

# **CONSTITUTION AND RULES OF PROCEDURE**

## **MEDICAL STAFF ASSOCIATION, THE ROYAL CHILDREN'S HOSPITAL**

NOVEMBER 2010 (amended November 2018 Annual General Meeting)

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

## **DEFINITION**

1. OBJECTIVES
2. MEMBERSHIP
3. EXECUTIVE COMMITTEE
4. DUTIES OF OFFICE BEARERS
5. FUNCTIONS OF THE EXECUTIVE COMMITTEE
6. MEETINGS
7. ALTERATIONS OF THE CONSTITUTION AND RULES
8. REPRESENTATION ON HOSPITAL COMMITTEES
9. SUBSCRIPTIONS
10. FINANCIAL ADMINISTRATION

## **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 Royal Children's Hospital (RCH).

### **1. OBJECTIVES**

The objectives 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 RCH
- (b) To facilitate communication between the medical staff and the RCH Executive and Board
- (c) To establish committees and/or provide representatives to committees relevant to paediatric medical practice in the RCH Executive and Board
- (d) To represent Senior Medical Staff in industrial matters
- (e) To facilitate social functions for MSA members

### **2. MEMBERSHIP**

Membership is open to all paediatric medical and dental practitioners above the status of registrar who are employed or engaged by the RCH 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 RCH who are eligible for membership of the MSA upon receipt of application and payment of the subscription fee determined from time to time by the Executive Committee.

### **3. EXECUTIVE COMMITTEE**

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

The Executive Committee shall comprise the following officers including the following office bearers filled in accordance with the rules from MSA members:

##### **(i) Chair**

- (a) the Chair shall have served on the MSA Executive
- (b) the appointment shall *normally* be for 2 years and may be extended if the membership agrees
- (c) the Chair may not be an Executive Director, Chief of Medicine or Chief of Surgery.

##### **(ii) Deputy Chair – Chair Elect**

- (a) for the first year of the Chair's office, the Deputy Chair shall be the outgoing Chair
- (b) for the second year of the Chair's office, the Deputy Chair shall be the Chair Elect
- (d) The Chair Elect may not be an Executive Director, Chief of Medicine, Chief of Surgery, or Chief of Critical Care.

##### **(iii) Honorary Secretary/Treasurer**

(iv) Elected Members - The appointment will be for two years. Persons holding these appointments are eligible for reappointment.

#### **(B) Election**

- (i) The Honorary Secretary shall publicise the names of retiring members and seek nominations for new members prior to the Annual General Meeting.
- (ii) Every candidate for election to office shall be proposed and seconded at the Annual General Meeting.
- (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. Voting will be determined by a show of hands unless a secret ballot is requested by a majority of those present.

(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) Chair**

(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) Chair of Executive

(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 Chair shall give a casting vote. This shall be the Chair's only vote.

##### **(B) Deputy Chair/Chair Elect**

(i) To act as Deputy Chair and as proxy for the Chair when required.

##### **(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

#### **5. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

**(A) To meet regularly** at least five times per year, 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 co-opted 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 Annual General Meeting 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 Chair'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 Chair, 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 Chair or Deputy Chair may call a Special General Meeting at shorter notice

#### **(C) General Meetings**

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

(ii) A quorum for any meeting is fifteen members

(iii) Matters are to be taken in order as stated on the Agenda unless the Chair rules otherwise

(iv) If the Chair is absent then the Deputy Chair/Chair Elect will take the Chair. If both are absent, a member of the Executive nominated by the Chair or the Executive will take the Chair

(v) 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

(vi) 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 Chair prior to the commencement of the meeting

(vii) 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 COMMITTEES**

**(A) Board of RCH** - Chair or nominee may attend Board Meetings at the invitation of the Board

**(B) Hospital Executive Committee (HEC)** - Chair or nominee may attend HEC Meetings at the invitation of the HEC; Chair Elect (during second six months) attends HEC Meetings at the invitation of the HEC

**(C) Medical Appointments Committee** - Chair (or nominee)

**(D) Awards and Scholarship Committee** - Chair, or nominee

**(E) Investment Committee** - Two members of the MSA Executive are to be nominated to this committee.

**(F) Other Committees** - Numerous Committees at RCH exist. It will be up to the executive to appoint suitable MSA members to these committees when invited.

## **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. With permission, fees may be automatically deducted from member's pay on a fortnightly or monthly basis

(B) Any member whose subscription is more than two years in arrears shall thereupon cease to be an MSA member. The Executive Committee may reinstate any such person on payment of such sum as the Executive Committee may desire.

## **9. FINANCIAL ADMINISTRATION**

(A) The financial year of the MSA shall end on 30 June, 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 when requested to Executive Committee meetings and a detailed financial report to the Annual General Meeting

(C) All cheques drawn on any bank account of the MSA must be signed by one or more elected officers of the MSA

(D) The Executive Committee may elect for the books to be examined and audited by a member of a recognised Institute of Accountants