

Authorising Committee / Department:	Board
Responsible Committee / Department:	Corporate Governance and Risk Committee
Document Code:	REG MOP Section Membership

Background

Pursuant to Article 16.2 of the Constitution, the Board may establish Sections of the College each of which shall in the opinion of the Board represent an interest group in psychiatry and shall satisfy such other conditions the Board shall determine.

In 2015, the Board concluded its review of the College's Faculties, Sections and Special Interest Groups (SIGs) and agreed on key changes to the governance structural model.

From the conclusion of the College's Annual General Meeting (AGM) in May 2015, all groups with an associated RANZCP advanced training program became known as 'Faculties' (this included the Sections of Addiction Psychiatry, Psychotherapy and Consultation-Liaison Psychiatry) and SIGs became known as 'Sections'. Some Sections (Neuropsychiatry, Rural Psychiatry and Social and Cultural Psychiatry) remained as Sections.

The Sections of the College are:

- **Section of Neuropsychiatry** – was established in 2004.
- **Section of Rural Psychiatry** – was established in February 2013. The Section replaced the Special Interest Group of Rural Psychiatry which was formed in October 2002.
- **Section of Social and Cultural Psychiatry** – was established in October 1972, following an in-principle agreement by the then General Council to establish a Section on Transcultural Psychiatry in May 1972.
- **Section of Child and Adolescent Forensic Psychiatry** – was established in 2012
- **Section of History, Philosophy and Ethics of Psychiatry** – was established in May 2015.
- **Section of Leadership and Management** – was established in May 2015. The Section replaced the Special Interest Group in Leadership and Management which was established in 2004.
- **Section of Psychiatry of Intellectual and Developmental Disabilities** – was established in May 2015. The Section replaced the Special Interest Group in Psychiatry of Intellectual and Developmental Disabilities which was formed in November 2010.
- **Section of Perinatal and Infant Psychiatry** – was established in May 2015. The Section replaced the Special Interest Group in Perinatal and Infant Psychiatry which was formed in 2005.
- **Section of Youth Mental Health** – was established in May 2015. The Section replaced the Special Interest Group in Youth Mental Health which was formed in November 2010.
- **Section of Electroconvulsive Therapy and Neuro-stimulation** – was established in May 2015. The Section replaced the Electroconvulsive Therapy and Neuro-stimulation Special Interest Group (ENSIG) which was formed in January 2011.
- **Section of Private Practice Psychiatry** – was established in May 2015. The Section replaced the Private Practitioners' Network Special Interest Group which was established in 2011.

- **Section of Early Career Psychiatrists** – was established in May 2015. The Section replaced the Early Career Psychiatrists’ Special Interest Group which was formed in November 2010.

1. ROLE

Responsible directly to the Board, a Section will promote discussion and co-operation among members of the College and the general public in their relevant discipline of psychiatry.

2. RESPONSIBILITIES

The Section, through its Bi-national Committee, will be responsible for:

- a) Promoting the objectives of the College as stated in the Constitution with particular reference to the Section’s discipline of psychiatry.
- b) Promoting and encouraging the study of psychiatry relevant to the Section’s discipline in all its aspects by providing a forum for the exchange of ideas and knowledge.
- c) Promoting and encouraging the highest clinical and ethical standards in the delivery of psychiatry services relevant to the Section’s discipline.
- d) Promoting and encouraging the development of knowledge and practice, of the highest standard, in the Section’s relevant discipline of psychiatry, for psychiatrists, trainee psychiatrists, medical students, related health professionals, students of related health professions, other medical practitioners and involved legal practitioners.
- e) Promoting and facilitating research relevant to the Section’s discipline of psychiatry, and disseminating and promoting the research as appropriate.
- f) Liaising and co-operating with societies and associations outside the College in the study and practice of psychiatry relevant to the Section’s discipline.
- g) Identifying and managing risks associated with the Section Bi-National Committee (“the Committee”) and the Section in accordance with the College’s Risk Management Policy and for reporting high-level risks to the Corporate Governance and Risk Committee.
- h) Developing and implementing an annual work plan.

3. REPORTING RELATIONSHIPS

- a) The Section shall report on its activities to the Board or President via the Bi-National Section Committee, as required.
- b) The Section will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.
- c) The Section shall be represented on the Members’ Advisory Council (MAC) by the Chair of the Bi-National Section Committee.
- d) The Section shall liaise with other College groups including the Board, Members’ Advisory Council, Branch Committees, the New Zealand National Committee, Committees, Faculties and Sections as required.
- e) Any established Branches of the Section will report to the relevant Bi-national Section Committee, however should maintain close communication and collaboration with the appropriate Branch Committee (or New Zealand National Committee) of the College on matters relevant to that jurisdiction.

4. MEMBERSHIP OF THE SECTION

4.1 Eligibility

In line with the 2015 changes to the structure of the Faculties and Sections, any member of the College with an interest in the discipline of the respective Section is eligible for Membership of that Section.

Any Fellow who has been a member of a Section and has retired from their work in one of the above mentioned disciplines of psychiatry, may be eligible for honorary membership subject to approval by the executive of the Bi-national Section Committee.

4.2 Register of Members

Fellows, Associate Members and Affiliate Members wishing to join a Section shall be considered by the respective Bi-national Section Committee and shall confirm their membership each subsequent year, after payment of any membership fee as determined by the Board (Fellows who have been exempted from annual College subscription fees pursuant to Article 5.2 of the Constitution are also exempt from paying annual Section membership fees).

By joining a Section, members agree that their names shall be entered in a Register of Members, and that their contact details may be passed on to the Bi-national Section Committee and a branch level Section (if one exists), for communication purposes and in accordance with College policy.

4.3 Resignation of membership

Each member shall indicate annually, at the time of payment of Annual College fees, whether they intend to continue membership of the Section. Those members who do not give such an indication shall be regarded as having resigned from the Section.

Members may also resign in writing to the Secretary of the Section.

4.4 Termination of membership

Any Section member who has had their Membership of the College terminated or suspended in accordance with the RANZCP Constitution, will also automatically have their membership of a Section terminated or suspended simultaneously. If a Fellow has been reinstated to College Fellowship, he or she may apply in writing to the Bi-national Section Committee for consideration of reinstatement of Section membership.

5. SECTION BRANCHES

- a) With the approval of the Bi-national Section Committee and the Board, a branch of the Section may be formed within each State and Territory of Australia and New Zealand, based on the geographical boundaries for branches of the College. The members of the Section in that branch shall constitute the members of the Section branch. The Section branch may establish a Committee which shall consist of not less than five and no more than ten members.
- b) The activities of a Section branch shall be in accordance with College policy and with the current policies of the Section.
- c) The organisation of the Section branch shall be determined by the members in that Section branch and approved by the Bi-National Section Committee. The Section branch Committee representative on the Bi-National Section Committee shall be responsible for communicating and reporting between the Section branch Committee and the Bi-national Section Committee.
- d) Each Section branch Committee may present an update on activities to the Section's Annual Members' Forum.
- e) Any established Branches of the Section will report to the relevant Bi-national Section Committee and should maintain close communication and collaboration with the appropriate Branch Committee (or New Zealand National Committee) of the College on matters relevant to that jurisdiction.

6. SECTION MEETINGS

6.1 Scientific Meeting

- a) A Section may hold an Annual Scientific Meeting, at such time and in such place as shall be determined by the Bi-national Section Committee. Organisation of such meetings must be in accordance with existing College policies and procedures regarding conferences and events, and must not conflict with the College's annual Congress.
- b) The Bi-national Section Committee shall be ultimately responsible for Section Annual Scientific Meetings, but may delegate organisation to a local Section branch.
- c) An organising committee for an Annual Scientific Meeting may be established by the Bi-national Section Committee or the local Section branch. The Organising Committee will provide the Executive Officers of the Bi-national Section Committee with a budget for the meeting, not less than six months prior to the commencement of the meeting, and the Executive Officers will also provide the budget and any other relevant organisational information to the Board and the Finance Committee.
- d) Each Section Branch may organise its own continuing medical education activities as required, in line with the Section's expenditure approval processes.

6.2 Annual Members' Forum

- a) An annual Members' forum of the Section may be held in conjunction with the annual Scientific Meeting of the Section or at the annual College Congress.
- b) At the Forum, the Bi-national Section Committee shall be responsible for presenting a statement of receipts and expenditure and a balance sheet of the Section for any financial year ending since the last Forum and a report on the affairs of the Section including the Section branches for the period since the last Forum.

7. BI-NATIONAL SECTION COMMITTEE

The Section shall be administered by a Bi-national Section Committee. The role, responsibilities and operations of the Bi-national Committee are listed in the Regulations for Section Committees.

8. ADMINISTRATIVE SUPPORT

The Section and its Bi-national Committee shall be supported by the staff of the College. In particular the Manager, Membership Engagement shall be available to attend meetings of the Bi-national Section Committee.

9. REVIEW

Pursuant to Article 15.8 of the Constitution "the Board shall review the need for each Committee and the members thereof at least every two years."

These regulations shall be reviewed two (2) years from commencement.

10. MEDIA and AUTHORISED STATEMENTS

With respect to making media or other external comment or representation, the College's Media Policy (available on the RANZCP website) should be consulted and adhered to.

Pursuant to Articles 9.4.1 and 9.4.2 of the Constitution, "the President or the Board may authorise any Committee or individual to represent the College before any government or governmental body or committee or to make statements or express views on behalf of the College. The authority may be given generally or for a specific situation and may be given on such conditions as the President or the Board thinks fit. Unless duly authorised to do so under this Article, no Member may make any statement or express any view which purports to be a statement or view of the College or as having been made or expressed on behalf of or with the concurrence of the College".

The Board is authorised to nominate RANZCP Members to comment to the media in accordance with their expertise. The Board may authorise Committee/Branch/Faculty/Section Chairs to comment on certain issues.

11. INTERPRETATION

- “Article(s)” means an article or clause of the Constitution.
- “Affiliate” means a Member admitted pursuant to Article 3.5 of the Constitution.
- “Associate” means a Member admitted pursuant to Article 3.4 of the Constitution.
- “Board” means the board of the College established under the Constitution, each member of which shall be a Director of the College.
- “College” or RANZCP means The Royal Australian and New Zealand College of Psychiatrists.
- “Constitution”, means the Constitution of The Royal Australian and New Zealand College of Psychiatrists (August 2012).
- “Committee” means the Bi-national Section Committee of the relevant Section
- “Executive” means the Bi-national Section Committee Executive Officers – Chair, Secretary and Treasurer.
- “Section Committee” means the Bi-national Committee of the Section
- “Section branch” means the Branch or associated organisation of the Section formed within the Branch of the College and with the approval of the Bi-national Section Committee and the Board.
- “Fellow” means a Member who holds Fellowship of the College pursuant to Article 3.3 of the Constitution.
- “Financial year” shall be defined in the same manner as for the activities of the Board of the College.

12. ASSOCIATED DOCUMENTS

- Section Bi-national Committee Regulations
- RANZCP Constitution, Media Policy, Code of Conduct, Code of Ethics and website
- Conflict of Interest Guideline

REVISION RECORD

Contact: **Manager, Membership Engagement and Manager, Governance**

Date	Version	Approver	Description
26/02/2011	1.0	GC2011/1 R44	New document
25/02/2012	1.1	GC2012/1 R44	Amendments not recorded
31/01/2013	1.2	GRC	Amended to reflect change to standard regulations – no more than ten members on Faculty Branch Committees; references to new governance structure. Clarification of the terms of Executive Officers (other than Chair).
XX	2.0	B2016/X RX	Updated to reflect the outcomes of the review of the Faculty, Section and SIG governance structure
05/2018			NEXT REVIEW