

**BY-LAWS RELATING TO
THE SUB-COMMITTEE ADVANCED TRAINING
PSYCHOTHERAPIES PSYCHIATRY
OF THE COMMITTEE FOR TRAINING OF THE RANZCP**

1. PURPOSE

The purpose of these by-laws is to provide structure for and governance of the Sub-Committee for Advanced Training Psychotherapies Psychiatry of the Committee for Training.

2. POWERS AND RESPONSIBILITIES

2.1 Pursuant to the delegations made by General Council to the Board of Education in By-laws, and the jurisdiction of the Committee for Training accordingly, the following responsibilities are delegated to the Sub-Committee for Advanced Training in Psychotherapies Psychiatry:

2.1.1. Accreditation of Advanced Training programs in Psychotherapies Psychiatry, including Formal Education Courses;

2.1.2 Determining training requirements for completion of the Certificate of Advanced Training in Psychotherapies Psychiatry;

2.1.3 Monitoring of the progress of individual trainees (including the marking of Advanced Training projects) to determine whether trainees meet the required standards for the award of the Certificate of Advanced Training in Psychotherapies Psychiatry.

Notwithstanding the above, the Sub-Committee for Training may recommend to the Committee that any trainee may be deemed exempt from any part of the training, or may be excluded from further training or examination.

3. STRUCTURE AND COMPOSITION

3.1 The Sub-Committee shall comprise:

- Chair
- A Director of Advanced Training from each Program
- A representative of the Section

The Committee shall include at least one member from New Zealand.

3.2 Voting membership of the Sub-Committee is restricted to Fellows of the College.

3.3 The appointment process shall give due recognition to ensuring the adequacy of gender balance, where possible.

3.4 The Sub-Committee Chair shall be elected or otherwise appointed in consultation with CFT by FAC on behalf of the Board and ratified by General Council. The Chair shall hold office for a three year period from the conclusion of the Annual General Meeting next following or until a successor shall assume office. The Chair must be willing to serve for a minimum period of one year and shall be eligible for re-appointment to serve for a maximum of two consecutive terms.

3.5 A Deputy Chair shall be elected or otherwise appointed as the case may be by CFT and ratified by FAC on behalf of the Board. The Deputy Chair must be willing to serve for a minimum period of one year and shall be eligible for re-election, limited only by the term of office as a Subcommittee member determined by the constituent Branch or the Section and, if applicable, the maximum term of office prescribed in clause 3.9 and 3.10.

- 3.6 Members of the Committee shall be elected or otherwise appointed as the case may be from the CFT members and ratified by FAC on behalf of the Board.
- 3.7 In the event of the resignation of the Chair prior to having served a full term, the Deputy Chair shall assume the position of Chair until a replacement is appointed. The Committee shall appoint a new Chair in accordance with the protocol in sub clause 3.4 who shall hold office from the conclusion of the Annual General Meeting next following for the remainder of the term.
- 3.8 In the event of the resignation of the Deputy Chair prior to having served a full term, or being replaced as nominee of the relevant Program or the Section, the Sub-Committee shall appoint an interim Deputy Chair in accordance with the protocol in sub clause 3.5 and who shall hold office for the remainder of the term.
- 3.9 The term of office for Directors of Advanced Training shall be the duration of their appointment in the role.
- 3.10 The term of office for the Section representative shall be three years or such later date when a successor is appointed. The Section representative shall be eligible for re-appointment and may serve a maximum of two consecutive terms, but may be replaced by a constituent from the Section from time to time as required, to coincide with their term of appointment in accordance with the respective by-laws or operational rules then applying. Where that office is relinquished earlier giving rise to a casual vacancy, the appointment shall be for the remainder of the term.
- 3.11 The Sub-Committee may invite the Registrar Representative Committee to nominate a representative who has completed the first year of training, to be an observer on the Committee for a maximum term of two years. The Registrar Representative Committee representative will not be a member of the Committee and shall not have voting rights.
- 3.12 The Chair shall have the power of co-optation of other persons not exceeding three in number at any juncture (including persons with particular specified knowledge/expertise, being Members of the College, Associates, consumers, carers, and indigenous members). Co-opted members of the Committee shall not have voting rights.
- 3.13 The Chair of the Committee for Training (or nominee) shall be a member of the Sub-Committee *ex officio*.

4. LIMITATION ON POWERS

- 4.1 The Sub-Committee shall act in accordance with its terms of reference as set out in clause 2.
- 4.2 In the exercise of the powers delegated to the Sub-Committee in its terms of reference, the Sub-Committee shall observe any regulations or directions that may from time to time be imposed upon it by the Board, the Committee or General Council.
- 4.3 No decision of the Sub-Committee concerning a variation to the policy of the College shall be acted on by the Sub-Committee or be binding on the College unless it has been submitted to and approved by the Committee, Board and General Council.
- 4.4 The Sub-Committee shall not initiate medico-political action or communicate by word or writing any opinion on such matters to any persons or public authority without the consent of the Executive Officers of the College except where the General Council has specifically authorised the Sub-Committee to act on behalf of the College in such matters.

5. OPERATION OF THE SUB-COMMITTEE

- 5.1 The Sub-Committee shall meet regularly as necessary to carry out its functions as determined by the Chair and in any case shall desirably meet at least once per year face to face with the approval of the Committee Chair. Meetings of the Sub-Committee may be in person, by telephone or other telecommunications or electronic means at the discretion of the Chair.
- 5.2 Meetings of the Sub-Committee shall be chaired by the Chair. In the absence of the Chair, the Deputy Chair will chair the meeting.
- 5.3 A quorum for meetings shall be one half of the members.
- 5.4 Decisions of the Sub-Committee shall be determined by majority of vote. In the case of an equality of votes, the Chair shall have a second or casting vote.

- 5.5 Members of the Sub-Committee including Associates and co-opted persons, must declare any conflicts of interest to the Chair. Once a conflict of interest has been declared, the individual concerned may be excluded from the discussion and/or voting at the discretion of the Chair.

6. FINANCES

- 6.1 The Sub-Committee is required to operate within the budgetary constraints as determined. Any spending above and beyond the allocated budget requires explicit authorisation in the first instance by the Committee and thereafter as otherwise required.

7. REPORTING RELATIONSHIPS

- 7.1 The Sub-Committee shall report to each meeting of the Committee.
- 7.2 The Sub-Committee shall be represented on the Committee by the Chair as a member of the Committee. In the event the Chair is unable to attend a meeting of the Committee, the Deputy Chair shall substitute for that meeting.

8. INTERPRETATION

- 8.1 The by-laws shall be known as the "By-laws Relating to the Sub-Committee for Advanced Training in Psychotherapies Psychiatry."
- 8.2 "Board" means the Board of Education.
- 8.3 "Committee" means the Committee for Training.
- 8.4 "Sub-Committee" means the Sub-Committee for Advanced Training in Psychotherapies Psychiatry.
- 8.5 "Section" means the Section of Psychotherapy.
- 8.6 "Program" means accredited program of Advanced Training in Psychotherapies Psychiatry.
- 8.6 "Associate" of the College means a person who is an Associate of the College in accordance with the Constitution.
- 8.7 "College" or "RANZCP" means The Royal Australian and New Zealand College of Psychiatrists.
- 8.8 "Majority of vote" means that decisions are determined based on at least half the quorum plus one.
- 8.9 These by-laws will commence with effect from the date, and any amendments on the date General Council approves the same, as noted below.
- 8.10 General Council repeals all earlier By-laws of the Sub-Committee.

9. REVIEW

- 9.1 These by-laws shall be reviewed after one year from commencement.

Date By-laws made: General Council GC2004/4 R13 (October 2004)

Date of Amendment: General Council GC2005/4 R21 (November 2005)
General Council GC2006/2 R7/24/34/35 (May 2006)
General Council GC2008/1 R33 (February 2008)
General Council 24 May 2008