



The Royal Australian and New Zealand College of
Obstetricians and Gynaecologists



ACN 005 474 733

Excellence in Women's Health

CONSTITUTION OF NEW ZEALAND COMMITTEE

**Approved by
Council, July 2001**

A Standing Committee of Council shall be established in New Zealand to be known as the New Zealand Committee of The Royal Australian and New Zealand College of Obstetricians and Gynaecologists. Membership, functions and terms of the New Zealand committee, including the procedures for the election of the committee, are as follows:

1. Membership of the New Zealand Committee

1.1. The membership of the New Zealand Committee shall consist of

1.1.1. General members – a minimum of three (3) members will be elected one of whom having been a Fellow for less than ten years. The absolute number of general members to be elected shall be determined by the outgoing Committee and shall be that number considered as required to carry out the functions of the Committee. The total number of general members shall not be more than six (6)

1.1.2. Ex Officio members – all members of Council representing New Zealand. Such Ex Officio members will have voting rights and may be considered for New Zealand Committee Executive positions.

1.1.3 The Chairperson of the NZ Training and Accreditation Committee.

1.1.4 A trainee representative

1.1.5 The New Zealand Committee shall have the power to co-opt a representative of the New Zealand NASOG Committee. The member shall have voting rights.

1.2 The office bearers of the New Zealand Committee shall be a Chairman, an Honorary Treasurer and an Honorary Secretary who shall be elected from amongst the members of the New Zealand Committee by members of such New Zealand Committee. Every candidate for election as an Office Bearer shall be a member of the existing New Zealand Committee.

1.3 The New Zealand Committee shall have power to co-opt not more than two members. Such co-opted members shall hold office for one year only. They may be

re-coopted but such co-opted members may not hold office for a period longer than three years in succession. Co-opted members shall have voting rights.

2 TENURE

- 2.1 The members of the New Zealand Committee thus constituted shall continue to hold office for such period not exceeding two years from the date of such election. The members of the New Zealand Committee are eligible for re-election but they shall not hold office for more than three consecutive terms (6 years).
- 2.2 The Chairman shall hold office for two years. He/she shall be eligible for re-election but so that he/she shall not hold such office for more than two consecutive terms. The Honorary Secretary and Honorary Treasurer shall hold office for two years and shall be eligible for re-election but so that they shall not hold such office for more than six consecutive years and provided further that they shall each be entitled to nominate for any office) other than the office from which they are retiring) or position on the New Zealand Committee after serving as Honorary Secretary or Honorary Treasurer as the case may be.
- 2.3 A vacancy, other than a statutory vacancy, shall be filled by cooption, the candidate so coopted shall hold office only until the time when the member whose place he/she fill would have completed his/her period of office. He/She shall be eligible for re-election, but not so that this service consecutively shall exceed three elected terms.

3 FUNCTIONS AND TERMS OF NEW ZEALAND COMMITTEE

The functions and terms of the New Zealand Committee shall be as follows:

- 3.1 The Committee will meet at least three times each year. The minutes of such meetings are to be communicated to College House for distribution with the Council meeting papers.
- 3.2 To discuss and act on any matter of local interest to obstetricians and gynaecologists practising in New Zealand; including any legislative or other measures concerned with Obstetrics and Gynaecology as are directly or indirectly related to the interests of the College or its members. This would include liaison with the New Zealand Government and its agencies and the New Zealand Medical Council over relevant matters. Participation in the New Zealand CMC may also be required. Council will provide funding to allow the execution of all such actions within New Zealand. The level of funding will reflect equivalence of process by the RANZCOG in regard to similar matters within Australia.
- 3.3 To discuss any matters referred to the Committee by the Council.
- 3.4 To forward all resolutions by the Committee to the Council.

- 3.5 At least once a year to examine the feasibility of arranging, or taking part in, a scientific or clinical meeting to which every Fellow, Member or Diplomate of the College practising in New Zealand shall be invited.
- 3.6 In cooperation with the Treasurer of the RANZCOG and the Financial Advisory Committee
 - 3.6.1 The New Zealand Committee shall provide to Council a prospective budget for the following year.
 - 3.6.2 To produce costed proposals for any activities to be carried out by the New Zealand Committee and provide Council with regular financial reports on such projects.
 - 3.6.3 To keep books of account for any money received and disbursed and in connection therewith to provide a monthly profit and loss statement and balance sheet to Council or any such information as may be required from time to time by Council.
 - 3.6.4 To produce end of financial year statements, including consolidated Profit & Loss, consolidated cash flow and consolidated balance sheet which may be subject to audit.
 - 3.6.5 All monies shall be the property of the RANZCOG, but the Council will agree to the New Zealand Committee holding funds for general or special purposes. Council may also agree to the investment of such moneys as part of the RANZCOG investment program, the earnings on such investments to be disbursed on the advice of the New Zealand Committee and on agreement by Council.
 - 3.6.6 These functions will be carried out by the Treasurer and Executive Officer of the New Zealand Committee with all necessary assistance from the Treasurer of the RANZCOG and the Financial Advisory Committee.
- 3.7 Subject to notification to the Council, the New Zealand Committee shall
 - 3.7.1 Organise and administer postgraduate instructional courses
 - 3.7.2 Liaise with College House for all arrangements for visiting professors, lecturers and other college visitors within New Zealand.
 - 3.7.3 Organise and supervise with New Zealand authorities, the recognition of hospitals suitable for training programs.
 - 3.7.4 Coordinate training programs by discussion with training supervisors.
- 3.8 To call an Annual General Meeting of Fellow and Members in New Zealand each year, which may make recommendations to the Council.

3.9 To appoint subcommittees and working parties as may be required to conduct the business of the New Zealand Committee. Membership of sub-committees and working parties need not be restricted to members of the New Zealand Committee, nor if it seems appropriate, to the members of the College.

3.10 To establish a Training and Accreditation Committee to undertake Training and Accreditation activities within New Zealand by

3.10.1 Appointing a Chair of Training and Accreditation, that appointee may be a Councillor.

3.10.2 Nominating members of the committee, which will be comprised of the appointed Chair, ITP coordinators, representatives of the training supervisors and a representative of the trainees in New Zealand.

3.10.3 Directing the Committee to:

- Organise and supervise the recognition of hospitals suitable for training programs
- Coordinate training programs by discussion with training supervisors
- Appoint Integrated Training Program (ITP) Coordinators
- Review applications made by prospective trainees
- Review and approve six monthly training documentation
- Ensure that all documentation from ITP Coordinators and supervisors is received in a timely manner
- Monitor the performance of individual trainees
- Based on grades and supervisor comments, identify trainees whose performance may be questionable or unsatisfactory; such trainees shall be referred to as 'potentially at risk trainees'. Such trainees need not have been graded as unsatisfactory, but there may be indications that such a grading is possible in the future.
- Advise the CEO of the committee's concern that a trainee may be 'potentially at risk'
- Assist ITP Coordinators and training supervisors in the identification and management of 'potentially at risk trainees'
- Ensure that 'potentially at risk trainees' are counselled, that a record is kept of such counselling sessions and that the record is forwarded to College House
- Support ITP coordinators and training supervisors by providing assistance and advice
- Where the performance of a 'potentially at risk trainee' is unsatisfactory, advise the trainee of this and recommend to the central T&A Committee that the trainee's six months not be credited toward Fellowship
- Where a large number of 'at risk trainees' are at one hospital, investigate the situation and try to identify the cause of the problem. If appropriate, recommend a solution to the central T&A Committee.

4 CONDUCT OF ELECTIONS

- 4.1 Elections for the New Zealand Committee shall be held in the alternate year as elections for Council and will be carried out under the direction of College House.
- 4.2 Candidates for election to the membership categories on the New Zealand Committee shall be nominated by two Fellows or Members from New Zealand. Notification of the election together with nomination papers, must be posted to the registered address of each Fellow and member practising in New Zealand at least 42 days before the date fixed for the election and the nomination paper must be received by the Honorary Secretary (RANZCOG) at least 28 days before the date fixed for the election.
- 4.3 At least 14 days prior to the date fixed for the election, a voting paper and candidate information sheet shall be sent to each Fellow and Member resident in New Zealand (or in the case of Members overseas in advanced training – in accordance with a resolution of Council and with Article 67), to his/her registered address.
- 4.3.1 The voting paper shall contain a listing (in alphabetical order) of the full names of all candidates and voting instructions.
- 4.3.2 The candidate information sheet shall contain the following information:
- (a) A listing (in alphabetical order) of the full names of all candidates.
 - (b) The following information provided by each candidate (as appropriate)
 - (i) The designation of the candidate i.e. Fellow/Member and the date of his/her Fellowship/Membership
 - (ii) Principal present appointment of the candidate
 - (iii) Brief statement of the candidate's involvement in College activities
 - (iv) The names of the candidate's proposer and seconder.
- 4.3.3 Every Fellow/Member shall be entitled to give one vote to as many candidates for election from New Zealand as there are vacancies in the general member and provincial member categories. The appropriate number of candidates from New Zealand receiving the greatest numbers of votes shall be members of the New Zealand Committee
- 4.4 No person shall be nominated for election and no person may vote at an election if his subscription is unpaid at the time of closing of nominations.
- 4.5 Each voting paper when filled in shall be enclosed in a small sealed envelope inside the flap of which the voter shall print his surname in block letters and this must reach the Honorary Secretary of the RANZCOG at College House not later than the day before the date fixed for the election.

- 4.6 The Returning Officers for these elections shall be those appointed by the RANZCOG for the conduct of elections to Council.
- 4.7 The sealed outside envelope in which is the small sealed envelope containing the voting paper shall be opened on the day fixed for the election by the Returning Officers.
- 4.8 The names of the voters shall then be checked from the official list of Fellow and Members of the College in New Zealand. The small sealed envelope shall then be opened and the voting paper extracted without being scrutinised. Overseas Members from New Zealand in advanced training may cast votes for the New Zealand Committee.
- 4.9 The votes shall then be counted and the result declared by the Honorary Secretary of the RANZCOG
- 4.10 Any voting paper judged by the Honorary Secretary of the RANZCOG, in consultation with the Returning Officers to be improper or incorrectly filled in, shall be declared invalid.
- 4.11 In the event of two or more candidates receiving the same number of votes, the candidate(s) to be elected shall be determined by lot.

5 NEW ZEALAND COMMITTEE AND COUNCIL WORKING ARRANGEMENTS

- 5.1 The New Zealand Committee and Council shall maintain close communications by prompt circulation of Minutes (as per section 3.1 above), and by meetings between Chairmen of Regional Committees, or in their absence by their deputy who will be a member of the Executive of the New Zealand Committee and the Executive Committee of council, or Council. Major items of policy set down at a Council meeting for discussion at the next meeting shall be notified to the New Zealand Committee, together with suitable working papers.
- 5.2 Resolutions for consideration by Council which have been approved by the New Zealand Committee or General Meetings of Fellows and Members in New Zealand, shall be transmitted to Council with appropriate working papers and shall be moved by the persons elected to Council who are resident in New Zealand.

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