

# Australasian Faculty of Rehabilitation Medicine (AFRM) Council

## By-law

### BY-LAW PURSUANT TO THE CONSITUTION OF THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND OPERATION OF BOARD COMMITTEES

|                                  |                                                                                             |
|----------------------------------|---------------------------------------------------------------------------------------------|
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| <b>References/Legislation</b>    | <i>Corporations Act 2001</i> (Cth)                                                          |
| <b>Associated RACP Documents</b> | Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution |
| <b>Applicability</b>             | Australia and Aotearoa New Zealand                                                          |

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

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## 1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the Australasian Faculty of Rehabilitation Medicine (AFRM) Council (the “Council”). The [Governance of College Bodies By-law](#) sets out the general provisions for governance of Board Committees. Both the Governance of College Bodies By-law and this By-law govern the Council.

## 2. PURPOSE

The purpose of this Council is to seek excellence in rehabilitation medicine, education, and practice to achieve the highest levels of health for the working populations of Australia and Aotearoa New Zealand. The Faculty does this through training and continuing professional development of rehabilitation physicians, the promotion of public debate and advocacy on matters of rehabilitation medicine and the encouragement of rehabilitation medicine research.

## 3. FUNCTIONS

The functions of the Australasian Faculty of Rehabilitation Medicine (AFRM) Council include:

- a) support the professional careers of Fellows and trainees of the Faculty;
- b) work with appropriate College Bodies and staff in connection with:
  - i. education, training and assessment of trainees;
  - ii. continuing professional development of Fellows;
  - iii. policy and advocacy;
  - iv. the assessment of overseas trained physicians;
  - v. research; and
  - vi. workforceas each relates to public health medicine.
- c) promote and advance the body of knowledge in rehabilitation medicine;
- d) act as an authoritative source of advice within the College in connection with rehabilitation medicine;
- e) recommend candidates to the Board for membership of the Faculty; and
- f) determine re-admission to Fellowship applications submitted to them.

## 4. COUNCIL PROHIBITIONS

The Council must not:

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

## **5. MEMBER COMPOSITION**

The Membership of the Council shall comprise up to 14 members, comprising:

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

- AFRM President (to chair)
- AFRM Immediate Past-President
- Chair, Aotearoa New Zealand AFRM Committee
- Chair, AFRM Policy and Advocacy Committee
- Chair, AFRM Education Committee
- Chair, AFRM Trainee Committee
- the Chair of each AFRM Regional Committee:
  - NSW/ACT AFRM Regional Committee
  - SA/NT AFRM Regional Committee
  - QLD AFRM Regional Committee
  - VIC/TAS AFRM Regional Committee
  - WA AFRM Regional Committee

### **5.2. Appointed Members**

Up to 2 appointed members comprising:

- a rehabilitation medicine paediatrician, who is a Fellow of the AFRM
- an academic representative, who is a Fellow of the AFRM

### **5.3. Elected Members**

- AFRM President-elect

### **5.4. Co-opted members**

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

## **6. EXECUTIVE COMMITTEE**

### **6.1. Establishment of the Executive Committee**

The Council may, if it considers it necessary to do so, establish an Executive Committee.

### **6.2. Role of the Executive Committee**

The Executive Committee shall meet in the intervening periods between Council meetings and as otherwise required by the Council. The Executive Committee shall exercise such powers of the Council in managing the business and the interests of the Faculty, as may be delegated to it by resolution of the Council, or as the AFRM President, in cases of emergency may decide.

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

The Executive Committee shall comprise of:

- AFRM President
- AFRM President-elect
- AFRM Immediate Past-President
- Chair, AFRM Policy and Advocacy Committee
- Chair, AFRM Education Committee
- Chair, Aotearoa New Zealand AFRM Committee

## **7. MEETING**

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

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

The AFRM Council may hold four meetings per calendar year and shall meet face to face (maximum once per year) or by videoconference.

The AFRM Executive Committee may meet as required by videoconference.

### **7.2. Chair**

The Chair or their appointee will chair all meetings.

### **7.3. Quorum**

A quorum is one half of the total AFRM Council membership.

### **7.4. Voting**

Decisions will be made by consensus of the majority of members.

### **7.5. Minutes**

The proceedings of all meetings of the Council shall be recorded in the minutes.

### **7.6. Secretariat**

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

### **7.7. Council Reviews**

The Council is to undertake a skill and experience review annually.

The Council is to review their performance against this By-law every two years.

## **8. REPORTING**

The Council must report and make recommendations to the Board as required.

The Council is required to provide to the Board each year:

- a new or updated work plan (work plans may be one or two years); and
- a report against the preceding years' work plan.

## 9. REVIEW OF BY-LAW

This By-law will be reviewed every three years.

## 10. DEFINITIONS

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

## 11. HISTORY

| Commencement                                                              |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This By-law was approved by the RACP Board and commenced on 27 July 2012. |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Revision                                                                  | Effective Date   | Summary of Changes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.0                                                                       | 20 March 2014    | Removal of clause 3.4.6 'the Chair of the Faculty's International Affairs Committee'.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.0                                                                       | 9 November 2015  | Amendment of clause 5.7 to reflect a two-year term.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3.0                                                                       | 14 May 2018      | Removal of clause 6. 'Board appointment'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4.0                                                                       | 11 December 2020 | Amendment of clauses: <ul style="list-style-type: none"> <li>• 3.4.8 to reflect specific representative appointments rather than '<i>the Faculty Council may appoint one or more other Fellows as required</i>'; and</li> <li>• 4.2.5 to reflect a specific appointment rather than '<i>one representative from amongst the Australian AFRM Regional Committee Chairs</i>'.</li> </ul> Additional clauses: <ul style="list-style-type: none"> <li>• 3.2.6 '<i>one representative from amongst the Australian AFRM Regional Committee Chairs</i>';</li> <li>• 3.4.9 '<i>an Academic Representative of the Faculty</i>'; and</li> <li>• 3.4.10 '<i>the Faculty Council may appoint one or more other Fellows as required</i>'.</li> </ul> |
| 5.0                                                                       |                  | Transferred to the new template aligning the Governance of College Bodies By-law with the current by-laws to be the guiding governance documents for this College Body.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |