

**CONSTITUTION  
AND RULES OF PROCEDURE**

**MEDICAL STAFF ASSOCIATION**

**ROYAL CHILDREN'S HOSPITAL**

**JULY 1998**

**CONSTITUTION AND RULES OF PROCEDURE  
OF THE MEDICAL STAFF ASSOCIATION  
OF THE ROYAL CHILDREN'S HOSPITAL**

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## **DEFINITION**

The Royal Children's Hospital Medical Staff Association (hereafter referred to as “the Medical Staff Association” or MSA) is an association formed for and on behalf of those senior paediatric medical and dental staff who are employed or engaged by the Women’s and Children’s Health Care Network at the Royal Children's Hospital (“the Network”)

## **1. OBJECTS**

The objects of the Medical Staff Association (MSA) are:

- (a) to provide a forum for discussion and debate on matters relating to paediatric medical practice and patient care within the Network
- (b) To facilitate communication between the medical staff and the Network
- (c) To establish committees and/or provide representatives to committees relevant to paediatric medical practice in the Network
- (d) To represent Senior Medical Staff in industrial matters

## **2. MEMBERSHIP**

Membership is open to all paediatric medical and dental practitioners above the status of registrar who are employed or engaged by the Network herein after referred to as “Medical Staff”

Membership shall automatically terminate upon any member ceasing to be a member of the Medical Staff or where his/her annual subscription is more than two years in arrears.

The Honorary Secretary shall invite all new appointees to the paediatric medical staff of the Network who are eligible to apply for membership of the MSA. Upon receipt of application and payment of the subscription fee determined from time to time by the Executive Committee, the applicant’s name will

be duly entered on the list of members and the Secretary will provide the new member with a copy of the MSA Constitution.

### **3. EXECUTIVE COMMITTEE**

#### **(A) Membership**

The Executive Committee shall comprise the following twelve officers, filled in accordance with the rules from MSA members:

- (i) **Chairman**
  - (a) the Chairman shall have served on the MSA Executive
  - (b) the appointment shall normally be for 2 years
  - (c) the Chairman may not be a Divisional Chairman
  
- (ii) **Deputy Chairman – Chairman Elect**
  - (a) the Deputy Chairman shall hold office for the first year of the Chairman's office
  - (b) the Chairman Elect shall hold office for the remaining period of the Chairman's office
  - (c) the Deputy Chairman may be nominated as Chairman Elect
  - (d) the duties of the Deputy Chairman and Chairman Elect will be the same
  - (e) The Chairman Elect may not be a Divisional Chairman
  
- (iii) **Honorary Secretary/Treasurer**
  
- (iv) **Honorary Assistant Secretary**

The appointments of Honorary Secretary/Treasurer and Honorary Assistant Secretary will be for two years. These appointments should not fall vacant in the same year. Persons holding these appointments are eligible for reappointment
  
- (v) **Eight Elected Members**

The appointment will be for two years, four being elected each year. Persons holding these appointments are eligible for reappointment



**(B) Election**

- (i) Election will be by secret ballot. Every candidate for election to office shall be proposed and seconded in accordance with the form in the Schedule which shall be delivered to the Honorary Secretary not less than fourteen days prior to the Annual General Meeting.
- (ii) The Honorary Secretary shall cause to be inserted in the Notice convening the Annual General Meeting given to members pursuant to Clause 6A (ii) hereof the name of the candidate for office and of the proposer and seconder contained in any nomination paper received by him pursuant to B(I) hereof.
- (iii) A candidate for office shall be elected upon receiving the majority of votes of members attending the Annual General Meeting and proxy votes lodged with the Honorary Secretary prior to the commencement of the meeting.
- (iv) The Executive Committee will take up its appointment on the first day of the month following the Annual General Meeting
- (v) Where a vacancy occurs, an election will be held unless the vacancy occurs within 3 months of the next Annual General Meeting, in which event the Executive Committee may appoint a person to fill that office until the next Annual General Meeting whereupon the office shall become vacant.

**(C) Quorum**

A quorum of the Executive Committee will be six when making recommendations to or on behalf of the MSA or making decisions which require immediate action.

#### **4. DUTIES OF OFFICE BEARERS**

##### **(A) Chairman**

- (i) To conduct meetings of the MSA and at his/her discretion, to call special meetings
- (ii) To maintain order and to hold the meeting according to the Rules of the Procedure
- (iii) Ex Officio Duties
  - (a) Chairman of Executive
  - (b) Representative of MSA at HEC and Network Board Meetings
  - (c) Member of Medical Appointment Advisory Committee and Pre-MAAC (Chairman or nominee plus another)
  - (d) Chairman of Social Sub-committee
  - (e) Member of Appointment and Performance Review Committee (Chairman/nominee plus two others)
- (iv)
  - (a) Motions shall be determined by a show of hands at meetings of the Association unless a secret ballot is requested by a majority of those present
  - (b) Where necessary to determine the issue under debate, the Chairman shall give a casting vote. This shall be the Chairman's only vote.

**(B) Deputy Chairman/Chairman Elect**

- (i) To act as Deputy Chairman and as proxy for the Chairman when required.
- (ii) Ex Officio duties:
  - (a) Attend Hospital Executive Committee (Chairman Elect only)
  - (b) Conveyor of Constitutional Review Committee

**(C) Honorary Secretary/Treasurer**

- (i) To prepare the agenda and convene meetings
- (ii) To be responsible for the correspondence
- (iii) To be responsible for the financial affairs of the MSA and prepare the annual balance sheet of income and expenditure at the end of each month
- (iv) To act as returning officer for the elections

**(D) Honorary Assistant Secretary**

- (i) To record the proceedings of MSA meetings
- (ii) To prepare the minutes and submit them to the Honorary Secretary in time to prepare the agenda

**5. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- (A) To meet monthly except in December and January, and at such other times as are deemed necessary
- (B) **To receive and classify correspondence:**
  - (i) To be circulated with the minutes to the Medical Staff for information
  - (ii) To be tabled at the next meeting of MSA for information
  - (iii) To be referred to the MSA meeting for consideration and action

- (iv) To deal with correspondence requiring urgent attention as considered necessary

**(C) Committees**

The Executive shall:

- (i) Have the authority to appoint committees and proxies
- (ii) Consider reports of committees which have been received by the Honorary Secretary. The convenor of the committee should be coopted to the Executive for discussion of the report. The Executive having considered a report may:
  - (a) Refer it back to the committee for further consideration
  - (b) Refer it to the next MSA meeting for discussion and action
  - (c) Take appropriate action in cases of emergency
- (iii) Implement the recommendations of committees which have been approved by the MSA

**(D) Other MSA Business**

- (i) to consider matters brought to the attention of the Executive Committee
- (ii) to act on matters requiring urgent attention and report to the next MSA meeting
- (iii) to prepare proposals for discussion and decisions at MSA meetings

**(E) Standing Committees**

To review reports of Standing Committees prior to presentation to the MSA

**(F) Subscriptions**

The Executive Committee will set the subscription fee payable by members from year to year, subject to ratification by members at the AGM of the Association

## **6. MSA MEETINGS**

### **(A) Annual General Meeting**

- (i) The Annual General Meeting of the Members shall be held at a date and place to be fixed by the Executive Committee once in every year at such time being no more than fifteen months after the holding of the last preceding Annual General Meeting
- (ii) Ten clear days notice of the Annual General Meeting shall be given to each member of the Medical Staff by the Honorary Secretary stating the business to be dealt with at the meeting
- (iii) The business to be transacted at the Annual General Meeting shall be taken in the following order:
  - (a) reading of the Notice convening the meeting
  - (b) reading of confirmation of Minutes of previous Annual General Meeting and Special General Meetings (if any)
  - (c) reading of the Chairman's, Secretary's and Treasurer's reports
  - (d) presentation and adoption of Balance Sheet and Statement of Account
  - (e) Reports and Standing Committees
  - (f) Elections of officers
  - (g) Any special business of which notice in writing has been given to the Honorary Secretary at least 14 days prior to the Annual General Meeting

### **(B) Special General Meetings**

- (i) A Special General Meeting may be called by the Chairman, the Executive, or by any ten members of MSA instructing the Executive, at a time and place to be fixed.

- (ii) Fourteen days clear notice of the Special General Meeting shall be given to each member of the Medical Staff by the Honorary Secretary stating the business to be dealt with at the meeting
- (iii) In exceptional circumstances, the Chairman or Deputy Chairman may call a Special General Meeting at shorter notice

**(C) General Meetings**

In addition to the Annual General Meeting, MSA will have at least five other meetings during the year

- (D) A quorum for any meeting is twenty members
- (E) Matters are to be taken in order as stated on the Agenda unless the Chairman rules otherwise
- (F) If the Chairman is absent then the Deputy Chairman/Chairman Elect will take the Chair. If both are absent, a member of the Executive nominated by the Chairman or the Executive will take the Chair
- (G)
  - (i) Voting is by show of hands except that a postal ballot on a motion of exceptional importance may be called if a motion to do so is passed by the majority of the members at a meeting of the Medical Staff Association
  - (ii) A member may appoint another member to represent a vote on his or her behalf provided that the appointment of that proxy is notified in writing to the Chairman prior to the commencement of the meeting

- (H) Except with the permission of the Chairman, a member may speak only once on any subject before the Chair, the member introducing the subject having the right of reply.
- (I) Meetings will not exceed two hours unless a motion extending the closing time is passed by the members present.

## **7. ALTERATION OF THE CONSTITUTION AND RULES**

- (A) No new rules shall be made nor any existing rule altered or repealed except at an Annual General Meeting or at a Special General Meeting, and then only upon the motion being carried by the majority of two thirds of the members present at the meeting
- (B) A copy of the proposed new rule alteration or repeal shall be delivered to the Honorary Secretary not later than twenty-one days prior to the Annual General Meeting or Special General Meeting and shall be inserted in the Notice convening that meeting.

## **8. REPRESENTATION OF MEDICAL STAFF ASSOCIATION ON ROYAL CHILDREN'S HOSPITAL AND NETWORK COMMITTEES**

- (A) Board of Directors of the Women's and Children's Healthcare Network
  - Chairman attends Board Meetings at the invitation of the Board
- (B) Hospital Executive Committee
  - Chairman
  - Chairman Elect (during second six months)
- (C) Medical Appointments Advisory Committee (Pre MAAC also)
  - Chairman (or nominee) and one other member

- (D) Medical Appointment and Performance Review Committee
  - Chairman, or nominee plus two other members
  
- (E) Board of Research Institute
  - Two nominees of the Executive (2 year appointment – to be approved by Board of Research Institute)
  
- (F) Library Advisory Committee
  - One nominee of the Executive (may be re-elected)
  
- (G) Information Services Advisory Committee
  - Normally two representatives (2 year appointment – may be re-elected)
  
- (H) Research Advisory Committee
  - One MSA Representative (non-voting) (Re-appointment annually)
  
- (I) Ethics in Human Research Committee
  - One MSA representative with experience in research
  
- (J) Hospital Archives Committee
  - One representative
  
- (K) Awards and Scholarship Committee
  - Two representatives

## **9. SUBSCRIPTIONS**

- (A) The amount of member's annual subscription shall be fixed from year to year by the Executive Committee and shall become due and payable on January 1<sup>st</sup> of each year
- (B) Any member who is absent from Australia for more than twelve months shall be required to pay one-half only of the member's annual subscription
- (C) Any member whose subscription is more than two years in arrears shall thereupon cease to be a MSA member. The Executive Committee may reinstate any such person on payment of such sum as the Executive Committee may desire.

## **10. FINANCIAL ADMINISTRATION**

- (A) The financial year of the MSA shall end on 31<sup>st</sup> December, in each year to which day the accounts of the MSA shall be balanced
- (B) The Treasurer shall receive all monies and issue receipts for the same, shall pay all accounts which have been passed for payment by the Executive Committee, shall keep a proper record of all such receipts and payments, and shall submit a financial report at each Meeting of the Executive Committee
- (C) All cheques drawn on any bank account of the MSA must be signed by two officers of the MSA
- (D) At least once a year the books must be examined and audited by the Auditor appointed by the Executive Committee
- (E) The Auditor appointed by the Executive Committee shall be a member of some recognised Institute of Accounts