

## NOTICE OF ANNUAL GENERAL MEETING

**The Royal Australasian College of Medical Administrators**  
**ACN 004 688 215 / ABN 39 004 688 215**  
**(College)**

To: Member

In accordance with clause 10.1 of the College's Constitution, the Annual General Meeting of the College will be held as follows:

Date: 14 October 2025

Place: In person at Crown Ballroom 3B and 3C, Crown Perth, Great Eastern Highway, Burswood, WA 6100 and online: access via <https://www.netvote.com.au/m/n0lsM2>

Time: 8.30am (AWST)

The agenda for the meeting is enclosed.

Voting Members of the College have the right to appoint a proxy to attend, speak and vote instead of the Member, in accordance with clauses 10.46-10.53 of the College's Constitution.

If you cannot attend and wish to appoint a proxy, a Proxy Form is enclosed for your use. In accordance with clause 10.47, the 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 non-payment of their annual membership subscription. The Proxy Form must be completed, signed and deposited at the College at least 48 hours before the commencement of the meeting at one of the following addresses:

**1/20 Cato Street, Hawthorn East, VIC 3123**

[info@racma.edu.au](mailto:info@racma.edu.au)

By order of the Board.



**Cris Massis**  
Secretary

Monday 22 September 2025

## AGENDA OF ANNUAL GENERAL MEETING

**The Royal Australasian College of Medical Administrators**  
**ACN 004 688 215 / ABN 39 004 688 215**  
**(College)**

Date: 14 October 2025

Place: In person at Crown Ballroom 3B and 3C, Crown Perth, Great Eastern Highway, Burswood, WA 6100 and online: access via <https://www.netvote.com.au/m/n0lsM2>

Time: 8.30am (AWST)

### 1 Welcome

### 2 Apologies

### 3 Proxies

## GENERAL BUSINESS

Resolutions in this section are ordinary resolutions and require a simple majority of the valid votes to be adopted. A simple majority means that more than 50% of the votes cast by those eligible to vote, are cast in favour of that resolution. The Chairperson is entitled to a second or casting vote under clause 10.37 of the Constitution.

### 4 Minutes

Draft Minutes of the Fifty seventh Annual General Meeting are available on the [website](#)

Resolution 1	<b>THAT</b> the Minutes of the fifty-seventh Annual General Meeting held Wednesday, 11 October 2024, 9am-10am AEST in person at the Sofitel Brisbane and online via Zoom webinar be accepted.
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### 5 President's Report

Resolution 2	<b>THAT</b> the report of the President be accepted.
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### 6 Report From the Returning Officer

The appointment of Fellows as Board Directors to be noted following the outcome of the 2025 Board Election.

The Board has endorsed the re-appointment of Prof. Jane Bryson as an additional Director with special expertise, in accordance with clauses 11.1.6 and 11.18 of the Constitution. [Prof. Jane Bryson's CV](#) is available on the website.

Resolution 3	<b>THAT</b> the re-appointment of External Director Professor Jane Bryson for a three-year term from the AGM 2025 to the AGM 2028 be confirmed.
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## 7 **Chair of Finance and Audit Committee's Report**

Resolution 4	<b>THAT</b> the report of the Chair of the Finance and Audit Committee be accepted.
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## 8 **Appointment of the auditors for 2025-2026 audit**

Resolution 5	<b>THAT</b> the appointment of auditors Saward Dawson for the 2025-2026 audit be confirmed.
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## 9 **2024-2025 Annual Financial Statements**

Review the [2024-2025 Financial Statements](#) including the Auditor's declaration.

Resolution 6	<b>THAT</b> the Audited Financial Statements 2024-2025 be accepted.
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## 10 **Chair of Education and Training Committee's Report**

The Chair of the Education and Training Committee's report is to be noted.

## 11 **Chair of Continuing Professional Development Program Committee's Report**

The Chair of the Continuing Professional Development Program Committee's report is to be noted.

## **SPECIAL BUSINESS**

### 12 **Amendment to the Constitution of the College (Special Resolution)**

In order for each special resolution to be passed, at least 75% of the votes cast must be cast in favour of that special resolution.

For each special resolution that is passed, the associated Constitutional change will take effect at the end of the Annual General Meeting. Please note, however, that some changes will require the development of policy to enable their effect.

For the benefit of the Members:

- a clean copy of each proposed change contemplated by the following special resolutions is attached at [Annexure A](#).
- an entire and complete markup of each proposed change contemplated by the following special resolutions is attached at [Annexure B](#).

To consider and if thought fit, pass each of the following as a special resolution:	
<b><i>Special Resolutions with respect to new membership classes and their rights</i></b>	
Special Resolution 1 (Retired Fellows)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended to introduce a new Retired Fellow Membership class within clause 5, and make consequential amendments to the Constitution to bring effect to that new Retired Fellow Membership class as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to provide that a Retired Fellow 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, vote in the election of the President-Elect, 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;</li> <li>• amend the Rights of Members in clause 5 with respect to titles and postnominals to provide that a Retired Fellow has the right to use the title "Fellow of the Royal Australasian College of Medical Administrators (Retired)" and the postnominals "FRACMA (Ret)";</li> <li>• exempt Retired Fellows from the obligations with respect to the Failure to maintain, or revocation or suspension of registration provisions in and around clause 9.12;</li> <li>• insert a definition of Retired Fellow into the definitions in clause 23; and</li> <li>• renumber clause numbers throughout the Constitution to bring effect to the new Retired Fellow Membership Class.</li> </ul>
Special Resolution 2 (Retired Associate Fellows)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended to introduce a new Retired Associate Fellow Membership class within clause 5, and make consequential amendments to the Constitution to bring effect to that new Retired Associate Fellow Membership class as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to provide that a Retired Associate Fellow 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, vote in the election of the President-Elect, 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;</li> <li>• amend the Rights of Members in clause 5 with respect to titles and postnominals to provide that a Retired Associate Fellow has the right to use the title "Associate Fellow of the Royal Australasian College of Medical Administrators (Retired)" and the postnominals "AFRACMA (Ret)";</li> </ul>

	<ul style="list-style-type: none"> <li>• exempt Retired Associate Fellows from the obligations with respect to the Failure to maintain, or revocation or suspension of registration provisions in and around clause 9.12;</li> <li>• insert a definition of Retired Associate Fellow into the definitions in clause 23; and</li> <li>• renumber clause numbers throughout the Constitution to bring effect to the new Retired Associate Fellow Membership Class.</li> </ul>
Special Resolution 3 (International Fellows)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended to introduce a new International Fellow Membership class within clause 5, and make consequential amendments to the Constitution to bring effect to that new International Fellow Membership class as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to provide that an International Fellow 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, vote in the election of the President-Elect, 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;</li> <li>• amend the Rights of Members in clause 5 with respect to titles and postnominals to provide that an International Fellow has the right to use the title "Fellow of the Royal Australasian College of Medical Administrators (International)" and the postnominals "FRACMA (Int)";</li> <li>• exempt International Fellows from the obligations with respect to the Failure to maintain, or revocation or suspension of registration in and around clause 9.12;</li> <li>• insert a definition of International Fellow into the definitions in clause 23; and</li> <li>• renumber clause numbers throughout the Constitution to bring effect to the new International Fellow Membership Class.</li> </ul>
Special Resolution 4 (International Associate Fellows)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended to introduce a new International Associate Fellow Membership class within clause 5, and make consequential amendments to the Constitution to bring effect to that new International Associate Fellow Membership class as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to provide that an International Associate Fellow 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, vote in the election of the President-Elect, 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;</li> </ul>

		<ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 with respect to titles and postnominals to provide that an International Associate Fellow has the right to use the title "Associate Fellow of the Royal Australasian College of Medical Administrators (International)" and the postnominals "AFRACMA (Int)";</li> <li>• exempt International Associate Fellows from the obligations with respect to the Failure to maintain, or revocation or suspension of registration provisions in and around clause 9.12;</li> <li>• insert a definition of International Associate Fellow into the definitions in clause 23; and</li> <li>• renumber clause numbers throughout the Constitution to bring effect to the new International Associate Fellow Membership Class.</li> </ul>
Special Resolution 5 (Hong Kong Fellows)		<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended to introduce a new Hong Kong Fellow Membership class within clause 5, and make consequential amendments to the Constitution to bring effect to that new Hong Kong Fellow Membership class as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to provide that a Hong Kong Fellow 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, vote in the election of the President-Elect, 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;</li> <li>• amend the Rights of Members in clause 5 with respect to titles and postnominals to provide that a Hong Kong Fellow has the right to use the title "Fellow of the Royal Australasian College of Medical Administrators (Hong Kong)" and the postnominals "FRACMA (HK)";</li> <li>• exempt Hong Kong Fellows from the obligations with respect to the Failure to maintain, or revocation or suspension of registration provisions in and around clause 9.12;</li> <li>• insert a definition of Hong Kong Fellow into the definitions in clause 23; and</li> <li>• renumber clause numbers throughout the Constitution to bring effect to the new Hong Kong Fellow Membership Class.</li> </ul>
<b><i>Special Resolutions with respect to Candidate and Associate Fellow rights to vote in elections for President-Elect</i></b>		
Special Resolution 6 (Candidate voting rights regarding President-Elect)		<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to grant Candidates the right to vote in the election of the President-Elect.</li> </ul>

Special Resolution 7 (Associate Fellow voting rights regarding President-Elect)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to grant Associate Fellows the right to vote in the election of the President-Elect.</li> </ul>
<b><i>Special resolutions with respect to Candidate and Associate Fellow rights to vote at General Meetings</i></b>	
Special Resolution 8 (Candidate general meeting voting rights)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to grant Candidates the right to vote in any general meeting.</li> </ul>
Special Resolution 9 (Associate Fellow general meeting voting rights)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended as follows:</p> <ul style="list-style-type: none"> <li>• amend the Rights of Members in clause 5 to grant Associate Fellows the right to vote in any general meeting.</li> </ul>
<b><i>Special Resolution to bring effect to other minor membership changes</i></b>	
Special Resolution 10 (Other minor Membership changes)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended as follows:</p> <ul style="list-style-type: none"> <li>• amend clause 5 to allow individuals to be eligible to be a Candidate if they participate in an approved training program, rather than training and assessment program;</li> <li>• amend clause 5 to allow Honorary Fellows to be appointed as a Director who brings relevant expertise in the areas of business, education and/or community;</li> <li>• amend clause 9 to allow the College to suspend a Member if their registration as a Medical Practitioner is suspended;</li> <li>• amend clause 9 to allow a Member's awards, prizes or other recognition given by the College to be removed or revoked in specified circumstances; and</li> <li>• amend clause 11.19.2 to clarify that a casual vacancy arises if a Director ceases to be a member of the class under which they were elected or appointed.</li> </ul>



<b><i>Special Resolution with respect to Committees</i></b>	
Special Resolution 11 (Committees)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, clause 14 of the Constitution is amended to:</p> <ul style="list-style-type: none"> <li>• replace all references to the “Finance and Audit Committee” with “Finance, Risk and Audit Committee”</li> <li>• allow Members who are employees of the College to be Committee Members under specific circumstances;</li> <li>• remove the Board of Censors as a standing committee of the Board (noting it remains a committee of the Board); and</li> <li>• remove the Chairperson of the Finance and Audit Committee’s right to attend and be heard at all Committee meetings.</li> </ul>
<b><i>Special Resolution to address other consequential matters</i></b>	
Special Resolution 12 (Other changes)	<p><b>THAT</b> consistent with the relevant marked-up amendments set out in Annexure B circulated with the Notice of Meeting, and so as to bring effect to the relevant sections of the clean constitution set out in Annexure A circulated with the Notice of Meeting, the Constitution is amended as follows:</p> <ul style="list-style-type: none"> <li>• amend clause 5 to: <ul style="list-style-type: none"> <li>○ clarify that Fellows are permitted to vote in the election of the President-Elect and are eligible to be elected as President-Elect;</li> <li>○ clarify that an Honorary Fellow need not be a Medical Practitioner;</li> <li>○ separate Members rights to use approved titles and postnominals from other Member rights;</li> <li>○ specify that application requirements apply to applications for admission as a Member, other than an Honorary Fellow;</li> <li>○ insert the words “and Honorary Fellowship” at the end of the heading “Specific criteria for admission to Fellowship”;</li> <li>○ remove the requirement that an applicant to Fellowship be a Candidate; and</li> <li>○ require Members to notify the Secretary of any changes to their registration as a Medical Practitioner;</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• amend clause 7 to reflect that the Continuing Professional Development Program Committee may advise the Board on matters relating to continuing professional development</li> <li>• amend clause 8 to remove the requirement for continuing competence requirements to be approved by Fellows at a general meeting;</li> <li>• amend clause 9 to 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;</li> <li>• amend clause 10 to: <ul style="list-style-type: none"> <li>○ specify that elected Directors are elected by the Members who are entitled to vote;</li> <li>○ specify that ballots are distributed to Members entitled to vote;</li> <li>○ clarify that a resolution in writing needs be signed only by Members who are entitled to vote</li> <li>○ reflect that Ballots may be postal or electronic;</li> </ul> </li> <li>• amend clause 11.1 to clarify that entitlement to vote at an election is different to entitlement to vote at a general meeting;</li> <li>• amend clause 12.2 by replacing “not inconsistent” with “consistent”;</li> <li>• amend clause 12.8 to achieve quorum of a meeting of the Board when at least five Directors are present, at least three of whom must be Fellows.</li> <li>• amend clause 23.1 by: <ul style="list-style-type: none"> <li>○ inserting definitions for College and Policy;</li> <li>○ deleting the definition of Regulations; and</li> <li>○ amending the definitions of Corporations Act and Membership;</li> </ul> </li> <li>• amend clause 23.2 by clarifying electronic signatures and virtual voting;</li> <li>• amend all references to the College’s name to The Royal Australasian College of Medical Administrators, where required;</li> <li>• replace all references to “post-nominals” with “postnominals”;</li> <li>• delete all subclauses which consist solely of “[Omitted]” other than clause 13;</li> <li>• replace all references to “Regulations” with “Policies”;</li> <li>• replace all references to “rule” with “clause”;</li> <li>• replace all references to “ACNC Act” with “<i>Australian Charities and Not-for-profits Commission Act 2012 (AU)</i>”; and</li> <li>• amend the Constitution in its entirety as necessary and where required to bring effect to the correct formatting, numbering and cross referencing within the Constitution</li> </ul>
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