

CONSTITUTION
OF
THE HUNTER POSTGRADUATE
MEDICAL INSTITUTE

2020

1.0 NAME

The Name of the organisation shall be The Hunter Postgraduate Medical Institute (hereinafter referred to as "The Institute").

2.0 UNIVERSITY INSTITUTE

The Institute shall be an Institute of the University of Newcastle, located within the College of Health, Medicine and Wellbeing.

3.0 OBJECTS

The Object of the Institute shall be:

- (a) To promote and assist the development of all aspects of Postgraduate Education in Medicine primarily in the Hunter Region of New South Wales.
- (b) To provide educational programmes for the medical practitioners of the Hunter Region and elsewhere, through the organisation of self study programmes, small group meetings, conferences, lectures and through any other appropriate medium, and to promote and employ up to date methods and techniques in the provision of such education programmes.
- (c) To promote, carry out or assist in the promotion and carrying out of
 - (i) surveys related to medical education in all its aspects, and
 - (ii) special projects of research to advance postgraduate medical education.
- (d) To provide an advisory service on matters of postgraduate medical education.
- (e) To co-operate with other organisations concerned with postgraduate medical education.
- (f) To collaborate with the development of undergraduate education in medicine in the Hunter Region and elsewhere.
- (g) To encourage for the purposes of the Institute generally the contribution of funds to the University by way of legacies, bequests, devices, endowments, contributions and gifts of money or other real or personal

4.0 INSTITUTE MEMBERSHIP

- (a) Membership of the Institute shall be available to all registered medical practitioners practising in the Hunter

Region and surrounding areas and to such other registered medical practitioners, retired medical practitioners and such educationalists and other health professionals as the Board of the Institute may from time to time determine. Such persons shall be considered for membership on receipt of an appropriate application to the Board of the Institute. The Vice-Chancellor of The University of Newcastle or nominee and the Chief Executive Officer of the Hunter Area Health Service shall be ex-officio members of the Institute.

- (b) The Board at its last meeting of the calendar year, shall have the responsibility to set the annual subscription (membership fee) to the Institute for the subsequent year.
- (c) Members shall be entitled to attend and vote at Meetings of the Institute to nominate eligible persons to sit on the Board where applicable and to vote at elections of candidates for the Board where and as provided for in this Constitution.

5.0 INSTITUTE BOARD

- (a) The Institute shall have a Board of Management, which shall:
 - (i) establish, implement and monitor the operating policies and strategic planning of the Institute in accordance with the objects of the Institute and the objects of the University, as set out in the University of Newcastle Act 1989 (NSW);
 - (ii) determine annually in conjunction with the College of Health, Medicine and Wellbeing the budget for the Institute and
 - (iii) report annually to the meeting of the Members on the budget and activities of the Institute and to receive from Members suggestions for future activities.
- (b) Membership of the Board of the Institute shall consist of members of the Institute and such other persons as specified in Article 5(d).
- (c) Not fewer than five members of the Board shall be associated with the College of Health, Medicine and Wellbeing of The University of Newcastle either as members of the

academic staff, full-time or part-time, or as holders of clinical academic titles.

(d) Subject to Article 5(c) the Board shall consist of:

- (i) Two (2) Nominees of the Hunter Medical Association.
- (ii) Two (2) Nominees of the Faculty Board of the College of Health, Medicine and Wellbeing, The University of Newcastle.
- (iii) Three (3) elected medical practitioners practising predominantly in the City of Newcastle or the City of Lake Macquarie.
- (iv) Three (3) elected medical practitioners practising predominantly in the Hunter Region outside the City of Newcastle and the City of Lake Macquarie.
- (v) One (1) elected medical practitioner practising in the Central Coast region representing doctors resident in that region.
- (vi) One (1) elected medical practitioner practising in the Lower North Coast, Macleay-Hastings and Mid North Coast regions representing doctors resident in those regions.
- (vii) One (1) Surgeon, nominated by the Royal Australasian College of Surgeons on the advice of the members of that College who are resident in the Hunter Region.
- (viii) One (1) Anaesthetist nominated by the Australian and New Zealand College of Anaesthetists on the advice of the members of that College who are resident in the Hunter Region.
- (ix) One (1) Physician, nominated by the Royal Australasian College of Physicians on the advice of the members of that College who are resident in the Hunter Region.
- (x) Two (2) General Practitioners nominated by the Royal Australian College of General Practitioners on the advice of the members of that College who are resident in the Hunter Region.

- (xi) One (1) Obstetrician, nominated by the Australian College of Obstetricians and Gynaecologists on the advice of the members of that College who are resident in the Hunter Region.
- (xii) One (1) Psychiatrist, nominated by the Royal Australian and New Zealand College of Psychiatrists on the advice of the members of that College who are resident in the Hunter Region.
- (xiii) One (1) Pathologist, nominated by the Royal College of Pathologists of Australasia on the advice of the members of that College who are resident in the Hunter Region.
- (xiv) One (1) Radiologist, nominated by the Royal Australasian College of Radiologists on the advice of the members of that College who are resident in the Hunter Region.
- (xv) One (1) Paediatrician, nominated by the Hunter Paediatrics Society on the advice of the members of the Faculty of Paediatrics, Royal Australasian College of Physicians, who are resident in the Hunter Region.
- (xvi) One (1) Medical Administrator nominated by the Royal Australian College of Medical Administrators.
- (xvii) One (1) Ophthalmologist, nominated by the Royal Australian and New Zealand College of Ophthalmologists on the advice of the members of that College who are resident in the Hunter Region.
- (xviii) One (1) Emergency Medicine Physician, nominated by the Australasian College for Emergency Medicine on the advice of the members of that College who are resident in the Hunter Region.
- (xix) One (1) Dermatologist, nominated by the Australasian College of Dermatologists on the advice of the members of that College who are resident in the Hunter Region.
- (xx) One (1) Physician, nominated by the Australian College of Remote

and Rural Medicine on the advice of the members of that College who are resident in the Hunter Region.

- (xxi) One (1) Member, nominated by Junior Medical Officers who hold appointments in the Hunter Region and who are members of the Institute.
 - (xxii) The Vice-Chancellor of The University of Newcastle or nominee.
 - (xxiii) Not more than three members of the Council of The University of Newcastle.
 - (xxiv) The Chief Executive Officer of the Hunter New England Area Health Service or his/her nominee.
 - (xxv) The Board shall, at its last meeting before the Annual General Meeting, invite three (3) members of the community of the Hunter Region, who are not medical practitioners, to become Members of the Board for the ensuing year.
 - (xxvi) The nominees of such other bodies, medical groups, associations, or geographic areas as the Board of the Institute shall from time to time determine.
 - (xxvii) The Board shall have powers to co-opt for the remainder of the current year to replace a member of the Board who had died or resigned during his/her period of appointment, election or invitation.
- (e) The Board shall have power to co-opt any person whom it considers able to make a valuable contribution to the deliberations of the Board. Such persons shall have the right to vote at meetings of the Board.
 - (f) The number of elected and nominated members of the Board, together with persons co-opted under Article 5(e) of this Constitution shall not exceed thirty-eight (38) at any time.
 - (g) Members of the Board representing areas as set out in paragraph (d), Sub-paragraph (iii), (iv), (v) and (vi) of this article shall be elected by ballot as determined from time to time by the Board.
 - (h) Election and nomination to the Board as provided in section (d) of this article shall be conducted prior to 31st March each year, and such elected and nominated persons shall take office on 1st April each year.
 - (i) The tenure of office of all members of the Board shall be twelve months. Members of the Board shall be eligible for re-election or re-appointment for consecutive terms of office.
 - (j) The Board shall, at its first meeting after 1st April each year, elect a Chairman, Honorary Secretary and Honorary Treasurer of the Institute for the ensuing twelve months. Such office bearers shall be ex-officio members of the Executive Committee of the Institute. The office of Chairman shall not be held by any one person for more than two years consecutively. However, such a person shall be eligible for re-election as Chairman after a minimum of twelve months of vacation of that office. The Board shall hold meetings on a regular basis and at such place and time as determined by Board members in General Meeting from time to time but not fewer than four (4) times annually.
 - (k) The Chairman shall have power to convene a meeting at any time.
 - (l) At all meetings of the Board, a quorum shall consist of eight (8) Board members present personally.
 - (m) In the event of any member of the Board retiring from or otherwise vacating office, the Board shall have the power to appoint a member of the Institute to fill the vacancy such appointment satisfying the representative status of the retiring member under Article 5(d). The member so appointed shall retain office only so long as the vacating Board member would have retained the same if no vacancy had occurred.
 - (n) The Board shall be responsible for the determination of policy and the conduct of the business of the Institute.

6.0 MEETINGS

- (a) The Members of the Institute shall meet once each year, no later than 31 March ("the Annual Meeting")
 - (i) To receive from the Board its annual report and to provide suggestions for future Institute

activities, as provided for under Article 5(a)(iii)

- (ii) To announce the nominations to the Board as provided for under Article 5, (d), (i), (ii), (vii) to (xx) and (xxiv) of the Constitution.
- (iii) To elect representatives to the Board as provided for under Article 5, (d), (iii), (iv), (v) and (vi) of this Constitution, or to announce the result of such election if held prior to the date of the Annual Meeting.
- (iv) To discuss the activities of the Institute.

Motions for debate at the Annual Meeting shall be presented by Notice of Motion forwarded to the Honorary Secretary not fewer than forty-eight (48) hours prior to the meeting, except that Motions in the form of recommendations to the Board may be moved and seconded from the floor at the Meeting.

- (b) A Meeting of the Institute may be convened at any time at the discretion of the Board.
- (c) A Meeting of the Institute may be convened within twenty-one (21) days after receipt by the Chairman or the Honorary Secretary of a requisition signed by not fewer than ten (10) Institute Members provided that the requisition shall state in precise terms subject matter to be considered at such meeting
- (d) At all Meetings a quorum shall consist of ten (10) Institute Members.
- (e) At any Meeting of the Institute every Institute Member who is present personally shall have one vote save that in the event of equality of votes the Chairman of the meeting shall have a second or casting vote.
- (f) Voting shall be by show of hands.
- (g) Notification of all meetings of the Institute shall be made to each member of the Institute individually not fewer than fourteen (14) days prior to the appointed date of such meeting.

7.0 EXECUTIVE COMMITTEE

- (a) There shall be an Executive Committee in whom is vested the management of the Institute.
- (b) The Executive Committee shall be appointed for one year by the Board of

the Institute from the members of the Board at its first meeting after 1st April each year.

- (c) The Executive Committee shall consist of the Chairman of the Board, the Honorary Secretary and the Honorary Treasurer of the Board, the Vice Chancellor of The University, or nominee, and four (4) other Members of the Board. Not fewer than four (4) members of the Executive Committee shall be appointed from the members of the Board referred to in Article 5(c). At least one (1) member of the Executive Committee shall be a General Practitioner. The Chairman of the Board shall be the Chairman of the Executive Committee.
- (d) The Executive Committee shall normally meet not less than once every three months.
- (e) A quorum shall consist of four (4) members of the Executive Committee present personally.
- (f) An Executive Committee member may retire from office upon giving one month's notice in writing to the Executive Committee of his/her intention so to do. Such resignation shall take effect upon the expiration of such notice or its earlier acceptance by the Executive Committee. Upon any such resignation or vacation of office for any other reason becoming effective, the Board shall appoint one of its members to fill the vacancy, but the member so appointed shall retain the office only so long as the vacating Committee member would have retained the same if no vacancy had occurred.

8.0 FINANCE

All moneys received by the University to be applied for the purposes of the Institute shall be set apart as a separate fund to be known as the Hunter Postgraduate Medical Institute Fund and be used for carrying out the work of the Institute.

9.0 AUDITOR

The University of Newcastle shall appoint an Auditor who shall provide an Auditor's Report to the Institute every year, in time for presentation to the Annual Meeting.

10.0 DIRECTOR

The Board may appoint a Director who shall be a registered Medical Practitioner. The

Director shall, as far as practicable, attend all meetings of the Board and all Committees and Sub-Committees and shall have the right to speak and have his/her opinions recorded on matters raised in these proceedings. He/she shall not have the right to vote at these meetings.

The Director shall preferably maintain in addition to his/her co-ordinating and executive duties a continuing responsibility in clinical practice.

11.0 COMMITTEES

- (a) The Board or the Executive Committee of the Institute may from time to time set up Committees to which responsibility for any particular phase or phases of the work of the Institute may be delegated, and shall define the scope and nature of the activities of such committees.
- (b) Any committee so formed shall in the exercise of the powers so delegated conform to any regulation that may from time to time be imposed on it by the Board.

12.0 HONORARY APPOINTMENTS

The Board may at any time appoint any person (whether an Institute Member or not) to hold any honorary position of the Institute and may, at any time, revoke such appointment. Any such person shall have the right to attend and speak at any meeting of the Institute but shall not be entitled to vote.

13.0 PATRONS

The Board may at any time invite any person to be a patron of the Institute in recognition of assistance (whether monetary or otherwise) given by such person or achieving or promoting any of the objects of the Institute and may at any time revoke such appointment. There shall be no limit to the number of persons who may be appointed as patrons.

14.0 BENEFACTORS

Benefactors of the Institute shall be members who make a donation to the Institute of a sum equal to or greater than that specified annually by the Board, and shall be for the year of that donation.

15.0 HONORARY MEMBERS

The Board may at any time elect any person who is not a medical practitioner to be an honorary member of the Institute and may at any time revoke such appointment. Any such person shall be deemed to be an Institute Member for the purposes of Clause 7 of this Constitution.

16.0 LIFE MEMBERS

The Board shall have the right at any time to elect any medical practitioner as a Life Member of the Institute in recognition of services performed by such person for the purposes of the Institute and shall enjoy the rights and privileges of ordinary members.

17.0 INTERPRETATION OF CONSTITUTION

In the interpretation of this Constitution unless the context otherwise required the singular shall include the plural, and vice versa.

18.0 AMENDMENT OF CONSTITUTION

No repeal, amendment or addition to the Constitution shall be made except by resolution at Annual Meeting for which due notice of such amendment has been given. A resolution to repeal, amend or add to this Constitution must be passed by at least a two-thirds majority of the Institute members present at the meeting and entitled to vote, and must be approved by the Council of The University of Newcastle, and such approval shall not be unreasonably withheld.

19.0 DISSOLUTION

If, at any Annual Meeting of the Institute, a resolution for the dissolution of the Institute is passed by a majority of the Institute members present, such resolution shall be forwarded to the next meeting of the University Council and shall become effective only when approved by the University Council, with such approval to be not unreasonably withheld. The Council shall thereupon or at any such future date as shall be specified in its resolution approving the dissolution any funds held for the purposes of the Institute to such organisation or organisations having similar objects to the Institute as the Institute members in the Annual Meeting above may recommend.

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