.2 By sending it by prepaid ordinary post (airmail if outside Australia) to a street or postal address of the addressee.
  - 21.3.3 By sending it by facsimile or e-mail to the facsimile number or e-mail address of the addressee.

### **Addresses for giving notices to Members**

- 21.4 The street address or postal address of a Member is the street or postal address of the Member shown in the Register.
- 21.5 The facsimile number or e-mail address of a Member is the number which the Member may specify by written notice to the College as the facsimile number or e-mail address to which notices may be sent to the Member.

### **Address for giving notices to the College**

- 21.6 The street and postal address of the College is the Office.
- 21.7 The facsimile number or e-mail address of the College is the number which the College may specify by written notice to the Members as the facsimile number or e-mail address to which notices may be sent to the College.

### **Time notice of meeting is given**

- 21.8 A notice of meeting given in accordance with this document is to be taken as given, served and received at the following times:
- 21.8.1 If delivered in writing to the street address of the addressee, at the time of delivery.
  - 21.8.2 If it is sent by post to the street or postal address of the addressee, on the business day after posting.
  - 21.8.3 If sent by facsimile or e-mail to the facsimile number or e-mail address of the addressee, at the time transmission is completed.

### **Time other notices are given**

- 21.9 A notice given in accordance with this document is to be taken as given, served and received at the following times:
- 21.9.1 If delivered in writing to the street address of the addressee, at the time of delivery.
  - 21.9.2 If it is sent by post to the street or postal address of the addressee, on the second (fifth if outside Australia) business day after posting.
  - 21.9.3 If sent by facsimile or e-mail to the facsimile number or e-mail address of the addressee, at the time transmission is completed.

## **Proof of giving notices**

21.10 The sending of a notice by facsimile or e-mail and the time of completion of transmission may be proved conclusively by production of the relevant one of the following:

21.10.1 A transmission report by the facsimile machine from which the notice was transmitted which indicates that a facsimile of the notice was sent in its entirety to the facsimile number of the addressee.

21.10.2 A print out of an acknowledgment of receipt of the e-mail.

## **22 Standard replaceable clauses do not apply**

22.1 The set of standard replaceable clauses contained in the Corporations Act does not apply to the College.

## **23 Definitions and Interpretation**

### **Definitions**

23.1 In this document the following definitions apply:

**Affiliate** has the meaning given in clause 5.6.

**Associate Fellow** has the meaning given in clause 5.4.

**Auditor** means the auditor from time to time of the College.

**Board** means the board of Directors of the College for the time being.

**Candidate** has the meaning given in clause 5.5.

**Chief Executive** means the person accountable to the Board of Directors for the management of the College.

**Committee** means a committee of the Board established under this Constitution from time to time.

**Competent Authority** means a medical registration authority of competent jurisdiction of Aotearoa/New Zealand or of a state or territory of Australia, or some other country or a state or territory of another country recognised by the Directors.

**Corporations Act** means the Corporations Act 2001 (Cth).

**Director** means a person elected or appointed to perform the duties of a director of the College.

**Fellow** has the meaning given in clause 5.2.

**Fellowship** means Membership of the College in the class of Fellow.

**Honorary Fellow** has the meaning given in clause 5.3.

**Medical Practitioner** means a person who is registered as such by a Competent Authority.

**Member** means a person whose name is entered in the Register as a Member of the College.

**Membership** means membership of the College in accordance with section 231 of the Corporations Act 2001 (Cth).

**Month** means a calendar month.

**Office** means the registered office of the College.

**Overseas** means any country other than Australia or Aotearoa/New Zealand.

**Register** means the register of Members kept by the College under the Corporations Act.

**Regulations** means regulations made by the Board in accordance with this Constitution.

**Terms of Reference** means terms of reference for a committee determined by the Board in accordance with this Constitution.

**Seal** means, if the College has one (1), the common seal of the College.

**Secretary** means a person appointed by the Directors in accordance with the Corporations Act to perform the duties of a secretary of the College.

## **Interpretation**

23.2 In this document, unless the context otherwise requires:

23.2.1 A reference to any law or legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision, in either case whether before, on or after the date of this document.

23.2.2 A reference to any agreement or document is to that agreement or document as amended, novated, supplemented or replaced from time to time.

23.2.3 A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this document.

23.2.4 Where a word or phrase is given a defined meaning another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.

23.2.5 A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.

23.2.6 An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or public authority.

- 23.2.7 A reference to dollars or \$ means Australian dollars.
- 23.2.8 References to the word 'include' or 'including' are to be construed without limitation.
- 23.2.9 A reference to a time of day means that time of day in the place where the Office is located.
- 23.2.10 A reference to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in the place where the Office is located.
- 23.2.11 Where a period of time is specified and dates from a given day or the day of an act or event it must be calculated exclusive of that day.
- 23.2.12 A term of this document which has the effect of requiring anything to be done on or by a date which is not a business day must be interpreted as if it required it to be done on or by the next business day.

### **References to the document**

- 23.3 A reference to this document, where amended, means this document as so amended.

### **Application of Corporations Act**

- 23.4 The Corporations Act applies in relation to this document as if it was an instrument made under the Corporations Act as in force on the day when this document became the Constitution of the College. Without limiting the foregoing, for so long as the Company is registered as a charity under the ACNC Act, Parts 2G.2 and 2G.3 of the Corporations Act apply to meetings of Members of the Company for the purposes of this Constitution as if the Company were not registered as a charity under the ACNC Act.

### **Exercise of powers**

- 23.5 Except as specifically contemplated to the contrary in this document, the College may, in any manner permitted by the Corporations Act exercise any power take any action or engage in any conduct or procedure which under the Corporations Act a company limited by guarantee may exercise, take or engage in if authorised by its document.

# Document Five

## Current Constitution (2019)



## **Constitution**

The Royal Australasian College of Medical Administrators Limited

As amended up to and including October 2019



## Table of contents

<b>Constitution</b> .....	<b>i</b>
<b>Royal Australasian College of Medical Administrators Limited</b> .....	<b>i</b>
<b>Table of contents</b> .....	<b>i</b>
<b>Corporations Act 2001</b> .....	<b>1</b>
<b>1 Name</b> .....	<b>1</b>
<b>2 Nature of company</b> .....	<b>1</b>
<b>3 Liability of Members and guarantee on winding up</b> .....	<b>1</b>
<b>4 Objects</b> .....	<b>1</b>
<b>5 Membership</b> .....	<b>2</b>
Classes of Membership.....	2
Fellows .....	2
Honorary Fellows .....	2
Associate Fellows .....	3
Candidates .....	3
Affiliates.....	3
Members of the College .....	3
Award of an educational qualification does not imply Membership.....	4
Obligations of Members .....	5
Rights of Members .....	5
Rights not transferable .....	6
Form of application.....	6
Admission to Membership.....	6
Specific criteria for admission to Membership .....	7
Register of Members.....	8
<b>6 Fees and subscriptions</b> .....	<b>8</b>
<b>7 Continuing education</b> .....	<b>9</b>
<b>8 Periodic demonstration of continuing competence</b> .....	<b>9</b>
<b>9 Cessation or suspension of, or the imposition of conditions on, Membership</b> .....	<b>10</b>
Resignation .....	10
Failure to pay.....	10
Failure to comply with the College's continuing education requirements.....	10
Failure to demonstrate continuing competence.....	11
Revocation or suspension of registration.....	11
Prejudicial conduct .....	11
No requirement to give reasons.....	13
Consequences of cessation of Membership.....	13
Removal from the Register .....	13
Power of Board to reinstate .....	13
<b>10 General meetings</b> .....	<b>14</b>
Convening of meetings by Directors.....	14
Convening of meetings by Members .....	14
Annual general meetings .....	14
Notice of general meeting .....	14
Persons entitled to notice of meeting.....	15

Attendance of Directors at general meetings .....	15
Cancellation of general meetings.....	15
Quorum at general meetings .....	15
Chairperson.....	15
Adjournment of meetings .....	16
Voting .....	16
Objections to voter qualification.....	17
Mode of general meetings .....	17
Resolution in writing .....	17
Proxies .....	18
Postal ballots.....	18
<b>11 Directors and Officeholders.....</b>	<b>19</b>
Composition of the Board .....	19
Transitional: first Board .....	20
Eligibility for election or appointment as a Director.....	20
Election as a Director .....	21
Appointment of Directors to casual vacancies and vacancies for which there are no nominees.....	22
Appointment of additional Directors with special expertise .....	22
Cessation of appointment as a Director.....	22
Authority of the Board when the office of a Director becomes vacant .....	23
Officeholders .....	23
Term of election or appointment as a Director or Officeholder .....	24
<b>12 Role and responsibilities of the Board .....</b>	<b>25</b>
Powers of Directors and the Board.....	25
Appointment of the Chief Executive.....	25
Committees .....	25
Meetings of the Board.....	26
Minutes.....	27
Resolution in writing .....	27
<b>13 Executive Committee.....</b>	<b>27</b>
<b>14 Other committees and subcommittees .....</b>	<b>28</b>
Education and Training Committee.....	28
Finance and Audit Committee.....	28
<b>15 Jurisdictions and jurisdictional committees .....</b>	<b>29</b>
Establishment and meetings of jurisdictions.....	29
Jurisdictional committees .....	30
General meetings of jurisdictions.....	30
Annual meeting of jurisdictional committees, Board representatives and Officeholders .	31
<b>16 Income and property.....</b>	<b>31</b>
Distribution to Members .....	31
Payment for services rendered.....	31
Payment to Directors.....	32
<b>17 Indemnity and insurance.....</b>	<b>32</b>
Indemnity.....	32
Insurance premiums.....	32
<b>18 Seal and execution of documents.....</b>	<b>32</b>
Custody of Seal.....	32

	Execution of documents.....	32
<b>19</b>	<b>Surplus assets on winding up or dissolution.....</b>	<b>33</b>
<b>20</b>	<b>Accounts, audit and records .....</b>	<b>33</b>
	Accounts.....	33
	Audit .....	34
	Rights of Inspection.....	34
<b>21</b>	<b>Notices .....</b>	<b>34</b>
	Persons authorised to give notices.....	34
	Method of giving notices .....	34
	Addresses for giving notices to Members.....	34
	Address for giving notices to the College .....	34
	Time notice of meeting is given .....	35
	Time other notices are given.....	35
	Proof of giving notices.....	35
<b>22</b>	<b>Standard replaceable clauses do not apply.....</b>	<b>35</b>
<b>23</b>	<b>Definitions and Interpretation.....</b>	<b>35</b>
	Definitions.....	35
	Interpretation .....	36
	References to the document.....	37
	Application of Corporations Act.....	37
	Exercise of powers.....	38

# Corporations Act 2001

## Public company limited by guarantee

### Royal Australasian College of Medical Administrators Limited

ACN 004 688 215

#### 1 Name

- 1.1 The name of the company is Royal Australasian College of Medical Administrators (hereinafter called the **College**).

#### 2 Nature of company

- 2.1 The College is a public company limited by guarantee.

#### 3 Liability of Members and guarantee on winding up

- 3.1 The liability of the Members is limited. Every Member undertakes to contribute an amount not exceeding twenty dollars to the assets of the College if it is wound up while he or she is a Member or within one year after ceasing to be a Member.

#### 4 Objects

- 4.1 The principal object of the College is to deliver comprehensive education and training programs to medical managers and other Medical Practitioners who are training for or occupying management roles and positions.

- 4.2 In addition, the College has the following subsidiary objects:

4.2.1 To examine Medical Practitioners seeking recognition as specialist medical administrators and to admit to Fellowship Medical Practitioners who have attained specialist qualifications and/or specialist expertise in medical administration.

4.2.2 To provide continuing education to Medical Practitioners to assist them to acquire and maintain skills and competence in medical administration.

4.2.3 To support Medical Practitioners who are not specialist medical administrators to develop leadership and management skills.

4.2.4 To assess the competence and performance of Fellows and Associate Fellows and to offer education, training, remediation and support to Fellows and Associate Fellows whose competence and/or performance is assessed as being below an acceptable standard.

4.2.5 To promote and advance the study of the principles and practice of health services leadership and management by Medical Practitioners.

4.2.5A To address health equity, and in particular health equity for Aboriginal and Torres Strait Island peoples of Australia and Maori of New Zealand.

4.2.6 To educate the public and other health care professionals about health leadership and management and medical administration.

4.2.7 To support research in the field of health leadership and management and medical administration.

4.2.8 To provide advice and to make submissions and representations to governments, political parties, authorities and other bodies on issues relevant to health leadership and management and medical administration.

4.2.9 To liaise with other medical colleges and representative bodies.

4.2.10 To undertake other activities to promote the specialty of medical administration and/or to provide services to Members.

## **5 Membership**

### **Classes of Membership**

5.1 The Membership of the College will be divided into 5 classes:

5.1.1 Fellows;

5.1.2 Honorary Fellows;

5.1.3 Associate Fellows;

5.1.4 Candidates; and

5.1.5 Affiliates.

### **Fellows**

5.2 A Fellow must be a Medical Practitioner:

5.2.1 who either has completed a training program approved by the Board and passed an examination conducted by the College, or in lieu of the training program and examination and subject to clause 5.29, has such other qualifications and experience as the Board considers adequate to qualify for this class of Membership;

5.2.2 who meets the standards for participation in continuing education adopted and promulgated by the Board in accordance with clause 7.1;

5.2.3 who has been admitted by the Board to that class of Membership; and

5.2.4 whose Membership has not ceased as a consequence of the provisions of clause 9.

### **Honorary Fellows**

5.3 An Honorary Fellow must be a Medical Practitioner or a person with other credentials approved by the Board:

- 5.3.1 who has been nominated for admission to that class of Membership in accordance with clause 5.20;
- 5.3.2 who in the Board's opinion fulfils the requirements set out in clause 5.30;
- 5.3.3 who has consented to becoming a Member;
- 5.3.4 who has been admitted by the Board, by a decision supported by at least a three-quarters majority of the Directors present at the meeting of the Board, to that class of Membership; and
- 5.3.5 whose Membership has not ceased as a consequence of the provisions of clause 9.

#### **Associate Fellows**

- 5.4 An Associate Fellow must be a Medical Practitioner:
  - 5.4.1 who has fulfilled any educational and training requirements established by the Board, or has such other qualifications and experience as the Board considers adequate, to qualify for this class of Membership;
  - 5.4.2 who meets the standards for participation in continuing education adopted and promulgated by the Board in accordance with clause 7.1;
  - 5.4.3 who has been admitted by the Board to that class of Membership; and
  - 5.4.4 whose Membership has not ceased as a consequence of the provisions of clause 9.

#### **Candidates**

- 5.5 A Candidate must be a Medical Practitioner:
  - 5.5.1 who is participating in a training program approved by the Board in preparation for admission as a Fellow;
  - 5.5.2 who has been admitted by the Board to that class of Membership; and
  - 5.5.3 whose Membership has not ceased as a consequence of the provisions of clause 9.

#### **Affiliates**

- 5.6 An Affiliate must be a Medical Practitioner:
  - 5.6.1 who may but is not required to participate in the continuing education activities of the College;
  - 5.6.2 who has been admitted by the Board to that class of Membership; and
  - 5.6.3 whose Membership has not ceased as a consequence of the provisions of clause 9.

#### **Members of the College**

- 5.7 Subject to clause 9, the Members of the College are:

5.7.1 all persons who were shown on the Register at the time that this constitution came into effect; and

5.7.2 such persons as the Board admits subsequently to Membership in accordance with this constitution.

5.8 Any person who was recognised by the College as a Fellow or Honorary Fellow immediately prior to this constitution coming into effect must be shown on the Register as a Fellow or Honorary Fellow respectively when this constitution comes into effect.

5.9 Any person who was recognised by the College as a "Member of the Royal Australasian College of Medical Administrators" (MRACMA) immediately prior to this constitution coming into effect is entitled (on their application) to be admitted to Membership and inclusion on the Register as an Associate Fellow or Affiliate when this constitution comes into effect.

5.10 Any person who was recognised by the College as a Candidate immediately prior to this constitution coming into effect is entitled (on their application) to be admitted to Membership and inclusion on the Register as a Candidate when this constitution comes into effect.

5.11 For the purposes of clause 5.9:

5.11.1 an application for Membership as an Associate Fellow will be taken to have been made by a MRACMA who satisfies the educational and training requirements specified in clause 5.4.1 and who:

- (a) votes on the election specified in clause 11.3.1; or
- (b) pays the application fee for Membership as an Associate Fellow as determined in accordance with clause 6.1,

and for the avoidance of doubt, a MRACMA who does not satisfy the educational and training requirements specified in clause 5.4.1 may only apply for membership as an Affiliate for the purposes of clause 5.9.

5.11.2 an application for Membership as an Affiliate will be taken to have been made by a MRACMA who pays the application fee for Membership as an Affiliate as determined in accordance with clause 6.1.

5.12 An application for membership for persons to whom clause 5.10 applies will be taken to have been made if the person:

5.12.1 votes on the election specified in clause 11.3.2; or

5.12.2 pays the application fee for Membership as a Candidate as determined in accordance with clause 6.1.

#### **Award of an educational qualification does not imply Membership**

5.13 Persons who are awarded an educational qualification by the College will not become Members of the College unless they are otherwise admitted to Membership in one of the classes set out in clause 5.1.

## **Obligations of Members**

- 5.14 All Members must do all of the following:
- 5.14.1 pay all fees and subscriptions in accordance with clause 6 and specifically, in order to maintain Membership, pay the annual subscription in accordance with clause 6; and
  - 5.14.2 otherwise comply with this constitution.
- 5.15 A Member who has not paid their annual subscription by the date set by the Board in accordance with clause 6 is ineligible, until the arrears are paid in full:
- 5.15.1 to attend any meeting of Members;
  - 5.15.2 if otherwise eligible, to vote at any meeting of Members;
  - 5.15.3 if otherwise eligible, to vote in any election of Directors; and
  - 5.15.4 if otherwise eligible, to be nominated or elected as a Director.

## **Rights of Members**

- 5.16 Subject to any rights or restrictions applicable to any Members or class of Members:
- 5.16.1 A Fellow has the right to receive notices of and attend, be heard and vote at any general meeting, nominate a person for Honorary Fellowship and nominate a Fellow for Directorship of the College and, subject to clauses 11.5 to 11.9, is eligible to be elected or appointed as a Director or Officeholder of the College.
  - 5.16.2 An Honorary Fellow or Affiliate has the right to receive notices of and attend and be heard at any general meeting but does not have the right to vote at any general meeting, nominate any person for Honorary Fellowship or Directorship of the College or be elected or appointed as a Director or Officeholder of the College.
  - 5.16.3 An Associate Fellow or Candidate has the right to receive notices of and attend and be heard at any general meeting but does not have the right to nominate any person for Honorary Fellowship, be appointed as an Officeholder of the College or, other than in their class of Membership in accordance with clauses 11.1.3 and 11.1.4:
    - (a) nominate any person for Directorship of the College;
    - (b) be elected or appointed as a Director of the College; or
    - (c) vote at any general meeting.
  - 5.16.4 A Fellow has the right to use the title "Fellow of the Royal Australasian College of Medical Administrators" and the post-nominals "FRACMA".
  - 5.16.5 An Associate Fellow has the right to use:
    - 5.16.5.1 in the case of an Associate Fellow registered as a Medical Practitioner by a medical registration authority of competent jurisdiction of New Zealand or of a State or Territory of Australia—



the title "Associate Fellow of the Royal Australasian College of Medical Administrators" and the postnomial "AFRACMA"; and

5.16.5.2 in the case of an Associate Fellow registered as a Medical Practitioner by a medical registration authority of another country, or of a state or territory of another country, recognised by the Directors— the title "Associate Fellow of the Royal Australasian College of Medical Administrators (International)" and the postnomial "AFRACMA(Int.)".

5.16.6 An Honorary Fellow has the right to use the title "Honorary Fellow of the Royal Australasian College of Medical Administrators" and the post-nominals "FRACMA (Hon)".

5.16.7 Candidates and Affiliates have no right to use any post-nominals identifying their affiliation with the College.

### **Rights not transferable**

5.17 The rights and privileges of every Member are personal and are not transferable by the Member's own act or by the operation of law except by the proper use of proxies.

### **Form of application**

5.18 The Board may from time to time prescribe the form in which an application or nomination for admission as a Member must be made.

5.19 Applications for admission as a Fellow, Associate Fellow, Candidate or Affiliate must be signed by the applicant and must be accompanied by:

5.19.1 such documents or evidence as to qualification for the category of Membership applied for as the Board determines; and

5.19.2 an application fee determined in accordance with clause 6.1.

5.20 A nomination for admission as an Honorary Fellow must:

5.20.1 be made by a Fellow to whom the nominee is known personally;

5.20.2 set out the reasons for the nomination;

5.20.3 be accompanied by such documents or evidence as to qualification for the category of Honorary Fellowship as the Board determines; and

5.20.4 be signed by the nominator and 1 other Fellow.

### **Admission to Membership**

5.21 A person must not be admitted to Membership unless the proposed admission is first approved by the Board.

5.22 The Board must consider every application and nomination for Membership as soon as practicable after its receipt and determine whether to accept or reject the application or nomination.

- 5.23 The Board may consider a report and recommendations of the Education and Training Committee or its delegate in relation to applications and nominations for admission to Membership.
- 5.24 The Board may require an applicant or nominee to present in person before it and/or the Education and Training Committee, at a time and place determined by the Board acting reasonably, for the purpose of determining fitness for admission as a Member and/or the appropriate class of Membership.
- 5.25 Subject to clauses 5.28 to 5.30, the Board in its absolute discretion may:
- 5.25.1 admit any applicant or nominee to Membership;
  - 5.25.2 decline to admit any applicant or nominee to Membership, without any obligation to provide reasons;
  - 5.25.3 impose conditions on the admission to Membership of an applicant or nominee; and/or
  - 5.25.4 suspend final determination about the admission of any other applicant or nominee to Membership pending receipt of further evidence as to any matter of relevance to the application and/or of the prescribed application fee.
- 5.26 If the Board admits an applicant or nominee to Membership, the College must notify the applicant or nominee in writing of the class of Membership to which they have been admitted and the Membership fee, and send the applicant a copy of the College's constitution.
- 5.27 Membership commences from the date the Board admits the applicant or nominee to Membership, at which time the name and details of the applicant or nominee must be entered in the Register.

#### **Specific criteria for admission to Membership**

- 5.28 The Board must admit to Fellowship an applicant who:
- 5.28.1 is a current Candidate of the College;
  - 5.28.2 has paid the application fee and is not in arrears with any fees payable to the College;
  - 5.28.3 is not subject to any action by the Board in accordance with clause 9;
  - 5.28.4 has satisfactorily completed all components of the training program and has passed the examination approved by the Board for the purposes of admission to Fellowship; and
  - 5.28.5 has applied for Fellowship in accordance with this constitution.
- 5.29 The Board must satisfy itself, before it admits an applicant to Fellowship of the College without examination, that the applicant:
- 5.29.1 is a Medical Practitioner;
  - 5.29.2 is not a resident of Australia, New Zealand or Hong Kong;

- 5.29.3 demonstrates ongoing experience of at least 4 years in senior health service management, which may be supported by post-graduate qualifications in management;
  - 5.29.4 is in good standing in the profession; and
  - 5.29.5 is recognised by peers and health service leaders as having contributed significantly to the health services of their nation.
- 5.30 The Board must not admit a Medical Practitioner as an Honorary Fellow of the College unless, in the Board's opinion:
- 5.30.1 they are of distinguished eminence;
  - 5.30.2 they have demonstrated significant management skills at a senior executive or academic level;
  - 5.30.3 they have contributed to the improvement of health in their country;
  - 5.30.4 they are recognised as a leader in their field of endeavour; and
  - 5.30.5 their admission as an Honorary Fellow will contribute to the standing of the College.

### **Register of Members**

- 5.31 A register of the Members of the College must be kept in accordance with the Corporations Act.
- 5.32 The following details must be entered in the Register in respect of each Member:
- 5.32.1 The full name of the Member.
  - 5.32.2 The address, telephone and facsimile numbers and email address, if any, of the Member.
  - 5.32.3 The class of Membership.
  - 5.32.4 The date of admission to and cessation of Membership.
  - 5.32.5 The date of last payment of the Member's annual subscription.
  - 5.32.6 Such other information as the Board requires from time to time.
- 5.33 Each Member must notify the Secretary in writing of any change in their name, address, telephone or facsimile number or email address within one month after the change.

## **6 Fees and subscriptions**

- 6.1 The application fee payable by an applicant for Membership is such sum as the Board prescribes from time to time in respect of each class of Membership.
- 6.2 The annual subscription payable by each Member is such sum as the Board prescribes from time to time in respect of each class of Membership.

- 6.3 The Board or its delegate may prescribe fees from time to time for participation in training programs offered by the College, save that fees for participation in the College's training program for Fellowship must not be levied on Candidates unless the fees have been approved by the Board.
- 6.4 The Board or its delegate may prescribe other fees for services the College provides to Members and others as it determines from time to time.
- 6.5 The Board may set a date on which all annual subscriptions and/or fees are due and payable and may impose an additional fee or fees if subscriptions and/or fees are not received by the due date. The Board may determine that subscriptions and/or fees are payable in advance.
- 6.6 The Board must not apply application fees or annual subscriptions to Honorary Fellows.
- 6.7 The Board may determine that Members who meet prescribed conditions are to be exempted, partially or in full, temporarily or permanently, from liability for some or all subscriptions or fees.

## **7 Continuing education**

- 7.1 The Board, with the advice of the Education and Training Committee, may from time to time adopt and promulgate to Fellows and Associate Fellows binding standards defining the amount and type of continuing education in which Fellows and Associate Fellows must participate as a condition of ongoing Membership in those classes.

## **8 Periodic demonstration of continuing competence**

- 8.1 The Board may require Fellows and/or Associate Fellows to periodically demonstrate continuing competence as a condition of their continuing Membership in those classes, providing the Board's requirements are described in a regulation or policy which:
- 8.1.1 subject to clause 9.15, applies equally to all Members within a designated Membership class; and
  - 8.1.2 is approved by at least three-quarters of the Fellows present, in person or by proxy, at a general meeting.
- 8.2 The Board's regulation or policy for demonstrating continuing competence may include the following requirements:
- 8.2.1 Subject to clause 8.3, a requirement for periodic recertification by the College of the competence of each Fellow or Associate Fellow as a condition of their ongoing Membership in that class.
  - 8.2.2 Provision for the College to assess and provide a report on the current competence and performance as a specialist medical administrator of any Fellow or Associate Fellow at the request of a specific regulatory or employing authority or other entity recognised by the Board, but only with the explicit consent of the Fellow or Associate Fellow.

- 8.3 The College must assist any Fellow or Associate Fellow who fails to demonstrate continuing competence in accordance with the Board's regulation or policy to regain competence by providing reasonable educational and professional support, at reasonable cost to the Fellow.

## **9 Cessation or suspension of, or the imposition of conditions on, Membership**

### **Resignation**

- 9.1 A Member may resign from Membership of the College by giving notice in writing to the Secretary.
- 9.2 The resignation of a Member takes effect from 60 business days following the date of receipt of the notice of resignation or such later date as may be specified in the notice.

### **Failure to pay**

- 9.3 Any Member:
- 9.3.1 whose fees or subscriptions are in arrears for a period of 3 months or more from the due date for payment; and
  - 9.3.2 who has been given notice in accordance with clause 21.3 requiring payment of the overdue amount within the period specified in the notice (which must be not less than 14 days) and stating that if such payment is not made his or her Membership will terminate—
- ceases to be a Member if the overdue amount is not paid within the period specified in the notice.

### **Failure to comply with the College's continuing education requirements**

- 9.4 It is a condition of continuing Membership of the College that Members meet the College's continuing education requirements as defined in standards adopted and promulgated by the Board in accordance with clause 7.1.
- 9.5 The College may undertake an audit from time to time or on an ongoing basis to determine compliance by a Member or Members with the Board's standards for participation in continuing education.
- 9.6 The College may require a Member or Members to sign a statement of compliance with the Board's standards for participation in continuing education.
- 9.7 If the Board concludes that a Member has not complied with the Board's standards for participation in continuing education the Board must provide the Member with an opportunity to remedy the non-compliance within a period of time and in accordance with actions which the Board, acting reasonably, specifies.
- 9.8 If a Member fails to remedy the non-compliance within the specified period of time, the Board may remove the Member from Membership if that action is supported by a three-quarters majority of the whole number of Directors.

- 9.9 Before removing a Member from Membership for non-compliance with the Board's standards for continuing education, the Member must be provided with an opportunity to present, in writing or in person, an explanation to the Board.

#### **Failure to demonstrate continuing competence**

- 9.10 If the Board implements requirements for Fellows or Associate Fellows to demonstrate continuing competence as provided for in clause 8.1, subject to clause 8.3, the Board may by resolution of a three quarters majority of the number of Directors appointed as Directors at that time, remove a Fellow or Associate Fellow from Membership in the relevant class if the Fellow or Associate Fellow fails to comply with those requirements.
- 9.11 Before removing a Fellow or Associate Fellow from Membership in the relevant class for failing to demonstrate continuing competence the Fellow or Associate Fellow must be provided with an opportunity to present, in writing or in person, an explanation to the Board.

#### **Revocation or suspension of registration**

- 9.12 A Member ceases to be a Member if:
- 9.12.1 other than if they are an Honorary Fellow, they fail to maintain registration as a Medical Practitioner; or
  - 9.12.2 a Competent Authority revokes their registration as a Medical Practitioner.

#### **Prejudicial conduct**

- 9.13 The Board may by three-quarters majority of the number of Directors appointed as Directors at that time, resolve that the reputation or interests of the College would be harmed by a Member's continuing Membership and that:
- 9.13.1 the Member will be expelled from Membership;
  - 9.13.2 the Member's Membership will be suspended, in which case all rights associated with that Membership also will be suspended; or
  - 9.13.3 the Member will be required to comply with requirements reasonably imposed by the Board as a condition of their continuing Membership.
- 9.14 The factors that may be taken into account for the purposes of clause 9.13 include but are not limited to:
- 9.14.1 a substantial or consistent failure to attain or maintain reasonable standards of competence and/or performance, providing that the Board must not expel a Member unless the College has made reasonable efforts to support the Member to attain a reasonable standard of competence and performance;
  - 9.14.2 conduct, whether occurring in the practice of medical administration or otherwise, which if established would justify in the opinion of a reasonable person a finding that a Member is not of good reputation and character and/or is not a fit and proper person to continue the specialist practice of medical administration;

- 9.14.3 conduct by a Member of a nature which is contrary to that prescribed in any regulations or policy concerning the conduct of Members made by the Board in accordance with clause 12.2;
  - 9.14.4 the Member is found guilty of unprofessional conduct (howsoever termed) by a Competent Authority; and/or
  - 9.14.5 the Member is found guilty of an indictable offence.
- 9.15 The Board, acting reasonably, may require a Member, as a condition of continuing Membership, to undergo one or more assessments of competence to enable the Board to reach a conclusion about whether the Member has exhibited a substantial or consistent failure to maintain reasonable standards of competence.
- 9.16 A Member must:
- 9.16.1 be given at least 40 business days' written notice that the Board proposes considering a resolution of the kind referred to in clause 9.13; and
  - 9.16.2 be given the opportunity to make oral or written submissions to the Board at the meeting at which the resolution is considered, before the Board considers the resolution.
- 9.17 Despite any other clause in this constitution, the Board must not remove from Membership a Member who is a Director of the College. If a Member who is a Director is no longer considered suitable for Membership of the College by a simple majority of Directors the following provisions will apply:
- 9.17.1 The Directors must give at least 40 business days' written notice to the Member of any intention to recommend at a general meeting removal of the Member from the Register so as to enable the Member to provide written representations to the College.
  - 9.17.2 Where any written representations are made by the Member and the Member requests that the representations are notified to Members of the College, the College must:
    - (a) state, in any notice of the resolution given to Members of the College, that the representations have been made; and
    - (b) send a copy of the representations to every Member of the College to whom the notice of the meeting has been or is sent.
  - 9.17.3 The requirements in clause 9.17.2 do not apply if the College receives the representations too late for it to satisfy those requirements.
  - 9.17.4 If a copy of the representations is not sent because they were received too late or because of the College's default, the Member may, without affecting any right to be heard orally, require the representations be read out at the meeting.
  - 9.17.5 Copies of the representations need not be sent out and the representations need not be read out at the meeting if the Directors are satisfied on reasonable grounds that the rights conferred by clause

9.17.2 are being abused to secure needless publicity for defamatory matter.

9.17.6 An ordinary resolution of Members is required to pass the necessary resolution to remove a member under clause 9.17.

#### **No requirement to give reasons**

9.18 The Directors do not have to give reasons for removing any Member from Membership or for recommending the removal of any Member who is a Director from Membership.

#### **Consequences of cessation of Membership**

9.19 Any Member who ceases to be a Member pursuant to the provisions of this clause 9:

9.19.1 remains liable for any unpaid annual subscription or other fees that are owing to the College;

9.19.2 forfeits all rights and privileges which as a Member they did or may have enjoyed;

9.19.3 must surrender to the College all certificates and titles issued by the College; and

9.19.4 must cease to represent themselves as a Member including using any of the post-nominals described in clauses 5.16.4 to 5.16.6 as applicable.

9.20 It is a condition of Membership of the College that all communications arising under or incidental to any allegation or complaint against a Member and the proceedings at which they are considered will be absolutely privileged and protected accordingly. No Member against whom an allegation has been made for the purpose of this clause 9 or who has been given the opportunity to show cause why he or she should not be expelled, suspended or required to comply with requirements reasonably imposed by the Board as a condition of continuing Membership may commence or prosecute any action or legal proceedings for defamation against any Member or Director of the College who gave evidence (orally or in writing) or exercised any power or duty in their role as a Member or Director of the College.

9.21 Clause 9.20 will not protect any person against legal liability (if any) for making with express malice a statement which they know is false.

#### **Removal from the Register**

9.22 The Board must cause the name of any person who is no longer a Member to be removed from the Register.

#### **Power of Board to reinstate**

9.23 The Board may by three-quarters majority of the number of Directors appointed as Directors at that time, reinstate to Membership a person whose Membership has ceased as a consequence of a previous resolution of the Board or the operation of clause 9.12.



## **10 General meetings**

### **Convening of meetings by Directors**

10.1 Any Director may convene a general meeting.

### **Convening of meetings by Members**

10.2 The Directors must call and arrange to hold a general meeting if required to do so under the Corporations Act.

### **Annual general meetings**

10.3 Annual general meetings of the College must be held in compliance with the Corporations Act.

10.4 The College must hold an annual general meeting at least once in each calendar year and within 5 months after the end of its financial year.

10.5 Annual general meetings are to be held in addition to other general meetings held by the College in the year.

10.6 The business of an annual general meeting may include any of the following, even if not referred to in the notice of meeting:

10.6.1 consideration of the annual financial report, Directors' report and Auditor's report;

10.6.2 the election of Directors;

10.6.3 the appointment of the Auditor; and

10.6.4 the fixing of the Auditor's remuneration.

10.7 The chairperson of an annual general meeting must allow a reasonable opportunity for Members entitled to do so at the general meeting to ask:

10.7.1 the Directors questions or make comments on the management of the College; and

10.7.2 the Auditor or its representative questions relevant to the conduct of the audit and the preparation and content of the Auditor's report.

### **Notice of general meeting**

10.8 Unless otherwise agreed by Members in accordance with the Corporations Act, at least 21 days' written notice must be given of a general meeting (exclusive of the day on which notice is served or deemed to be served but inclusive of the day for which notice is given). The notice must specify the place, the day and the hour of the meeting, the technology that will be used to facilitate the meeting if the meeting is to be held in 2 or more places, the general nature of the business to be transacted and any other matters as are required by the Corporations Act.

10.9 The accidental omission to give notice of any general meeting to, or the non receipt of notice by, a person entitled to receive notice does not invalidate a resolution passed at the general meeting.

### **Persons entitled to notice of meeting**

10.10 Notice of every general meeting must be given by a method authorised by this constitution to all of the following persons:

10.10.1 Every Member.

10.10.2 Every Director.

10.10.3 The Auditor for the time being, if any.

10.11 No other person is entitled to receive notices of general meetings.

### **Attendance of Directors at general meetings**

10.12 All Directors are entitled to attend and be heard at all general meetings.

### **Cancellation of general meetings**

10.13 The Directors may at any time after a notice of a general meeting has been given, postpone or cancel a general meeting other than a general meeting they are required to convene and hold under the Corporations Act.

10.14 A meeting may only be postponed or cancelled in accordance with clause 10.13 if notice of the cancellation is given to all persons entitled to receive notice of the meeting at least 2 business days prior to the time of the meeting as specified in notice of the meeting.

### **Quorum at general meetings**

10.15 Business may not be transacted at a general meeting unless a quorum of 15 Fellows is present by person, proxy or representative at the time when the meeting proceeds to business. For the purpose of determining whether a quorum is present, a person attending as a proxy or as a representative of a Member is treated as being a Member. If a Member has appointed more than one proxy or representative, only one of them may be counted.

10.16 If a quorum is not present within half an hour from the time appointed for the meeting or a longer period allowed by the chairperson:

10.16.1 if the meeting was convened by or at the requisition of Members it must be dissolved; or

10.16.2 otherwise, it must stand adjourned to the same day in the next week at the same time and place or to another day and at another time and place determined by the Directors.

10.17 If a meeting has been adjourned to another time and place determined by the Directors under clause 10.16.2., not less than 7 days' notice of the adjourned meeting must be given in the same manner as in the case of the original meeting.

10.18 At the adjourned meeting 3 Fellows present is a quorum but if a quorum is not present within half an hour after the time appointed for the meeting, the meeting must be dissolved.

### **Chairperson**

10.19 The President is entitled to preside as chairperson at every general meeting.

10.20 If the President is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act as chairperson of the meeting, the first person listed below who is present and willing to act as chairperson of the meeting is entitled to preside:

10.20.1 The Vice-President.

10.20.2 A Fellow who is a Director, elected by the Fellows present by a simple majority vote.

10.20.3 A Fellow who is not a Director, elected by the Fellows present by a simple majority vote.

10.21 Subject to the terms of this constitution dealing with adjournment of meetings, the ruling of the chairperson on all matters relating to the order of business or the procedure and conduct of a general meeting is final and no motion of dissent from a ruling of the chairperson may be accepted.

10.22 The chairperson, at his or her discretion, may expel any person from a general meeting if the chairperson reasonably considers that the person's conduct is inappropriate.

### **Adjournment of meetings**

10.23 The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting to another time and another place.

10.24 The only business that may be transacted at the meeting which resumes an adjourned meeting is the business left unfinished at that adjourned meeting.

10.25 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of an original meeting.

10.26 Except where a meeting is adjourned for 30 days or more, it is not necessary to give a notice of an adjournment or of the business to be transacted at an adjourned meeting.

### **Voting**

10.27 At a general meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is demanded before that vote is taken or before the result is declared or immediately after the result is declared.

10.28 If a poll is not duly demanded, a declaration by the chairperson that a resolution has been carried on a show of hands or carried unanimously or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the College is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

10.29 A poll may be demanded by either:

10.29.1 the chairperson; or

10.29.2 at least 5 Members who are entitled to vote on the resolution.

10.30 The demand for a poll may be withdrawn.

- 10.31 The demand for a poll does not prevent the continuation of a meeting for the transaction of business other than the question on which a poll is demanded.
- 10.32 If a poll is duly demanded, it must be taken in the manner and, except as to the election of chairperson or on a question of adjournment, either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll is the resolution of the meeting at which the poll is demanded.
- 10.33 A poll demanded on the election of a chairperson or on a question of adjournment must be taken immediately.
- 10.34 Each Member who is entitled to vote may vote in person or by proxy.
- 10.35 Subject to clause 10.52, on a show of hands every Member present who is entitled to vote has one vote.
- 10.36 On a poll every Member present in person or by proxy who is entitled to vote has one vote.
- 10.37 Unless otherwise provided in this constitution, the chairperson is entitled to a second or casting vote.

#### **Objections to voter qualification**

- 10.38 No objection may be raised to the qualification of a voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- 10.39 An objection must be made before a vote is taken.
- 10.40 An objection to the qualification of a voter must be referred to the chairperson, whose decision is final.
- 10.41 A vote is valid for all purposes even if it is discovered subsequently that objection could have been taken to the qualification of the voter.

#### **Mode of general meetings**

- 10.42 A general meeting may be called or held at 2 or more venues using technology that gives the members as a whole a reasonable opportunity to participate. The Members may otherwise regulate their meetings as they see fit.

#### **Resolution in writing**

- 10.43 A resolution in writing signed by all Members, excluding Members who have been given leave of absence, is to be treated as a determination of the Members passed at a meeting of the Members duly convened and held.
- 10.44 A resolution in writing may consist of several documents in like form, each signed by one or more Members and if so signed it takes effect on the latest date on which a Member signs one of the documents.
- 10.45 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Members is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

## **Proxies**

- 10.46 A Member who is entitled to vote may appoint another person as their proxy to attend and vote on their behalf.
- 10.47 A proxy must be a Member of the College in the same class as the Member who appoints them and must not be ineligible to vote because of the application of clause 5.15.
- 10.48 A document appointing a proxy must be in writing, in any form permitted by the Corporations Act, signed by the Member making the appointment and deposited at the College's office not less than 48 hours before the time appointed for the holding of the Meeting.
- 10.49 A document appointing a proxy:
- 10.49.1 shall be deemed to confer authority to demand or join in demanding a poll;
  - 10.49.2 subject to clause 10.50, shall be valid only for the meeting at the place and time specified in the original notice of meeting;
  - 10.49.3 may be withdrawn prior to the meeting by notice in writing to the Secretary; and
- 10.50 If a general meeting is adjourned, an appointment and any authority received by the College at least 48 hours before the resumption of the meeting are effective for the resumed part of the meeting.
- 10.51 A document appointing a proxy may specify the manner in which the proxy is entitled to vote in respect of a particular resolution and, where the document so provides, the proxy is not entitled to vote on the resolution in any other way.
- 10.52 Except as expressly provided by the document appointing the proxy, an appointment of a proxy confers authority to do all things that the Member appointing the proxy can do in respect of a general meeting, except that the proxy is not entitled to vote on a show of hands.
- 10.53 A vote given in accordance with the terms of a proxy document is valid despite the occurrence of any one or more of the following events if no intimation in writing of any of those events has been received by the Secretary before the commencement of the meeting or adjourned meeting at which the document is used:
- 10.53.1 the previous death or unsoundness of mind of the principal; or
  - 10.53.2 the revocation of the instrument or of the authority under which the instrument was executed.

## **Postal ballots**

- 10.54 The Board may submit any question or resolution that is not required to be passed as a special resolution (as that term is defined in the Corporations Act) to the vote of all Members entitled to vote by means of a postal ballot.
- 10.55 The Board will determine:
- 10.55.1 the form of the ballot paper;

- 10.55.2 the polling date; and
  - 10.55.3 whether the postal ballot is to be a secret postal ballot.
- 10.56 The following provisions will apply to any question or resolution submitted to Members entitled to vote by means of a postal ballot:
- 10.56.1 The polling date must be not less than 9 weeks and not more than 4 months after the making of the determinations provided for in clause 10.55.
  - 10.56.2 Where it has been determined that the postal ballot is to be a secret postal ballot, the Board will determine the manner in which the ballot will be taken in order to ensure its secrecy.
  - 10.56.3 The Secretary must cause one ballot paper to be forwarded by post to each Fellow at least 5 weeks before the polling date.
  - 10.56.4 Only votes that are received by the Secretary on or before the polling date will be counted.
  - 10.56.5 If any question arises as to the validity of any vote it will be determined by the President, the Vice-President and the Secretary and their determination will be final.
  - 10.56.6 The proposed resolution will be by simple majority according to the number of valid votes for and against the resolution. If there is an equality of votes, the President will have a casting vote.
  - 10.56.7 The proposed resolution and the number of valid votes for and against respectively will be entered in the book of proceedings of the College and signed by the President and the Secretary.
  - 10.56.8 No resolution will be deemed to be invalid because a ballot paper was not received by any Fellow at his or her registered address or by the College.
  - 10.56.9 Any duties required by this clause to be performed by the President, Vice-President and/or Secretary will in their absence be performed by another Officeholder of the College or the Chief Executive.
- 10.57 Any resolution deemed by virtue of clause 10.56 to be passed will, subject to the Corporations Act and other than in the case of a special resolution, have the same effect and operation as if it were a resolution passed validly at a general meeting of Members held on the polling date.
- 10.58 For the avoidance of doubt, clauses 10.54 to 10.57 do not apply to the conduct of a ballot for the election of a person as a Director under clause 11.2.

## **11 Directors and Officeholders**

### **Composition of the Board**

- 11.1 The Board will comprise the following 10 or 11 Directors and Office Holders:

- 11.1.1 a President, a Vice-President, a Chairperson of the Education and Training Committee and a Chairperson of the Finance and Audit Committee, all of whom are Fellows nominated and elected to those positions by those Fellows of the College entitled to vote at a general meeting;
- 11.1.2 3 additional Fellows nominated and elected by those Fellows of the College entitled to vote at a general meeting;
- 11.1.3 1 Associate Fellow nominated and elected by those Associate Fellows of the College entitled to vote on their election;
- 11.1.4 1 Candidate nominated and elected by those Candidates of the College entitled to vote on their election;
- 11.1.5 1 or 2 additional persons appointed by the elected Directors in accordance with clause 11.18, at least one of whom is not a Medical Practitioner and each of whom brings relevant expertise to the Board in the areas of business, education and/or community.

**Transitional: first Board**

- 11.2 Notwithstanding clause 11.1, the Board on and from 1 March 2010 will comprise those Fellows who were appointed to the Board with effect from midnight 28<sup>th</sup> February 2010 in accordance with the Constitution at that time.
- 11.3 As soon as reasonably practicable after 1 March 2010 the Board must do each of the following:
  - 11.3.1 hold an election from amongst the Associate Fellows to appoint one of their number to the Board;
  - 11.3.2 hold an election from amongst the Candidates to appoint one of their number to the Board; and
  - 11.3.3 make the appointment of an additional director with special expertise who complies with clause 11.1.5.
- 11.4 The elections for the appointment of an Associate Fellow and Candidate pursuant to clauses 11.3.1 and 11.3.2 will be in accordance with processes established by the Board, provided that they are in accordance with clause 11.6.

**Eligibility for election or appointment as a Director**

- 11.5 At any time, a maximum of 2 Fellows who reside in a single state or territory of Australia or in New Zealand or Overseas may serve as elected Directors. Once 2 Fellows who reside in a single state or territory of Australia or in New Zealand or Overseas have been elected or appointed to the Board, other Fellows who reside in that state or territory of Australia or in New Zealand or Overseas (as relevant) will be ineligible for election. For the purposes of this clause, residency will be determined at the polling date save that a Director or Officeholder who moves their place of residency from Australia or New Zealand to Overseas during their term of office will be taken to have resigned their position.
- 11.6 A Member is ineligible to be elected as a Director unless written notice of their nomination is given to the College and the written notice is:

- 11.6.1 signed by 2 Members of the same class of Membership as the nominee and accompanied by a properly completed consent to act form that satisfies the requirements of the Corporations Act; and
  - 11.6.2 delivered or sent by post or facsimile, or by other electronic means, to the Office at least 30 business days before the annual general meeting.
- 11.7 A Member is ineligible to be elected or appointed as a Director if they:
- 11.7.1 are in arrears in payment of their annual subscription; and/or
  - 11.7.2 are subject to any action by the Board in accordance with clause 9.
- 11.8 The President is ineligible to be elected to that position for a second consecutive term, save that this clause does not become operative until the third annual general meeting convened after this constitution comes into effect.
- 11.9 Any person who has a continuous period of service of 12 years as a member of the Council and/or Director of the Board and/or Officeholder (including periods of service as a member of Council and/or as an Officeholder before this constitution came into effect) is ineligible to be elected or appointed as a Director within 12 months after the end of that continuous period of service. The period of service will be determined at the voting or appointment date, as applicable.

#### **Election as a Director**

- 11.10 Fellows may be nominated for election to more than one position on the Board but a Fellow who has been elected to a position on the Board is ineligible to be elected or appointed to any other position on the Board.
- 11.11 Subject to there being vacancies in the relevant positions, votes for election to positions on the Board will be counted in the following order:
- 11.11.1 Votes for election of the President.
  - 11.11.2 Votes for election of the Vice-President.
  - 11.11.3 Votes for election of the Chairperson of the Education and Training Committee.
  - 11.11.4 Votes for election of the Chairperson of the Finance and Audit Committee.
  - 11.11.5 Votes for election of three Fellows as Directors.
- 11.12 If the number of eligible nominees for election to each of the positions referred to in clauses 11.1.1 to 11.1.4:
- 11.12.1 does not exceed the number of vacancies available, the nominee or nominees will be deemed to have been duly elected and will be declared as such at the annual general meeting; or
  - 11.12.2 exceeds the number of vacancies available, the Board must appoint a returning officer or returning officers and conduct a postal ballot or electronic ballot or ballots prior to the annual general meeting in accordance with procedures it defines from time to time.



- 11.13 Election of Directors will be by a simple majority of the Members who vote for each position.
- 11.14 If 2 or more eligible nominees for election to a Director's position receive an equal number of votes, the successful candidate will be determined by lot.

**Appointment of Directors to casual vacancies and vacancies for which there are no nominees**

- 11.15 If there are no eligible nominees for election to a position of a Director, or if a casual vacancy in an elected position of Director arises, the Board may appoint from among those Members who would be eligible to be elected a Director to serve in that position until the next annual general meeting.
- 11.16 Subject to clauses 11.5 to 11.9, a Director appointed to a vacancy for which there are no nominees is eligible for election for a full term at the next annual general meeting.
- 11.17 Subject to clauses 11.5 to 11.9, a Director appointed to a casual vacancy is eligible for election at the next annual general meeting, either:
- 11.17.1 for a full term if the previously elected Director would have retired at that annual general meeting if the casual vacancy had not occurred; or
  - 11.17.2 for a term expiring at the annual general meeting at which the previously elected Director would have retired if the casual vacancy had not occurred.

**Appointment of additional Directors with special expertise**

- 11.18 The following conditions will apply to the appointment by the Board of an additional Director or Directors in accordance with clause 11.1.5:
- 11.18.1 Nominations must be signed by 2 Directors and accompanied by a properly completed consent to act form that satisfies the requirements of the Corporations Act.
  - 11.18.2 The curriculum vitae of each nominee together with at least 2 references specific to the nomination will be circulated to all elected Directors at least 10 business days before the Board meeting at which nominations will be considered.
  - 11.18.3 The appointment is subject to clause 11.9 and to endorsement by at least three-quarters of the Directors present at the meeting at which the nomination is considered.
  - 11.18.4 The Members must confirm the appointment by resolution at the College's next annual general meeting. If the appointment is not confirmed, the person ceases to be a Director at the conclusion of the annual general meeting.

**Cessation of appointment as a Director**

- 11.19 In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Corporations Act or another provision of this constitution, the office of Director becomes vacant and a casual vacancy arises if any of the following occurs:
- 11.19.1 A Director resigns by notice in writing to the College.

- 11.19.2 A Director who is a Member of the College ceases to be a Member of the College.
- 11.19.3 The Members entitled to vote at a general meeting by ordinary resolution remove a Director from office.
- 11.19.4 A Director becomes an insolvent under administration.
- 11.19.5 A Director becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- 11.19.6 A Director is absent without the consent of the Directors from 3 consecutive meetings of the Board and the Board resolves that the office of that Director be vacated.
- 11.19.7 A Director becomes prohibited from being a Director by reason of an order made under the Corporations Act.
- 11.19.8 A Director who was resident in Australia or New Zealand at the time of election to the Board moves their place of residency from Australia or New Zealand to Overseas
- 11.19.9 A Director completes a continuous period of service of 12 years as a member of the Council and/or Director of the Board and/or Officeholder (including periods of service as a member of Council and/or as an Officeholder before this constitution came into effect), provided that a Director whose office becomes vacant by operation of this clause shall become eligible to apply for election or appointment for a further term as Director 12 months after the end of that continuous period of service.

#### **Authority of the Board when the office of a Director becomes vacant**

- 11.20 Where the office of a Director becomes vacant, the Board may continue to act except where the number of Directors falls below 6 and/or there are not at least 5 Fellows who are Directors, in which case the Board may act only:
  - 11.20.1 to appoint Directors up to that number;
  - 11.20.2 to convene a general meeting of the College; or
  - 11.20.3 in an emergency.

#### **Officeholders**

- 11.21 The Officeholders of the College comprise the President, the Vice-President, the Chairperson of the Finance and Audit Committee, the Chairperson of the Education and Training Committee, the Censor-in-Chief and the Chairperson of the Continuing Education Program Committee.
- 11.22 The Board will appoint the Censor-in-Chief and the Chairperson of the Continuing Education Program Committee from amongst the Fellows of the College.
- 11.23 Any person who has a continuous period of service of 12 years as a member of the Council and/or Director of the Board and/or Officeholder (including periods of service as a member of Council and/or as an Officeholder before this constitution came into effect) is ineligible to be elected or appointed as an Officeholder within 12 months of

the end of that continuous period of service. The period of service will be determined at the polling or appointment date, as applicable.

- 11.24 If any of the President, Vice-President, Chairperson of the Finance and Audit Committee or Chairperson of the Education and Training Committee ceases to be a Director, their position as an Officeholder is vacated.
- 11.25 Any Officeholder whose Membership of the College ceases also ceases immediately to be an Officeholder.
- 11.26 Any Officeholder who completes a continuous period of service of 12 years as a member of the Council and/or Director of the Board and/or Officeholder will be taken to have resigned their position, provided that an Officeholder who is taken to have resigned their position by operation of this clause shall become eligible to apply for election or appointment for a further term as Officeholder 12 months after the end of that continuous period of service..
- 11.27 The Censor-in-Chief and the Chairperson of the Continuing Education Program Committee may be invited to attend meetings of the Board, observe its decision-making processes and provide advice or information but will not be Directors and will not be entitled to vote.

#### **Term of election or appointment as a Director or Officeholder**

- 11.28 Subject to clauses 11.5 to 11.9 and 11.19, Directors will serve on the first Board which is formed under this constitution for the following terms:
  - 11.28.1 The President and Vice-President will serve as Directors until the third annual general meeting following the commencement of this constitution.
  - 11.28.2 Of the remaining Fellows who are Directors, 3 will serve as Directors until the second annual general meeting following the commencement of this constitution and 2 will serve as Directors until the fourth annual general meeting following the commencement of this constitution. The duration of service for each position will be determined by lot.
  - 11.28.3 One Associate Fellow will serve as a Director until the third annual general meeting following the commencement of this constitution and 1 Candidate will serve as a Director until the second annual general meeting following the commencement of this constitution or to the end of his or her candidacy, whichever is sooner.
- 11.29 Subject to clauses 11.5 to 11.9, all elected Directors thereafter will be elected for terms of 3 years and will be eligible for re-election save that the Candidate elected as a Director will be elected for a term of 2 years or until the end of his or her candidacy, whichever is sooner.
- 11.30 Taking into account the need for turnover and renewal of the Board, Directors appointed by the Board in accordance with clause 11.18 may be appointed for a maximum term of 3 years at the discretion of the Board following which, subject to clause 11.9, they may be re-appointed by the Board.
- 11.31 The Board may appoint the Censor in Chief and the Chairperson of the Continuing Education Program Committee for terms of up to 3 years, following which, subject to clause 11.23, they will be eligible for re-appointment by the Board.

## **12 Role and responsibilities of the Board**

### **Powers of Directors and the Board**

- 12.1 The Directors are entitled to exercise all those powers of the College as are not, by the Corporations Act or this Constitution, required to be exercised by the Members in general meeting or otherwise.
- 12.2 Without limiting the generality of the powers conferred upon the Board, the Board has the power to make, vary and rescind regulations and policies from time to time not inconsistent with the Corporations Act or this Constitution, including:
- 12.2.1 procedural matters in relation to application for Fellowship and/or Membership;
  - 12.2.2 application fees, training fees, annual subscriptions and other fees;
  - 12.2.3 rights, privileges and responsibilities of Members including rights to use College titles and post-nominals and responsibilities to participate in continuing education and to demonstrate continuing competence in accordance with the Board's requirements;
  - 12.2.4 academic dress to be worn by Fellows;
  - 12.2.5 the establishment, regulation, administration and dissolution of committees, faculties and other organisations of Fellows and other Members, whether on a jurisdictional, regional, academic, sub-specialty or other basis;
  - 12.2.6 the conduct of courses of study and examinations for admission to Fellowship and otherwise;
  - 12.2.7 conditions of admission to and maintenance of Fellowship and Membership in the various other classes;
  - 12.2.8 the nomination and election or appointment of Directors and Officeholders of the College; and
  - 12.2.9 postal ballots of Members.

### **Appointment of the Chief Executive**

- 12.3 The Board may appoint a Chief Executive and may delegate any of its powers (apart from this power and the power of delegation) to the Chief Executive, providing that it institutes appropriate mechanisms to monitor the performance of the Chief Executive and of the College generally.
- 12.4 The Board may revoke the appointment of the Chief Executive.

### **Committees**

- 12.5 The Board must establish an Education and Training Committee and a Finance and Audit Committee as standing committees of the Board.
- 12.6 The Board may establish any other standing and/or *ad hoc* committees or subcommittees it considers are necessary to assist with the governance of the College, and delegate any or all of its functions and powers to those committees,

providing always that the majority of members of such committees are Directors, Officeholders and/or employees of the College.

- 12.7 The President has the right to attend and be heard at meetings of all committees established by the Board and the Chairperson of the Finance and Audit Committee has the right to attend and be heard at all committees established by the Board which consider matters affecting the financial position of the College.
- 12.8 Any committee established by the Board must in the exercise of its powers conform to any directions, delegations and/or limitations imposed on it by the Board.

### **Meetings of the Board**

- 12.9 Subject to the Corporations Act and this Constitution, the Board may regulate its own proceedings as it sees fit.
- 12.10 A Director may at any time, and the Secretary must on the request of the President or at least 2 Directors, convene a meeting of Directors.
- 12.11 Notice of each meeting of the Directors must be given to each Director at least 5 business days before the meeting or at another time determined by resolution of the Directors. The notice must indicate that business that is to be dealt with at the meeting.
- 12.12 Despite that requirement all Directors may waive in writing the required period of notice for a particular meeting and it is not necessary to give notice of a meeting of Directors to a Director who is out of Australia or New Zealand or who has been given leave of absence by the Board.
- 12.13 A quorum is achieved if both of the following occur:
- 12.13.1 at least 5 Directors are present; and
  - 12.13.2 a majority of those present are Fellows.
- 12.14 If the number of Directors is reduced below the number necessary for a quorum of Directors, the continuing Director or Directors may act only to appoint additional Directors to the number necessary for a quorum or to convene a general meeting of the College.
- 12.15 Without limitation, a meeting of the Board may be called or held by telephone, video, electronic mail or any other technology which permits each Director to communicate with each other. A resolution passed at such a conference, notwithstanding that the Directors are not present together in one place at the time of the conference, is deemed to have been passed at a meeting of Directors held on the day in, and at the time at, which the conference was held.
- 12.16 The President or if absent the Vice-President will preside at all meetings of the Board. If the President or Vice-President is not present within 10 minutes after the time appointed for holding the meeting the Directors may choose a Director to chair the meeting.
- 12.17 Unless otherwise provided in this constitution, the Board may reach decisions by consensus but if a vote is requested by any Director, any question will be decided by a majority of votes of Directors present and voting on that question and in the case of

an equality of votes the chairperson of the meeting will have a second or casting vote in addition to a deliberative vote.

- 12.18 A Director may be present and may vote on a matter before the Board if and to the extent that they are permitted to do so under the Corporations Act.

### **Minutes**

- 12.19 The Directors must cause minutes of all proceedings of general meetings, meetings of the Directors and meetings of committees formed by the Directors to be entered into books kept for the purpose.
- 12.20 The Directors must cause all minutes, except resolutions in writing treated as determinations of the Directors, to be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting.

### **Resolution in writing**

- 12.21 A resolution in writing signed by all Directors, excluding Directors who have been given leave of absence by the Board, is to be treated as a determination of the Directors passed at a meeting of the Directors duly convened and held.
- 12.22 A resolution in writing may consist of several documents in like form, each signed by one or more Directors and if so signed it takes effect on the latest date on which a Director signs one of the documents.
- 12.23 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Directors is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

## **13 Executive Committee**

- 13.1 There will be an Executive Committee of the Board which will consist of the President, the Vice-President, the Chairperson of the Finance and Audit Committee and the Chairperson of the Education and Training Committee.
- 13.2 Three Directors, one of whom is the President or Vice-President, will comprise a quorum of the Executive Committee.
- 13.3 The Executive Committee may during the intervals between meetings of the Board exercise such of the functions, powers and discretions of the Board in the management and direction of the business and the conduct of the affairs of the College as may be entrusted to it from time to time by the Board or such as the Executive Committee in cases of emergency in its absolute discretion may deem it necessary to exercise.
- 13.4 Any action taken by the Executive Committee must be reported to the next meeting of the Board by its inclusion on the agenda.
- 13.5 The Censor-in-Chief and the Chairperson of the Continuing Education Program Committee may be invited to attend meetings of the Executive Committee, observe its decision-making processes and provide advice or information but will not be Directors and will not be entitled to vote.

## **14 Other committees and subcommittees**

### **Education and Training Committee**

- 14.1 At the first meeting of the Board following the commencement of this constitution and thereafter at each subsequent annual general meeting the Board will appoint from amongst the Members an Education and Training Committee.
- 14.2 The Education and Training Committee will be chaired by the Chairperson of the Education and Training Committee. The Board may appoint such members of the committee as it sees fit, providing a majority are Fellows.
- 14.3 With the consent of the Board, the Education and Training Committee may:
- 14.3.1 co-opt additional persons to its membership; and/or
  - 14.3.2 form subcommittees to advise and assist it in the exercise of its powers and responsibilities.
- 14.4 The Education and Training Committee will:
- 14.4.1 define its terms of reference relating to the College's education and training activities and submit them to the Board for its approval; and
  - 14.4.2 define and submit to the Board for its approval the terms of reference of the following 2 sub-committees, the members of which will be appointed by the Board:
    - (a) The Board of Censors.
    - (b) The Continuing Education Program Committee.
- 14.5 The Board of Censors will comprise the Censor-in-Chief (who will be the chairperson) and at least 6 other censors appointed by the Board, all of whom must be Fellows.
- 14.6 The Board may appoint additional Fellows to act as Censors. Acting Censors will be members of the Board of Censors and will hold office for such time and with such limitations on their roles as are determined by the Board.
- 14.7 The Continuing Education Program Committee will comprise the Chairperson of the Continuing Education Program Committee. The Board may appoint such members of the committee as it sees fit, providing a majority of committee members are Fellows.
- 14.8 No Fellow may have a cumulative period of service on the Education and Training Committee and/or either of its sub-committees of more than 12 years.

### **Finance and Audit Committee**

- 14.9 At the first meeting of the Board following the commencement of this constitution and thereafter at the each subsequent annual general meeting the Board will appoint from amongst the Members a Finance and Audit Committee.
- 14.10 The Finance and Audit Committee will be chaired by the Chairperson of the Finance and Audit Committee. The Board may appoint such members of the committee as it sees fit, providing a majority of committee members are Fellows.

- 14.11 The role of the Finance and Audit Committee is to assist the Board to:
- 14.11.1 provide sound financial leadership; and
  - 14.11.2 demonstrate appropriate accountability for the use of College resources.
- 14.12 With the consent of the Board, the Finance and Audit Committee may:
- 14.12.1 co-opt additional persons to its membership; and/or
  - 14.12.2 form subcommittees to advise and assist it in the exercise of its powers and responsibilities.
- 14.13 The Finance and Audit Committee will define its terms of reference relating to the College's finance and audit activities and submit them to the Board for its approval.
- 14.14 No Fellow may have a cumulative period of service on the Finance and Audit Committee of more than 12 years.

## **15 Jurisdictions and jurisdictional committees**

### **Establishment and meetings of jurisdictions**

- 15.1 All Members residing in each of the states and territories of Australia and in New Zealand will each constitute a separate jurisdiction of the College.
- 15.2 Members residing in any jurisdiction may by simple majority at a properly constituted jurisdictional meeting vote to combine their jurisdiction for a defined period of time with another jurisdiction, providing at least 4 weeks' written notice has been given to all Members who reside in the first jurisdiction that a motion to that effect will be considered at the jurisdictional meeting. Such vote will only be effective if it is approved at a properly constituted meeting of the second jurisdiction.
- 15.3 Following the expiration of the period during which a jurisdiction is combined with another jurisdiction, the jurisdictions will be reconstituted separately until another majority vote to re-combine the relevant jurisdictions for a defined period of time is passed.
- 15.4 Any Member not residing in Australia or New Zealand may select a jurisdiction for the purposes of jurisdictional membership.
- 15.5 The role of the jurisdiction is to:
- 15.5.1 provide opportunities for professional interaction and development for Members who reside in the jurisdiction or who have joined the jurisdiction;
  - 15.5.2 assist to ensure effective communication between the College and its Members;
  - 15.5.3 assist the College to ensure efficient and effective administration within the jurisdiction;



- 15.5.4 advise the Board and/or the College on relevant issues affecting Members who reside in the jurisdiction or issues affecting the practice of medical administration generally within the jurisdiction area;
- 15.5.5 promote and support the activities of the College within the jurisdiction; and
- 15.5.6 such other roles as are delegated to it from time to time.

### **Jurisdictional committees**

- 15.6 Each jurisdiction of the College must elect a committee consisting of a chairperson who is a Fellow, and at least 3 other Members, as determined by the jurisdiction from time to time, which:
  - 15.6.1 must be comprised of Members who reside in or who have joined that jurisdiction in accordance with clause 15.4, providing that the majority of the members of the jurisdictional committee are Fellows;
  - 15.6.2 is responsible for leading the jurisdiction in all its activities; and
  - 15.6.3 may exercise any power delegated to it by the Board from time to time but in the absence of a specific delegation will act in an advisory capacity only.
- 15.7 Subject to the Corporations Act, this constitution and the regulations and policies of the Board, the jurisdictional committees may regulate their own proceedings as they see fit.
- 15.8 Each jurisdictional committee must meet at least twice each year and at such meetings one half of the total number of members of the jurisdictional committee personally present will be a quorum.
- 15.9 The jurisdictional committee must ensure:
  - 15.9.1 minutes of all proceedings of general meetings, meetings of the jurisdictional committee and meetings of committees formed by the jurisdictional committee are entered into books kept for the purpose;
  - 15.9.2 all minutes are signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting; and
  - 15.9.3 a copy of all minutes is sent to the Board.
- 15.10 Subject to clause 15.6.1, casual vacancies on any jurisdictional committee may be filled by the remaining members of the jurisdictional committee from among the Members who reside in or who have joined the jurisdiction.

### **General meetings of jurisdictions**

- 15.11 Each jurisdiction must hold a general meeting once in each calendar year and such other meetings of its Members as determined by the jurisdictional committee.
- 15.12 The chairperson of the jurisdictional committee will preside over each meeting of the jurisdiction unless he or she is absent, in which case the Fellows present must elect a chairperson for the meeting.

- 15.13 Procedures for meetings of each jurisdiction will be prescribed by the jurisdictional committee.
- 15.14 Only Fellows may vote on resolutions put to the vote at a meeting of a jurisdiction.

#### **Annual meeting of jurisdictional committees, Board representatives and Officeholders**

- 15.15 At least annually, the Board must convene a meeting of the chairpersons of all of the jurisdictional committees and at least 6 Directors including the chairperson of the Education and Training Committee. The Board may invite other persons with relevant expertise to attend. The purpose of the meeting will be to ensure effective communication between the Board, the Officeholders of the College and the jurisdictional committees and to enable the jurisdictional committees to contribute to the strategic and planning activities of the Board.
- 15.16 At least 40 business days' notice of the meeting must be given to the jurisdictional committees.
- 15.17 The chairpersons of the jurisdictional committees may nominate another member of their jurisdictional committee to attend in their place.
- 15.18 The Chief Executive will prepare an agenda following consultation with the Board and the chairpersons of the jurisdictional committees. The agenda will include an opportunity for the chairperson of each jurisdictional committee to present a jurisdictional report.
- 15.19 The Chief Executive must ensure that a comprehensive record of the meeting including copies of jurisdictional reports and agreed outcomes is recorded and distributed to the Board and to each of the jurisdictional committees.

## **16 Income and property**

### **Distribution to Members**

- 16.1 No income or property of the College may be paid or transferred, directly or indirectly, to any Member.

### **Payment for services rendered**

- 16.2 Nothing in clause 16.1 prevents:

16.2.1 the payment in good faith of the following:

- (a) remuneration to any employees or contractor of the College for services rendered to the College;
- (b) an amount paid to any Member in return for any services rendered to the College or for goods supplied in the ordinary and usual course of business;
- (c) reasonable and proper interest on money borrowed from any Member;
- (d) reasonable and proper rent for premises let by any Member to the College; and/or

- 16.2.2 the College from providing services or information to Members on terms which are different from the terms on which services or information are provided to persons who are not Members.

### **Payment to Directors**

- 16.3 The Directors will not be remunerated for their services save that:
  - 16.3.1 the Directors appointed in accordance with clause 11.1.5 may be paid by way of fees for their service, with the maximum aggregate annual amounts to be paid, if any, determined from time to time by the College in general meeting;
  - 16.3.2 Directors may be paid travelling, accommodation and other expenses properly incurred by them in accordance with Board policy in attending and returning from meetings of the Directors or any committee of the Directors of general meetings or otherwise in the execution of their duties as Directors;
  - 16.3.3 Directors may be remunerated for any service rendered to the College in a professional or technical capacity on reasonable commercial terms and in accordance with Board policy; and/or
  - 16.3.4 Directors may be remunerated as employees of the College where the terms of employment have been approved by resolution of the Board.

## **17 Indemnity and insurance**

### **Indemnity**

- 17.1 Every officer and past officer of the College may be indemnified by the College, to the fullest extent permitted by law, against a liability incurred by that person as an officer of the College or a subsidiary of the College, including without limitation legal costs and expenses incurred in defending an action.

### **Insurance premiums**

- 17.2 The College may pay the premium on a contract insuring a person who is or has been an officer of the College to the fullest extent permitted by law.

## **18 Seal and execution of documents**

### **Custody of Seal**

- 18.1 If the College has a Seal, the Directors must provide for its safe custody.
- 18.2 The College may have for use in place of the Seal outside the jurisdiction where the Seal is kept one or more official seals, to be used in accordance with procedures approved by the Directors.

### **Execution of documents**

- 18.3 The College may execute a document by affixing the Seal to the document where the fixing of the Seal is witnessed by any of the following:
  - 18.3.1 2 Directors;

18.3.2 a Director and the Secretary; or

18.3.3 a Director and some other person appointed by the Directors for the purpose.

18.4 The Secretary must keep a register of documents to which the seal is affixed and that register must be tabled at every meeting of the Directors.

## **19 Surplus assets on winding up or dissolution**

19.1 Upon the winding up or dissolution of the College, any remaining property after satisfaction of all debts and liabilities will not be paid to or distributed among the Members but will be given or transferred to some other institution or company which satisfies the following requirements:

19.1.1 It has objects similar to the objects of the College.

19.1.2 Its constituent documents prohibit the distribution of its income and property among its members.

19.1.3 The institution or company is exempt from income tax under the Income Tax Assessment Act 1997.

19.2 This is to be determined by the Members at or before the time of winding up or dissolution of the College and, in default of any determination, by the Supreme Court of Victoria.

## **20 Accounts, audit and records**

### **Accounts**

20.1 The Board must ensure that proper accounting records are kept of the College.

20.2 The College must maintain a register of audited financial statements of the College, reports of the Board and lists of Members.

20.3 The Register must be kept at the office of the College and must always be open to inspection by Members of the College.

20.4 A copy of the audited financial statements of the College accompanied with copies of the Board's and Auditors' reports presented to the College at its annual general meeting will be sent to all Members not less than 10 business days prior to the date fixed by the Board for the annual general meeting.

20.5 Auditors must be appointed as required by the Corporations Act.

20.6 The Directors must cause proper accounting and other records to be kept in accordance with the Corporations Act. The Directors must distribute copies of every profit and loss account and balance sheet (including every document required by law to be attached thereto) as required by the Corporations Act.

## **Audit**

- 20.7 A registered company auditor must be appointed. The remuneration of the auditor must be fixed and the auditor's duties regulated in accordance with the Corporations Act.
- 20.8 The accounts of the College must be audited annually.

## **Rights of Inspection**

- 20.9 Subject to the Corporations Act, the Board may determine whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the College or any of them are open to the inspection of Members other than Directors, and a Member other than a Director does not have the right to inspect any document of the College except as provided by law or authorised by the Board or by the College in general meeting.

## **21 Notices**

### **Persons authorised to give notices**

- 21.1 A notice by either the College in connection with this document may be given on behalf of the College by a solicitor, Director or the Secretary.
- 21.2 The signature of a person on a notice given by the College may be written, printed or stamped.

### **Method of giving notices**

- 21.3 In addition to the method for giving notices permitted by statute, a notice by the College or a Member in connection with this document may be given to the addressee by any of the following means:
- 21.3.1 By delivering it to a street address of the addressee.
  - 21.3.2 By sending it by prepaid ordinary post (airmail if outside Australia) to a street or postal address of the addressee.
  - 21.3.3 By sending it by facsimile or e-mail to the facsimile number or e-mail address of the addressee.

### **Addresses for giving notices to Members**

- 21.4 The street address or postal address of a Member is the street or postal address of the Member shown in the Register.
- 21.5 The facsimile number or e-mail address of a Member is the number which the Member may specify by written notice to the College as the facsimile number or e-mail address to which notices may be sent to the Member.

### **Address for giving notices to the College**

- 21.6 The street and postal address of the College is the Office.
- 21.7 The facsimile number or e-mail address of the College is the number which the College may specify by written notice to the Members as the facsimile number or e-mail address to which notices may be sent to the College.

### **Time notice of meeting is given**

- 21.8 A notice of meeting given in accordance with this document is to be taken as given, served and received at the following times:
- 21.8.1 If delivered in writing to the street address of the addressee, at the time of delivery.
  - 21.8.2 If it is sent by post to the street or postal address of the addressee, on the business day after posting.
  - 21.8.3 If sent by facsimile or e-mail to the facsimile number or e-mail address of the addressee, at the time transmission is completed.

### **Time other notices are given**

- 21.9 A notice given in accordance with this document is to be taken as given, served and received at the following times:
- 21.9.1 If delivered in writing to the street address of the addressee, at the time of delivery.
  - 21.9.2 If it is sent by post to the street or postal address of the addressee, on the second (fifth if outside Australia) business day after posting.
  - 21.9.3 If sent by facsimile or e-mail to the facsimile number or e-mail address of the addressee, at the time transmission is completed.

### **Proof of giving notices**

- 21.10 The sending of a notice by facsimile or e-mail and the time of completion of transmission may be proved conclusively by production of the relevant one of the following:
- 21.10.1 A transmission report by the facsimile machine from which the notice was transmitted which indicates that a facsimile of the notice was sent in its entirety to the facsimile number of the addressee.
  - 21.10.2 A print out of an acknowledgment of receipt of the e-mail.

## **22 Standard replaceable clauses do not apply**

- 22.1 The set of standard replaceable clauses contained in the Corporations Act does not apply to the College.

## **23 Definitions and Interpretation**

### **Definitions**

- 23.1 In this document the following definitions apply:

**Affiliate** has the meaning given in clause 5.6.

**Associate Fellow** has the meaning given in clause 5.4.

**Auditor** means the auditor from time to time of the College

**Board** means the board of Directors of the College for the time being.

**Candidate** has the meaning given in clause 5.5.

**Chief Executive** means the person accountable to the Board of Directors for the management of the College.

**Competent Authority** means a medical registration authority of competent jurisdiction of New Zealand or of a state or territory of Australia, or some other country or a state or territory of another country recognised by the Directors.

**Corporations Act** means the Corporations Act 2001 (Cth).

**Council** means a Board of the College which was in place at any time prior to the election of the first Board under this constitution.

**Director** means a person elected or appointed to perform the duties of a director of the College.

**Fellow** has the meaning given in clause 5.2.

**Fellowship** means Membership of the College in the class of Fellow.

**Honorary Fellow** has the meaning given in clause 5.3.

**Medical Practitioner** means a person who is registered as such by a Competent Authority.

**Member** means a person whose name is entered in the Register as a Member of the College.

**Membership** means membership of the College in accordance with section 231 of the Corporations Act 2001 (Cth).

**Month** means a calendar month.

**Office** means the registered office of the College.

**Officeholder** means any of the President, the Vice-President, the Chairperson of the Finance and Audit Committee, the Chairperson of the Education and Training Committee, the Censor-in-Chief and the Chairperson of the Continuing Education Program Committee.

**Overseas** means any country other than Australia or New Zealand.

**Register** means the register of Members kept by the College under the Corporations Act.

**Seal** means, if the College has one, the common seal of the College.

**Secretary** means a person appointed by the Directors in accordance with the Corporations Act to perform the duties of a secretary of the College.

## **Interpretation**

23.2 In this document, unless the context otherwise requires:

- 23.2.1 A reference to any law or legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision, in either case whether before, on or after the date of this document.
- 23.2.2 A reference to any agreement or document is to that agreement or document as amended, novated, supplemented or replaced from time to time.
- 23.2.3 A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this document.
- 23.2.4 Where a word or phrase is given a defined meaning another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.
- 23.2.5 A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.
- 23.2.6 An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or public authority.
- 23.2.7 A reference to dollars or \$ means Australian dollars.
- 23.2.8 References to the word 'include' or 'including' are to be construed without limitation.
- 23.2.9 A reference to a time of day means that time of day in the place where the Office is located.
- 23.2.10 A reference to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in the place where the Office is located.
- 23.2.11 Where a period of time is specified and dates from a given day or the day of an act or event it must be calculated exclusive of that day.
- 23.2.12 A term of this document which has the effect of requiring anything to be done on or by a date which is not a business day must be interpreted as if it required it to be done on or by the next business day.

### **References to the document**

- 23.3 A reference to this document, where amended, means this document as so amended.

### **Application of Corporations Act**

- 23.4 The Corporations Act applies in relation to this document as if it was an instrument made under the Corporations Act as in force on the day when this document became the constitution of the College.



## **Exercise of powers**

- 23.5 Except as specifically contemplated to the contrary in this document, the College may, in any manner permitted by the Corporations Act exercise any power take any action or engage in any conduct or procedure which under the Corporations Act a company limited by guarantee may exercise, take or engage in if authorised by its document.

# **Document Six**

## **For Information Only Jurisdictional Committee Terms of Reference**

## TERMS OF REFERENCE – RACMA JURISDICTIONAL COMMITTEES

### 1. PURPOSE

These Terms of Reference define the objectives and responsibilities of RACMA Jurisdictional Committees and align with relevant Clauses within the RACMA Constitution, including:

- the responsibilities of Jurisdictional Committees and their members;
- requirements relating to meetings of Jurisdictional Committees; and
- requirements relating to membership and election of Jurisdictional Committees.

### 2. OBJECTIVES

Jurisdictional Committees are established to:

- provide opportunities for professional interaction and development for RACMA members who reside in that jurisdiction.
- assist with communications to members, providing relevant jurisdictional information.
- contribute to College-wide policy through nomination and participation on the College Policy and Advocacy Committee (PAC) to represent local perspectives and to strategically shape the College's policy and advocacy agenda – including bringing locally based policy challenges to the attention of PAC.
- encourage positive interactions and liaison with health-related organisations and regulators to support initiatives that improve health outcomes for local communities and maintain standards of the profession for jurisdictional Fellows, Associate Fellows and Candidates.
- provide College representatives for nomination on external bodies or committees within their jurisdiction.
- recommend College representatives for nomination on external bodies or committees as a representative for the College at a National level, which is to be approved by the Chief Executive/President.
- provide advice to the College Education and Training Committee (ETC) and the Continuing Education Program Committee (CEPC) on the needs of local members.
- advocate for and promote College-wide education priorities within the jurisdiction with health authorities and relevant stakeholders.
- advise the Board and/or its relevant entities of pertinent issues affecting members who reside in the jurisdiction as well as issues that affect the practice of medical leadership and management within the jurisdiction.
- support the Jurisdictional Coordinators of Training to assist Candidates with learning activities to support them throughout their candidacy, including but not limited to hosting jurisdictional learning sets, conducting practice exams, and addressing issues with accreditation of training posts.
- connect with and support other jurisdictions as needed and by mutual agreement.
- facilitate effective connections with jurisdictional governments and advocate on behalf of the College and its members with health or other portfolio Ministers on locally based issues.

### 3. RESPONSIBILITIES

#### 3.1 Jurisdictional Committee and Members

The responsibilities of a Jurisdictional Committee, consistent with the Constitution, are to ensure that each jurisdictional committee will:

- promote and encourage local education and training activities on behalf of the College.
- host, organise, deliver, participate in, promote and support College events and activities within the jurisdiction.
- assist the College to carry out its activities within the jurisdiction.
- develop, deliver and monitor annual work plans that align with the College's strategic objectives.

Each Jurisdictional Committee may exercise any power delegated to it by the Board from time to time, but in the absence of a specific delegation is to act in an advisory capacity only.

All members of Jurisdictional Committees are acting as Officers of the College and therefore must act in good faith and in the best interests of the College. Officers are covered by the College's Directors and Officers insurance.

Members and Officers of Jurisdictional Committees will:

- participate in, promote and facilitate local education and training activities and events.
- devote adequate time and attention to preparing for and attending meetings of the jurisdictional committee.
- comply with all codes, policies and other requirements of the College (including those applying to conflicts of interest, confidentiality and privacy).
- not make representations, submissions or undertakings that purport to be on behalf of the College or take any action that purports to bind the College to perform any obligation, without the prior written authorisation of the Board or the Chief Executive.
- not enter into contracts or agreements, or otherwise incur expenses or liabilities, on behalf of the College or the jurisdiction without prior written authorisation by the Chief Executive.
- not represent the College without discussion with Chief Executive and/or President, or imply in any way that the Committee is a body independent of the College.
- not undertake any financial transactions on behalf of Jurisdictional Committees except as provided below.

Participation by members at Jurisdictional Committee meetings or other Jurisdictional Committee activities will attract CPD hours and will be entered into the member's CPD record on their behalf by College staff.

Jurisdictional Committees can establish Continuing Professional Development (CPD) activities for members within their jurisdiction.

A member of a Jurisdictional Committee is not entitled to any fees or remuneration in respect of their membership of the Jurisdictional Committee or participation in Jurisdictional Committee activities.

### 3.2 RACMA National Office

The College National Office will provide support to Jurisdictional Committees as follows:

- A dedicated staff member of the College will:
  - schedule all meetings annually in advance in consultation with the Jurisdictional Committee Chair (JC Chair), and distribute calendar invitations for meetings online and in person.
  - prepare all meeting agendas and minutes in consultation with the JC Chairs.
  - support the JC Chairs in monitoring action items and maintain records of activity relating to such for each Jurisdictional Committee.
- Staff of the College will:
  - provide support to the Jurisdictional Committees to assist in local events.
  - manage all whole of jurisdiction communications to members within a jurisdiction in consultation with the JC Chairs to ensure communications comply with the College Communications Strategy.
- To support them in their activities, Member information, including relevant contact details, will be provided to the Jurisdictional Committees, in line with the College's Privacy Policy.
- Support will be provided to each Jurisdictional Committee for all election and expression of interest processes including submission of papers for approval as required to the Board or ETC.

## 4. JURISDICTIONAL COMMITTEE COMPOSITION AND TERMS OF APPOINTMENT

The Constitution states that each jurisdiction must elect a Jurisdictional Committee. Jurisdictional Committees must consist of a minimum of three Members across the following four roles:

- A JC Chair (must be a Fellow)
- A Candidate representative elected by the Candidates within the jurisdiction
- A Jurisdictional Coordinator of Training (must be a Fellow)
- A Jurisdictional CPD Coordinator (must be a Fellow)

Board members may attend meetings of Jurisdictional Committees in which they reside, as *ex officio* members of the committee.

### 4.1. Appointment to Jurisdictional Committee roles

#### 4.1.1. Jurisdictional Committee Chair (JC Chair)

Appointment of a JC Chair must occur through either a vote of Jurisdictional Committee members, or through an electronic election process by members residing in the jurisdiction. If the Jurisdictional Committee members vote and make recommendation of a JC Chair, the following election process is not required.

#### **Nominations**

A Fellow who resides in the jurisdiction where there is a vacancy may nominate for election as the JC Chair, providing that the member is in good standing with the College in respect of both fees and CPD compliance. To submit a nomination, the Member must:

- complete and sign the online nomination form; and
- have the form signed by one Fellow who resides in the same jurisdiction; and
- return the completed form to the Board-appointed Returning Officer by the closing date and time.

If only one nomination is received, that nominee will be deemed elected to the role.

### **Voting and Appointment**

All Fellows and Associate Fellows within the jurisdiction will be entitled to cast their vote via electronic means for their preferred applicant through an election process.

The applicant with the greatest number of votes will be deemed successful. Should there be a tie in number of votes then a candidate will be selected by lot.

Whether the selection of a new JC Chair is via Jurisdictional Committee vote or election, the Board is still responsible for approving the appointment.

#### *4.1.2. Candidate Representative*

Appointment of a Candidate representative must occur through an election process enabling Candidates within the jurisdiction to cast their vote on their preferred Candidate representative(s) to undertake the role.

### **Nominations**

A Candidate who resides in the jurisdiction where there is a vacancy may nominate for election as the Candidate representative, provided that the Candidate is in good standing with the College. To submit a nomination, the Candidate will:

- complete and sign the nomination form; and
- return the completed form to the Board appointed Returning Officer by the closing date and time.

If only one nomination is received, that nominee will be deemed elected to the role.

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### **Voting and Appointment**

All Candidates within the jurisdiction will be entitled to cast their vote via electronic means for their preferred applicant through an election process.

The applicant with the greatest number of votes will be deemed successful. Should there be a tie in number of votes, then a successful candidate will be selected by lot. Their appointment to the Jurisdictional Committee as Candidate representative will be approved by the Jurisdictional Committee following recommendation by the Returning Officer.

The term of appointment for the Candidate representative will be based on each Jurisdictional Committee's needs. The Candidate representative may only remain in the role whilst in training and must step down once Fellowship has been achieved.

#### *4.1.3. Associate Fellow Representative*

Where appropriate, an Associate Fellow representative may be appointed to the JC. Appointment of an Associate Fellow representative must occur through an election process enabling Associate Fellows within the jurisdiction to cast their vote on their preferred Associate Fellow representative to undertake the role.

### **Nominations**

An Associate Fellow who resides in the jurisdiction where there is a vacancy may nominate for election as the Associate Fellow representative providing that the Associate Fellow is in good standing with the College.

To submit a nomination, the Candidate will:

- complete and sign the nomination form; and

- return the completed form to the Board appointed Returning Officer by the closing date and time.

If only one nomination is received, that nominee will be deemed elected to the role.

### **Voting and Appointment**

All Associate Fellows within the jurisdiction will be entitled to cast their vote via electronic means for their preferred applicant through an election process.

The applicant with the greatest number of votes will be deemed successful. Should there be a tie in number of votes, then a successful candidate will be selected by lot. Appointment to the Jurisdictional Committee as Associate Fellow representative will be approved by the Jurisdictional Committee following recommendation by the Returning Officer.

#### *4.1.4. Jurisdictional Coordinator of Training (JCT)*

Appointment of a Fellow as the JCT must occur through an Expression of Interest (EOI) process, which will be supported by the College office. Should there be more than one EOI received for the role of JCT, then an interview process will occur, to be chaired by the JC Chair and involving two other College Members, one of whom must be a Jurisdictional Committee member nominated by the JC Chair, and one of whom may be a representative from and nominated by the Education and Training Committee (ETC).

**F**C Should no applications be received through the EOI process the JC Chair may use their discretion to seek out a suitable member for the role and, if agreed, the recommendation will go to the Jurisdictional Committee for consideration and approval.

Upon recommendation of a new JCT by the Jurisdictional Committee, a paper will be sent to the ETC to seek approval of the appointment to the role.

Should a Jurisdictional Committee determine that either a shared JCT role or deputy JCT role is required, the Jurisdictional Committee has the authority to request of the ETC the additional role with the same appointment process being undertaken.

#### *4.1.5. Jurisdictional CPD Coordinator (JCPDC)*

Appointment of a Fellow as the JCPDC must occur through an Expression of Interest (EOI) process which will be supported by the College office. Should there be more than one EOI received for the role of JCPDC, then an interview process will occur, to be chaired by the JC Chair and involving two other College Members, one of whom must be a Jurisdictional Committee member nominated by the JC Chair, and one of whom may be a representative from the Education and Training Committee (ETC).

Should no applications be received through the EOI process the JC Chair may use their discretion to seek out a suitable member for the role and, if agreed, the recommendation will go to the Jurisdictional Committee for consideration and approval.

Upon recommendation of a new JCPDC by the Jurisdictional Committee, a paper will be sent to the ETC to seek approval of the appointment into the role.

#### 4.1.6. *Other Jurisdictional Committee membership roles*

Other Jurisdictional Committee roles will be dependent on the size of the jurisdiction and availability of members. Each Jurisdictional Committee can consider additional positions as follows:

- Honorary Secretary - FRACMA
- Honorary Treasurer - FRACMA
- Additional FRACMA representatives (maximum of three; 3)
- AFRACMA representatives (maximum of three; 3)
- Additional Candidate Representatives (maximum of two; 2)
- Ex officio members – immediate past JC Chair and Board Director(s) who are members of the jurisdiction
- Co-opted members may be appointed for a particular purpose or term.

Appointment of other Jurisdictional Committee members must occur through an Expression of Interest (EOI) process, which will be supported by the College office. Should there be more than one EOI received for any role, then an interview process will occur, chaired by the JC Chair and involving two other Jurisdictional Committee members nominated by the JC Chair.

**FC** Should no applications be received through the EOI process the JC Chair may use their discretion to seek out a suitable member for the role and, if agreed, the recommendation will go to the Jurisdictional Committee for consideration and approval.

Depending on the size of the jurisdiction, there may be specific roles each Jurisdictional Committee member will be responsible for to support the work undertaken by the Jurisdictional Committee; e.g., Scientific Program Coordinator, Events Coordinator.

The Jurisdictional Committee must not exceed a total of 15 members, including the JC Chair. If a jurisdiction has specific needs and needs to exceed the maximum number of Jurisdictional Committee members, then additional members may be co-opted by agreement of the Jurisdictional Committee.

## 4.2. **Term of Appointment**

With the exception of Candidate representatives as outlined above, Jurisdictional Committee members shall be elected to the Jurisdictional Committee for a term of three years. A member may be re-elected for one further term of three years to a maximum total of six consecutive years, with a majority agreement by Jurisdictional Committee members. Extensions to roles beyond the six-year maximum may be applied on a discretionary basis with Jurisdictional Committee member support and approval of the Board.



## 5. MEETINGS

### 5.1. Jurisdictional Committee Meetings

The RACMA Constitution sets out the following requirements for meetings of Jurisdictional Committees:

- Each Jurisdictional Committee may, subject to the Corporations Act, the Constitution and the regulations and policies of the Board, regulate proceedings as it sees fit.
- The total number of meetings held annually are at the discretion of the Jurisdictional Committee.
- A quorum for meetings will be the presence of one half of the total number of members of the Jurisdictional Committee .
- All members of the Jurisdictional Committee have voting rights for resolutions presented to the Jurisdictional Committee.
- The JC Chair will preside over all Jurisdictional Committee meetings. Should the JC Chair not be available, the Committee has the discretion to nominate a member to preside over the meeting in their absence.
- Minutes of all Jurisdictional Committee meetings will be prepared by the College office, presented to the JC Chair and then ratified at the next meeting for signing by the JC Chair as a true and correct record of the meeting.
- Jurisdictional Committee members must attend a minimum of 50% of scheduled meetings during a calendar year. Failure to do so may result in the member being asked to vacate their position on the Jurisdictional Committee.
- Meetings of Jurisdictional Committees can be conducted via online meeting platforms such as Zoom or Teams.
- F • It is encouraged that Jurisdictional Committees meet face to face at least once per year.
- The Jurisdictional Committee will conduct scientific programs and/or Annual General meetings at the discretion of the Jurisdictional Committee.

### 5.2. Annual Meeting of Jurisdictional Committees Chairs, Board Representatives and Officers

The Constitution requires that there be an annual meeting between members of the Board, the chairperson of the ETC and the chairpersons of each Jurisdictional Committee. The Constitution sets out the following requirements:

- The Jurisdictional Committee Chairs must be invited to attend one face to face Board meeting per calendar year.
- A written report on behalf of each Jurisdictional Committee must be submitted for this meeting and should outline any outcomes from annual workplans.
- Each of the JC Chairs must provide a short verbal update to accompany their Jurisdictional Committee report.
- Each of the JC Chairs will be invited to attend the annual strategic planning day with the Board.
- JC Chairs may nominate another member of the Jurisdictional Committee to attend in their place.
- The Chief Executive must ensure that a comprehensive record of the meeting, including copies of jurisdictional reports and agreed outcomes is recorded and distributed to the Board and to each of the Jurisdictional Committees.
- Should changes to these Terms of Reference be required, these must be approved by the RACMA Board.

## 6. FINANCIAL MANAGEMENT

### 6.1 Jurisdictional Committee Income and Expenditure

- Proposed expenditure of funds must be for the benefit of Members within the jurisdiction.
- Funds expended within the jurisdiction must be considered and agreed by the Jurisdictional Committee, with any requests to be put forward to the Chief Executive for consideration and approval.
- Approval of expenditure is in accordance with the RACMA Delegation Schedule.
- The Jurisdictional Funds reserves are the residual balances of funds held to be used for the purposes of the respective jurisdiction.
- Quarterly summaries showing moneys paid into and disbursed out of any Jurisdictional Committee Cost Centre maintained by the College Office will be provided to the Jurisdictional Committee following completion of the quarterly BAS by the College Accountant.
- The accounts of each Jurisdictional Committee will be included in the annual audit of the College's accounts. Each JC Chair will be provided with a set of audited accounts of his or her Jurisdictional Committee and must, if required, meet with the chairperson of the Finance and Audit Committee and the College auditor to discuss the audited accounts and financial performance of the jurisdiction.

### 6.2 External Funding

Jurisdictional Committees wishing to seek or apply for funding or payment from external bodies to support events or other activities must comply with the following requirements:

- Authorisation in writing must be obtained from the Chief Executive before submitting any application, tender or proposal.
- All funding or payment/s must be supported by a written contract or agreement (including a grant agreement, sponsorship agreement or services contract) and must be signed by the Chief Executive.
- All funding and payments received must be paid into the RACMA bank account and will be allocated against the relevant Jurisdictional Committee.
- Funds must only be disbursed for the purpose(s) for which, and in accordance with the terms on which, the funds were provided by the external body.

Jurisdictional Committees may apply to the Chief Executive for supplementary grants from the College for initiatives and/or Jurisdictional Committee operating costs. Such requests should be made by February for the following financial year to enable appropriate budgeting. Allocation of such supplementary grants to Jurisdictional Committees must be approved by the Finance and Audit Committee.