



The Royal Australian and New Zealand College of
Obstetricians and Gynaecologists

ACN 005 474 733

Excellence in Women's Health



CONSTITUTION OF REGIONAL COMMITTEES
Ratified by Council October 2000

A Standing Committee of Council shall be established in each State and Territory in the Commonwealth of Australia to be known as the relevant Regional Committee of The Royal Australian and New Zealand College of Obstetricians and Gynaecologists. Membership, functions and terms of regional committees, including the procedures for the election of committees, are as follows:

1. Membership of Regional Committees

1.1. The membership of each Regional Committee shall consist of

1.1.1. General members – a minimum of three (3) members will be elected by each State or Territory. The absolute number of general members to be elected shall be determined by the individual outgoing Regional Committee and shall be that number considered as required to carry out the functions of that Regional Committee. The total number of general members shall not be more than six (6)

1.1.2. Provincial members – one (1) Fellow being a provincial fellow according to the definition of council is to be elected. There will be no provincial member positions on the Tasmanian and ACT Regional Committees.

Where the provincial membership is 20% or more of the total State membership, two provincial members may be elected.

1.1.3. Ex Officio members – all members of Council representing the State/Territory. Such Ex Officio members will have voting rights but generally shall not be considered for State Committee Executive positions

1.1.4. Each Regional Committee shall have the power to coopt a representative of the State NASOG Committee. The member shall have voting rights.

1.2. Council has agreed that members in the Northern Territory shall join with and be represented by the South Australian Regional Committee. In this regard the composition of the South Australian Regional Committee shall include a position for the appointment of a Northern Territory Fellow.

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

- 1.4. The Regional 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 Regional 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 Regional Committees 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 Regional 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 REGIONAL COMMITTEES

The functions and terms of Regional Committees 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 that State/Territory; and provided it does not conflict with existing College policy, to act upon determinations arising from the discussions.
- 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 that State/Territory shall be invited.

- 3.6. In cooperation with the Treasurer of the RANZCOG and the Financial Advisory Committee
 - 3.6.1. The Regional 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 Regional Committees 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 may agree to Regional Committees holding funds for general or special purposes and shall specify or limit the amounts of these. 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 Regional Committee and on agreement by Council.
- 3.7. Subject to notification to the Council each Regional 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 the State/Territory.
 - 3.7.3. Organise and supervise with the State/Territory, 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 the State/Territory 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 Regional Committee. Membership of sub-Committees and working parties need not be restricted to members of State Committees, 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 the its State by
 - 3.10.1. Appointing a Chair of Training and Accreditation, that appointee generally to be a Councillor

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

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 Federal 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 Federal T&A Committee.

3.11. To establish, if necessary, a State Reference Committee (SRC)

3.11.1. The membership of the SRC shall be nominated by the State Committee

3.11.2. The State Committee shall negotiate costs regarding the operation and administration of the SRC with the RAGGP and ACRRM

3.11.3. The purpose of the SRC is to:

- In conjunction with the RACGP and ACRM, organise and accredit DRANZCOG and DRANZCOG Advanced training posts
- Provide supervision for DRANZCOG and DRANZCOG Advanced training positions, which have been approved by the JCCO
- Monitor the DRANZCOG and DRANZCOG Advanced programs, with the assistance of the RACGP and ACRM
- Respond to enquiries from DRANZCOG and DRANZCOG Advanced trainees
- Liaise with the RACGP regarding the DRANZCOG program

3.11.4. In conjunction with the State Committee, the SRC shall conduct DRANZCOG workshops, where there is demand in the State for such workshops

4. CONDUCT OF ELECTIONS

- 4.1. Elections for Regional Committees 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 Regional Committees shall be nominated by two Fellows or Members from the same State/Territory. Notification of the election together with nomination papers, must be posted to the registered address of each Fellow and member practising in the State/Territory 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 that State/Territory (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 his/her State/Territory as there are vacancies in the general member and provincial member categories. The appropriate number of candidates from each State/Territory receiving the greatest numbers of votes in each membership category shall be members of the Regional 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 that State/Territory. The small sealed envelope shall then be opened and the voting paper extracted without being scrutinised. Overseas Members in advanced training shall vote for their home State/Territory.
- 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 Regional Committee, 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. REGIONAL COMMITTEES AND COUNCIL WORKING ARRANGEMENTS

- 5.1. Regional Committees 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 Regional 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 Regional Committees, together with suitable working papers.

- 5.2. Resolutions for consideration by Council which have been approved by Regional Committees or General Meetings of Fellows and Members in a State/Territory, shall be transmitted to Council with appropriate working papers and shall be moved by the persons elected to Council who are resident in that State/Territory.