

## THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

ABN 39 004 688 215

### Summary of Proposed Amendments to the College Constitution

An overview of the key changes proposed to the Constitution of the College is detailed in the table below. The table below does not purport to summarise all changes and is intended to be a summary only. The Notice of Meeting outlining all resolutions and a copy of the amended Constitution showing all proposed changes (Annexure B of the Notice of Meeting) are available on the [RACMA website](#).

Subject matter amendment	Clauses in the amended constitution	Resolution	Explanatory notes
Name of the College		12 - Other changes	The College is registered as The Royal Australasian College of Medical Administrators. It is a company limited by guarantee.
<b>Part 5 - Membership</b>			
New classes of membership	5.1, 5.3, 5.4, 5.6, 5.8, 5.9 and 5.18	1 to 5 - New membership classes	Proposal to establish five new classes of membership, outline the characteristics of the members of these classes and their rights to use titles and postnominals <ul style="list-style-type: none"> <li>• International Fellows</li> <li>• Retired Fellows</li> <li>• Hong Kong Fellows</li> <li>• International Associate Fellows (noting this was already partly provided for, see clause 5.18.7)</li> <li>• Retired Associate Fellows</li> </ul>
Honorary Fellow	5.5	12 - Other changes	Simplification of clause 5.5 and clarification that an Honorary Fellow need not be a Medical Practitioner

Subject matter amendment	Clauses in the amended constitution	Resolution	Explanatory notes
Training program	5.10.1	10 - Other minor membership changes	Assessments are one aspect of the whole training program. There is no need to single this out.
Regulations replaced by Policies	5.15.2, 8.1, 8.2, 8.3, 9.16.3, 10.42B, 12.2, 14.7, 15.7, 15.8	12 - Other changes	References to “regulations” become “policies” to align with practice
Rights of Fellows	5.17.1	12 - Other changes	Since we are proposing the decouple of the right to vote in general meetings from the right to vote in the election of the President-Elect, we need to clarify in this clause that Fellows are entitled to vote on the election of the President-Elect, and eligible to be elected as President-Elect. We note that they already have that right, it's just a clarification.
Rights of members of proposed new classes of membership	5.17.2	1 to 5 - New membership classes	The proposal is to establish the new membership classes as mechanism for engagement with the College, rather than involvement in its governance. Their rights will therefore be limited and similar to those of Affiliates.
Rights of Honorary Fellows	5.17.3	10 - Other minor Membership changes	Proposal to provide Honorary Fellows the right to be appointed as a Director with special expertise.
Rights of Associate Fellows	5.17.4	7 and 9 - Voting rights Associate Fellows	Proposal to give Associate Fellows the right to vote at general meetings, and vote in the election of the President-Elect The Constitution already provides for two Associate Fellows to be nominated and elected by those Associate Fellows entitled to vote on their election (clause 11.1.4). We want to clarify Clause 5.17.3 to reflect these provisions.
Rights of Candidates	5.17.5	6 and 8 - Voting rights Candidates	Proposal to give Candidates the right to vote at general meetings, and vote in the election of the President-Elect The Constitution already provides for one Candidate to be nominated and elected by those Candidates entitled to vote on their election (clause 11.1.5). We want to clarify Clause 5.17.3 to reflect these provisions.

Subject matter amendment	Clauses in the amended constitution	Resolution	Explanatory notes
Titles and postnominals	5.18	12 - Other changes	Proposal to separate Members rights to use approved titles and postnominals from other Member rights
Application to membership	5.21	12 - Other changes	Application to all membership classes except Honorary Fellow must be signed by the applicant
Admission to Fellowship	5.30	12 - Other changes	To be members of the Candidate class, medical practitioners must be participating in the Fellowship Training Program. Once a Candidate completes the FTP, which is a requirement to apply to be admitted as a Fellow, they cease to be a Candidate. Therefore the Board cannot admit to Fellowship someone who is a current Candidate of the College, and clause 5.30.1 should be deleted
Notification of changes	5.34	12 - Other changes	The College must be aware of changes to members' circumstances, including changes to their registration as medical practitioners.
<b>Part 7 – Continuing Professional Development</b>			
Advice to the Board on CPD	7.1	12 - Other changes	The CPD Program Committee now reports directly to the Board, not through the Education and Training Committee. It therefore provides direct advice to the Board in relation to continuing professional development
<b>Part 8 – Periodic Demonstration of Continuing Competence</b>			
Decision-making process	8.1.2	12 - Other changes	The Board has authority to approve and revoke policies from time to time. There is no reason why a policy governing continuing professional development, whose requirements are prescribed by the Australian Medical Council / Medical Council of New Zealand should require the vote of Members at a general meeting.
<b>Part 9 – Cessation or suspension of, or the imposition of conditions on, Membership</b>			

Subject matter amendment	Clauses in the amended constitution	Resolution	Explanatory notes
Failure to maintain registration as a medical practitioner	9.12	12 - Other changes	Members of the proposed 5 new classes of membership are not required to be medical practitioners registered in Australia or Aotearoa New Zealand.  Affiliates are not required to be medical practitioners.  The clause has been reworded to remove all these members from the need to maintain registration as a Medical practitioner.
Revocation of medical registration	9.13	12 - Other changes	Clarify that only those Members who are required to be a Medical Practitioner will cease to be a Member if they fail to maintain their registration
Suspension of medical registration	9.14	10 - Other minor Membership changes	The title of the section provided for suspension of medical registration but there was no content. Suspension is different to revocation and should be considered separately.  This new clause enables the Board to suspend the membership of a member of their medical registration is suspended.
Awards, prizes and other recognition	9.19.5	10 - Other minor Membership changes	The Board may decide to remove or revoke any awards, prizes or other recognition given to a member by the College where clause 9 is triggered.
<b>Part 10 – General meetings</b>			
Chairperson	10.22.2, 10.22.3	12 - Other changes	Fellows may not be the only members entitled to vote in the future.  We propose that the chairperson of the meeting should be decided by the majority of members entitled to vote at general meetings
Terminology	10.45, 10.46	12 - Other changes	Reference to “rule” replaced by “clause”
Resolution in writing	10.47	12 - Other changes	Members who are not entitled to vote should not have the power to contribute to a determination of the Members

Subject matter amendment	Clauses in the amended constitution	Resolution	Explanatory notes
Section name	Before clause 10.58	12 - Other changes	The constitution already provides for elections and polls to be postal, electronic, or both so we propose an amendment to rename the section from “postal ballots” to “ballots”.
Ballots distribution	10.60.3, 10.60.8	12 - Other changes	Fellows may not be the only members entitled to vote in the future. Ballots will be distributed to any Member entitled to vote.
<b>Part 11 – Directors</b>			
Composition of the Board	11.1.2, 11.1.3	12 - Other changes	The entitlement to vote at general meetings is different to the entitlement to vote on the election of the Board Directors. Clause 5.17 already outlines the rights of membership classes and who is entitled to vote on what.
Casual vacancy	11.19.2	10 - Other minor Membership changes	Clarify that a casual vacancy arises if a Director ceases to be a member of the class under which they were elected or appointed.
<b>Part 12 – Role and responsibilities of the Board</b>			
Simplification of language	12.2	12 - Other changes	Remove the double negative “not inconsistent” and replace with “consistent”
Quorum of the Board	12.8	12 - Other changes	Proposal to achieve quorum of a meeting of the Board when at least five Directors are present, at least three of whom must be Fellows
<b>Part 14 – Committees</b>			
Finance and Audit Committee	14.1.2, 14.4.2	11 - Committees	Update of the name of the Finance and Audit committee to the Finance, Risk and Audit committee to reflect practice.
Board of Censors	14.1.3, 14.4.4	11 - Committees	Removal of the Board of Censors as a standing committee of the Board given it reports to the Education and Training Committee. The committee will continue to exist and the Censor in Chief will continue to have to be a Fellow.

Subject matter amendment	Clauses in the amended constitution	Resolution	Explanatory notes
Employees on committees	14.9	11 - Committees	New provision to allow Members who are also employed by the college to sit on committees, where the committee's focus does not conflict with the Member's paid role.
Chair of the Finance and Audit Committee	14.10	11 - Committees	The chairperson of the Finance, Risk and Audit committee can be invited to speak at any committee, but should not be an <i>ex officio</i> member of all committees
<b>Part 23 – Definitions and interpretation</b>			
Definitions	23.1	12 - Other changes	New definition of College, Policy, Retired Fellow, Retired Associate Fellow, International Fellow, International Associate Fellow and Hong Kong Fellow
Interpretation	23.2.13, 23.2.14	12 - Other changes	New interpretation of signing and in person/present.