



The Royal Australian  
and New Zealand  
College of Radiologists®

---

The Faculty of Radiation Oncology

Name of document and version:  
By-laws of the Faculty of Radiation Oncology, Version 12

Approved by:  
Board of Directors

Date of approval:  
24 February 2023

ABN 37 000 029 863  
Copyright for this publication rests with The Royal Australian and New Zealand College of Radiologists ®

The Royal Australian and New Zealand College of Radiologists  
Level 9, 51 Druitt Street  
Sydney NSW 2000  
Australia  
Email: [ranzcr@ranzcr.edu.au](mailto:ranzcr@ranzcr.edu.au)  
Website: [www.ranzcr.edu.au](http://www.ranzcr.edu.au)  
Telephone: +61 2 9268 9777  
Facsimile: +61 2 9268 9799

## TABLE OF CONTENTS

---

<b>1. Preliminary .....</b>	<b>4</b>
1.1. Authority .....	4
1.2. Interpretation .....	4
1.3. Definitions.....	4
1.4. Objectives.....	4
1.5. Membership .....	5
<b>2. The Faculty of Radiation Oncology Council.....</b>	<b>5</b>
2.1. Composition .....	5
2.2. Meetings.....	5
2.3. Notice of Faculty Council Meetings.....	5
2.4. Quorum .....	6
2.5. Chairperson.....	6
2.6. Voting .....	6
2.7. Responsibilities of the Faculty Council and its Members.....	6
2.8. Written resolutions .....	6
2.9. Telephone or video conference meetings.....	6
2.10. Defects in appointment or qualification of a Faculty Council Member or Office Bearer .....	7
<b>3. Office Bearers of the Faculty of Radiation Oncology.....</b>	<b>7</b>
3.1. Positions.....	7
3.2. Duties of Office Bearers .....	7
3.3. Election process.....	9
3.4. Timing of election of Office Bearers.....	9
3.5. Term of office of Office Bearers .....	10
3.6. Cessation of office.....	11
3.7. Casual vacancies .....	11
<b>4. Election of Faculty Council Members .....</b>	<b>11</b>
4.1. Schedule for elections.....	11
4.2. Voting eligibility .....	11
4.3. Scrutineers .....	11
4.4. Call for nominations to the Faculty Council.....	12
4.5. Process for nominations.....	12
4.6. Receipt and review of nominations .....	12
4.7. Sufficient and Insufficient Nominations .....	12
4.8. Surplus Nominations- procedure for electronic ballot .....	13
4.9. Election methods - voting and counting .....	13
4.10. Declaration of results of electronic ballot .....	14
4.11. Term of office of Faculty Council Members .....	14

4.12. Removal of Faculty Council Members .....	14
4.13. Termination of office of Faculty Council Members.....	15
4.14. Casual vacancies .....	15
<b>5. The Faculty of Radiation Oncology Bodies .....</b>	<b>15</b>
5.1. Radiation Oncology Education and Training Committee .....	15
5.2. Committees and other Faculty of Radiation Oncology Bodies .....	15
5.3. Special Interest Groups.....	16
<b>6. Amendment of By-laws .....</b>	<b>16</b>
6.1. Amendments .....	16
6.2. Inconsistency .....	17
6.3. Appeals procedure .....	17
<b>7. Appendix 1 - Responsibilities of Faculty Council and Committee Members.....</b>	<b>18</b>

## 1. PRELIMINARY

---

### 1.1. Authority

These By-laws are made under the authority of Article 16.1.5 of the Articles of Association of The Royal Australian and New Zealand College of Radiologists.

### 1.2. Interpretation

All words and expressions defined in the Articles of Association of the College have those meanings, unless an alternative definition is provided in by-law 1.3 of these By-laws.

### 1.3. Definitions

The following expressions in these By-laws have the meaning below:

- a) *Board* means the Board of Directors of the College
- b) *By-laws* means the By-laws of the Faculty of Radiation Oncology
- c) *Chief Accreditation Officer* means the Chief Accreditation Officer of the Faculty of Radiation Oncology
- d) *Chief Censor* means the Chief Censor of the Faculty of Radiation Oncology
- e) *Chief of Professional Practice* means the Chief of Professional Practice of the Faculty of Radiation Oncology
- f) *College* means the Royal Australian and New Zealand College of Radiologists
- g) *Dean* means the Dean of the Faculty of Radiation Oncology
- h) *Education and Training Committee* means the Radiation Oncology Education Committee, pursuant to Article 15.1.1
- i) *Faculty Body* means any standing or advisory committee, reference panel or group, or working group of the Faculty of Radiation Oncology
- j) *Faculty Council* means the Faculty of Radiation Oncology Council
- k) *Faculty Council Member* means a member of the Faculty of Radiation Oncology Council and includes Office Bearers
- l) *Office Bearer* means an office bearer of the Faculty of Radiation Oncology, which means a person holding the office of Dean, Chief Censor, Chief of Professional Practice, Chief Accreditation Officer, Chief of Examinations (Deputy Chief Censor), Chief of Training and Assessment (Deputy Chief Censor), or Deputy Chief Accreditation Officer of the Faculty of Radiation Oncology.
- m) *Returning Officer* means the person appointed pursuant to Article 7.6.1.

### 1.4. Objectives

The Faculty of Radiation Oncology has been established to:

- a) promote the study and advancement of knowledge in the field of radiation oncology;
- b) promote and encourage high levels of skill and expertise and high ethical standards in the professional practice of radiation oncology through a continuing professional development program and by other means;
- c) promote and encourage high quality radiation oncology through the development of standards of practice and by other means;
- d) assure the quality and rigour of training and assessment of trainees in radiation oncology;

- e) promote patient-orientation in radiation oncology by focusing on and advocating for the needs of consumers and the community;
- f) act as an authoritative body in matters of public interest in connection with the field of radiation oncology;
- g) foster collaboration with clinicians and other health practitioners and other persons and organisations to further or advance knowledge in the field of oncology, and radiation oncology specifically; and
- h) encourage research in matters connected with the field of radiation oncology.

### **1.5. Membership**

- a) Members of the Faculty of Radiation Oncology are Members of the College who are, or are training to become radiation oncologists.
- b) Classes of membership are as stipulated in the Articles.
- c) Only Members of the College are eligible to be members of the Faculty of Radiation Oncology.

## **2. THE FACULTY OF RADIATION ONCOLOGY COUNCIL**

---

### **2.1. Composition**

The Faculty of Radiation Oncology Council shall consist of:

- a) the Dean;
- b) the Chief Censor;
- c) the Chief of Professional Practice;
- d) 9 Fellows or Life members of the Faculty of Radiation Oncology elected under these By-laws; of whom at least two must reside in New Zealand; and
- e) One Student Member nominated by the Radiation Oncology Trainees' Committee;
- f) the President of the Trans-Tasman Radiation Oncology Group (TROG), or his/her radiation oncologist designate from the TROG Board (provided he/she is a member of RANZCR);
- g) not more than two persons, one of whom need not be a Member of the College, who may be co-opted by the Faculty Council; and
- h) the President, ex officio.

### **2.2. Meetings**

- a) The Faculty Council may meet for the transaction of business and adjourn and otherwise regulate its meetings as it thinks fit.
- b) The Chief Executive Officer or delegate must convene a meeting of the Faculty Council on the requisition of the Dean or any two Faculty Council Members.

### **2.3. Notice of Faculty Council Meetings**

- a) At least 24 hours' notice of a meeting of the Faculty Council must be given to each Faculty Council Member specifying the place, time and date of the meeting and the general nature of items to be discussed.
- b) Shorter notice may be given if at least 75% of the Faculty Council Members agree or if the Dean considers that the business of the meeting is urgent.

## **2.4. Quorum**

- a) The quorum necessary for the transaction of the business of the Faculty Council is more than half of the members.
- b) The Faculty Council may act notwithstanding any vacancy on the Faculty Council.

## **2.5. Chairperson**

- a) The Dean shall chair all meetings of the Faculty Council.
- b) If the Dean is not present at any meeting of the Faculty Council within 15 minutes after the time appointed for holding the meeting, the Faculty Council Members present shall elect a Faculty Council Member to be chairperson of the meeting.

## **2.6. Voting**

- a) Questions arising at a Faculty Council meeting shall be decided by a majority of votes of Faculty Council Members present. A decision by a majority of the Faculty Council Members present is for all purposes a decision of the Faculty Council.
- b) The chairperson of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

## **2.7. Responsibilities of the Faculty Council and its Members**

The Faculty of Radiation Oncology Council is responsible for:

- a) ensuring that the Objectives (as outlined above at 1.4) are achieved;
- b) providing direction and oversight to committees and any other bodies within the Faculty of Radiation Oncology;
- c) approving or ratifying policies, guidelines and position statements for the Faculty of Radiation Oncology as required.

Responsibilities of Faculty Council Members are detailed in Appendix 1.

## **2.8. Written resolutions**

- a) A written resolution signed or approved by electronic mail by all Faculty Council Members (other than any member who is on leave of absence) is deemed to be approved. Such resolutions require approval by at least a quorum of Faculty Council Members and are valid if no objections have been raised.
- b) The written resolution may consist of:
  - (i) several documents in like form, each signed by one or more Faculty Council Members and, if so signed, takes effect on the last date on which a Faculty Council Member signs one of the documents; or
  - (ii) several electronic mail messages each indicating the identity of the sender, the text of the resolution and the sender's agreement or disagreement to the resolution, as the case may be, and such a resolution takes effect on the date on which the last Faculty Council Member sends such a message.

## **2.9. Telephone or video conference meetings**

A meeting of the Faculty Council may be held with one or more of the Faculty Council Members taking part by telephone or other means of audio or audio-visual communication if each of the Faculty Council Members participating in the meeting is able to read the written contributions and hear all of the other participating Faculty Council Members. A meeting of the Faculty Council may only be held in this manner if all of the Faculty Council Members (other than any Council Member on leave of absence) have access to the communication facilities to be used for the meeting.

## **2.10. Defects in appointment or qualification of a Faculty Council Member or Office Bearer**

All acts done in good faith by a meeting of the Faculty Council or by any person acting as a Faculty Council Member or Office Bearer will be valid and effective notwithstanding that it is afterwards discovered that there was a defect in the appointment of that person or that the person was disqualified from acting for any reason.

## **3. OFFICE BEARERS OF THE FACULTY OF RADIATION ONCOLOGY**

---

### **3.1. Positions**

The Office Bearers of the Faculty of Radiation Oncology are:

- a) the Dean;
- b) the Chief Censor;
- c) the Chief of Professional Practice;
- d) the Chief of Examinations (Deputy Chief Censor);
- e) the Chief of Training and Assessment (Deputy Chief Censor);
- f) the Chief Accreditation Officer; and
- g) the Deputy Chief Accreditation Officer.

### **3.2. Duties of Office Bearers**

- a) The Dean shall:
  - (i) chair the meetings of the Faculty Council;
  - (ii) attend all meetings of the Board;
  - (iii) supervise the general business of the Faculty of Radiation Oncology;
  - (iv) be a member, ex officio, of all committees and other bodies established by the Faculty Council;
  - (v) represent the Faculty of Radiation Oncology in communication with governments and other organisations; and
  - (vi) provide leadership, guidance and direction to activities of the Faculty of Radiation Oncology.
- b) The Chief Censor shall:
  - (i) attend all meetings of the Faculty Council;
  - (ii) chair the Radiation Oncology Education and Training Committee;
  - (iii) be a member, ex officio, of all sub-committees of the Education and Training Committee;
  - (iv) oversee the ongoing development, implementation and review of the training curriculum and training programs of the Faculty;
  - (v) oversee the accreditation of training networks and sites in which training is to be undertaken;
  - (vi) provide leadership and direction to the training program and key participants including trainees, directors of training, training network directors, supervisors and examiners;
  - (vii) as the chief examiner of the Faculty, oversee the development and conduct of examinations and assessments with which an applicant must comply for admission to Fellowship;

- (viii) make recommendations to the Faculty Council as to the suitability of any applicant for admission to Fellowship;
  - (ix) be a member of the College committee responsible for assessing overseas trained specialists, make determinations regarding the comparability of such specialists with College trained specialists and what further training or assessments such specialists should undertake for admission to Fellowship; and
  - (x) provide general guidance and direction to the educational, training and research activities of the Faculty of Radiation Oncology.
- c) The Chief of Professional Practice shall:
- (i) attend all meetings of the Faculty Council;
  - (ii) chair the Professional Practice Committee;
  - (iii) provide oversight of development, implementation and review of post-fellowship learning and enhancement of professional development;
  - (iv) make recommendations and provide advice to the Faculty Council(s) on benefits, risks and other issues (e.g. impact upon patient care) relating to pursuit of credentialing and certification activity within a given subspecialty area;
  - (v) provide oversight and advice in respect of revalidation and recertification accounting for and in accordance with regulatory requirements and environment in Australia and New Zealand;
  - (vi) seek to balance the interests of patients and members in respect of general and subspecialty practice within the Faculty discipline;
  - (vii) ensure all standards encompass the requirement of the need for adequate access to patient care and standards of care;
  - (viii) provide oversight of the development, implementation and/or review of accreditation of courses to support the ongoing learning and enhancement of programs that contribute to continuing professional development; and
  - (ix) give consideration to and liaise with the Chief Censor and committees in respect of the training and transition to Fellowship of members and affiliates.
- d) The Chief of Examinations (Deputy Chief Censor) shall:
- (i) attend all meetings of the Radiation Oncology Education and Training Committee;
  - (ii) chair the meetings of the Radiation Oncology Phase 1 and Phase 2 Examination Panels;
  - (iii) attend all meetings of the Panels;
  - (iv) supervise the general business of the Panels;
  - (v) provide leadership, guidance and direction with respect to radiation oncology examinations within in Australia and New Zealand;
  - (vi) review draft minutes for Panel within one week or sooner; and
  - (vii) provide any other support as delegated by the Chief Censor.
- e) The Chief of Training and Assessment (Deputy Chief Censor) shall:
- (i) attend all meetings of the Radiation Oncology Education and Training Committee;
  - (ii) supervise the general business of the ROETC in the provision of training pursuant to the Curriculum in Radiation Oncology; including but not limited to work based assessments, assessment tasks, and workshops;
  - (iii) provide leadership, guidance and direction with respect to training program matters within Radiation Oncology in Australia and New Zealand; and
  - (iv) provide any other support as delegated by the Chief Censor.

- f) The Chief Accreditation Officer shall:
  - (i) attend all meetings of the Radiation Oncology Education and Training Committee;
  - (ii) manage processes for the accreditation of training networks (and their training sites) including the conducting of site visits and the ongoing monitoring of training networks' compliance with Faculty training requirements;
  - (iii) make recommendations to the Education and Training Committee regarding the suitability of sites to provide training;
  - (iv) participate in the development of standards for training network accreditation criteria; and
  - (v) provide any other support as delegated by the Chief Censor.
- g) The Deputy Chief Accreditation Officer shall:
  - (i) attend all meetings of the Radiation Oncology Education and Training Committee;
  - (ii) in conjunction with the Chief Accreditation Officer, manage processes for the accreditation of training networks (and their training sites) including the conducting of site visits and the ongoing monitoring of training networks' compliance with Faculty training requirements;
  - (iii) in conjunction with the Chief Accreditation Officer, make recommendations to the Radiation Oncology Education and Training Committee regarding the suitability of sites to provide training; and
  - (iv) participate in the development of standards for training network accreditation criteria.

### **3.3. Election process**

- a) The Dean shall be appointed by the Board of Directors after consultation with the Faculty Council. The Dean shall take up office with effect from 1 January of the year following his or her election and shall not be required to be re-elected to the Faculty Council for the duration of his or her tenure as Dean.
- b) The Chief Censor shall be appointed by the Faculty Council at the meeting determined under by-law 3.4.
- c) The Chief of Professional Practice shall be appointed by the Faculty Council at the meeting determined under bylaw 3.4.
- d) The Chief Accreditation Officer shall be appointed by the Faculty Council at the meeting determined under by-law 3.4.
- e) The Chief of Examinations (Deputy Chief Censor) shall be a member of the Phase 2 Examination Panel and shall be appointed by the Faculty Council on recommendation of the Radiation Oncology Education and Training Committee.
- f) The Chief of Training and Assessment (Deputy Chief Censor) shall come from the Faculty Membership and shall be appointed by the Faculty Council on recommendation of the Radiation Oncology Education and Training Committee.
- g) The Deputy Chief Accreditation Officer shall come from the Faculty Membership and shall be appointed by the Faculty Council on recommendation of the Radiation Oncology Education and Training Committee.

### **3.4. Timing of election of Office Bearers**

At the last Faculty Council meeting held in each calendar year the Faculty Council shall determine the date of the Faculty Council meeting at which the Office Bearer elections (if required) shall be held. This date shall be not later than 30 June of the next year.

### 3.5. Term of office of Office Bearers

- a) The Dean shall hold office for two years and is eligible to be elected to that position for one further term of two years either immediately following the first term or at some later time; and such that no person shall serve more than four years as the Dean.
  - (i) The Dean is eligible to be elected as a Faculty Council Member but only after a period of four years has elapsed following his or her term as Dean.
- b) The Chief Censor shall hold office for three years from 1 January of the year following his or her appointment and at the end of that term will be eligible for reappointment for one further term of three years such that no Fellow may serve as Chief Censor for more than six years.
  - (i) The Chief Censor is eligible to be elected as a member of the Radiation Oncology Education and Training Committee, but only after a period of six years has elapsed following his or her term as Chief Censor.
- c) The Chief of Professional Practice shall hold office for three years from 1 January of the year following their appointment and at the end of that term will be eligible for reappointment for one further term of three years such that no Fellow may serve as Chief of Professional Practice for more than six years.
  - (i) The Chief of Professional Practice is eligible to be appointed as a member of the Professional Practice Committee but only after a period of four years has elapsed following her or his term as Chief of Professional Practice.
- d) The Chief Accreditation Officer shall hold office for three years from 1 January of the year following his or her appointment and at the end of that term will be eligible for reappointment for one further three-year term. No Fellow may serve as Chief Accreditation Officer for more than six years.
  - (i) The Chief Accreditation Officer is eligible to be elected as a member of the Radiation Oncology Education and Training Committee, but only after a period of three years has elapsed following his or her term as Chief Accreditation Officer.
- e) The Chief of Examinations (Deputy Chief Censor) shall hold office for three years from 1 January of the year following his or her appointment and at the end of that term will be eligible for reappointment for one further three-year term. No Fellow may serve as Chief of Examinations (Deputy Chief Censor) for more than six years.
  - (i) The Chief of Examinations (Deputy Chief Censor) is eligible to be elected as a member of the Radiation Oncology Education and Training Committee, but only after a period of three years has elapsed following his or her term as Chief of Examinations (Deputy Chief Censor).
- f) The Chief of Training and Assessment (Deputy Chief Censor) shall hold office for three years from 1 January of the year following his or her appointment and at the end of that term will be eligible for reappointment for one further three-year term. No Fellow may serve as Chief of Training and Assessment (Deputy Chief Censor) for more than six years.
  - (i) The Chief of Training and Assessment (Deputy Chief Censor) is eligible to be elected as a member of the Radiation Oncology Education and Training Committee, but only after a period of three years has elapsed following his or her term as Chief of Training and Assessment (Deputy Chief Censor).
- g) The Deputy Chief Accreditation Officer shall hold office for three years from 1 January of the year following his or her appointment and at the end of that term will be eligible for reappointment for one further three-year term. No Fellow may serve as Deputy Chief Accreditation Officer for more than six years.
  - (i) The Deputy Chief Accreditation Officer is eligible to be elected as a member of the Radiation Oncology Education and Training Committee, but only after a period of three years has elapsed following his or her term as Deputy Chief Accreditation Officer.
- h) Any term of office served as a Director by a Member after 1 January 2013 shall not be taken into account in determining the limitation on service as an Office Bearer.

- i) Any term of office served as an Officer Bearer by a Member after 1 January 2013 shall not be taken into account in determining the limitation on service as a Director.

### **3.6. Cessation of office**

The term of office of an Office Bearer shall end on:

- a) conclusion of the term provided for in by-law 3.5;
- b) notice of resignation from the position being given to the Board;
- c) removal from the position by a resolution of the Faculty Council, which is approved by the Board.

### **3.7. Casual vacancies**

- a) A casual vacancy in the office of Dean may be filled by any member of the Faculty Council appointed by the Board after consultation with the Faculty Council. The person filling the casual vacancy shall hold office for the remainder of the previous office holder's term as Dean.
- b) A casual vacancy in the office of the Chief Censor or the Chief Accreditation Officer may be filled by any member of the Education and Training Committee appointed by the Faculty Council on the recommendation of the Education and Training Committee.
- c) A casual vacancy in the office of the Chief of Professional Practice may be filled by any member of the Radiation Oncology Professional Practice Committee, appointed by the Faculty of Radiation Oncology Council on the recommendation of the Radiation Oncology Professional Practice Committee.
- d) A casual vacancy in the office of the Deputy Chief Censors or the Deputy Chief Accreditation Officer may be filled by any member from their delegated committees in the education portfolio and appointed by the Faculty Council on the recommendation of the Education and Training Committee.
- e) Where a person is appointed to fill a casual vacancy in any Office Bearer position with the Faculty of Radiation Oncology and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office as that Office Bearer and shall not prevent that person being elected to that Office Bearer position in his or her own right at any future time.

## **4. ELECTION OF FACULTY COUNCIL MEMBERS**

---

### **4.1. Schedule for elections**

At the first meeting of the Faculty of Radiation Oncology Council each year, the Dean will present a draft election schedule for that year for endorsement by the Faculty Council. This is to include elections for Office Bearers (the Dean, Chief Censor, Chief of Professional Practice and Chief Accreditation Officer) and for elections of Faculty Council Members and Education and Training Committee Members.

### **4.2. Voting eligibility**

Only Fellows and Life Members who are members of the Faculty of Radiation Oncology shall vote in the election of Faculty Council Members.

### **4.3. Scrutineers**

- a) At a Board meeting before 15 April in each year the Board shall appoint two Fellows or Life Members as election scrutineers who shall not be Directors and who by virtue of accepting their appointment agree that they will be ineligible to be candidates in the forthcoming election.

- b) The scrutineers shall supervise the conduct of the election by the Returning Officer and the counting of the election ballot (including any electronic votes).

#### **4.4. Call for nominations to the Faculty Council**

On or before 1 July each year the Chief Executive Officer shall send to each member of the Faculty of Radiation Oncology a notice:

- a) specifying:
  - (i) the date of the forthcoming election of Faculty Council Members;
  - (ii) the names of Faculty Council Members to retire at 31 December in that year;
  - (iii) which of the retiring Faculty Council Members are eligible for re-election; and
  - (iv) the number of Faculty Council Members elected each year to ensure a rotation of membership.
- b) calling for nominations of Fellows or Life Members, who are members of the Faculty of Radiation Oncology, as candidates for the forthcoming election of Faculty Council Members, to be sent to the Returning Officer to such address or by such electronic means as specified in the notice not later than 4.00pm on 1 August. Nominations received after 4.00pm on 1 August will not be accepted.

#### **4.5. Process for nominations**

- a) A nomination of a candidate for election must be signed (electronic signatures are permitted) by not less than two other Fellows or Life Members who are members of the Faculty of Radiation Oncology and contain the consent of the person nominated (i.e. the candidate) and shall contain the following information and be in such form (including electronic form) determined by the Board (Nomination Form):
  - (i) Name of the candidate in full;
  - (ii) Address of the nominee;
  - (iii) Signature of the nominee and date; and
  - (iv) Names, addresses and signatures of the two Fellows or Life Members who are supporting the nomination.
- b) It is the responsibility of the nominee to ensure the nomination complies with these By-laws. If a nomination does not meet the criteria outlined above, the nomination will not be accepted.
- c) Current and/or previous Faculty Councillors may propose or second a candidate's nomination.

#### **4.6. Receipt and review of nominations**

- a) The Chief Executive Officer (or a delegate) will review each Nomination Form to ensure compliance with these By-laws.
- b) At the expiration of the time for receiving nominations the Chief Executive Officer (or a delegate) shall prepare a list containing the names of all persons nominated and eligible for election. All nominees who meet the election eligibility and have a compliant nomination will be accepted as an election candidate.

#### **4.7. Sufficient and Insufficient Nominations**

- a) If the number of nominations received before the close of nominations is equal to or less than the number of vacancies to be filled at the election:
  - (i) there shall be no requirement to proceed with the electronic ballot;
  - (ii) the Chief Executive Officer at the next Annual General Meeting shall declare each of the candidates elected; and

- (iii) any positions on the Faculty Council which are not filled shall be treated as casual vacancies which may be filled by the newly elected Faculty Council.

#### **4.8. Surplus Nominations- procedure for electronic ballot**

- a) If the number of nominations received before the close of nominations is more than the number of vacancies to be filled an election of Faculty Council Members shall be conducted electronically by way of ballot conducted prior to the next Annual General Meeting as set out in this By-law 4.8.
- b) When the nomination process at by-law 4.5 results in an election of Faculty Council Members, on or before 15 August, the Returning Officer shall send to each Fellow and Life member of the Faculty of Radiation Oncology instructions on how to vote on the electronic ballot.
- c) The voting instructions will include the following information:
  - (i) a statement of the number of vacancies to be filled at the election; and
  - (ii) the names of all duly nominated candidates in alphabetical order.
- d) Any instructions provided under By-law 4.8 (b) may be accompanied by brief statements of qualifications and objectives submitted by candidates in a form determined by the Board.
- e) In the unusual circumstances where an electronic election and voting are not possible, the ballot will be conducted by postal ballot using such process as determined by the Board.
- f) A Fellow or Life Member wishing to vote shall comply with the how to vote instructions provided under By-law 4.8 (b).
- g) All electronic votes received from Fellows and Life Members in accordance with the how to vote instructions, not later than 2.00pm on 15 September shall be counted in the ballot.

#### **4.9. Election methods - voting and counting**

- a) If there is only one vacancy to be filled, regardless of the number of nominating candidates:
  - (i) The voter shall vote for the candidate they wish to be elected by marking a cross ("X") on the electronic ballot against the name of that candidate.
  - (ii) The result of the ballot will be ascertained by counting the number of votes shown against the name of each candidate. The candidate with the highest number of votes is elected.
- b) If there are multiple vacancies to be filled:
  - (i) The voter must vote for such number of candidates as is equivalent to the number of vacancies to be filled by marking a cross ("X") on the electronic ballot against the name of each candidate for whom the voter wishes to vote.
  - (ii) The voter must vote for such number of candidates as is equivalent to the number of vacancies to be filled.
  - (iii) The result of the ballot will be ascertained by counting the number of votes shown against the name of each candidate. The candidates with the highest number of votes are elected (equivalent to the number of vacancies to be filled and to fulfill the compositional requirements under By-law 2.1).
- c) After the ballot is closed the Returning Officer and the scrutineers shall:
  - (i) take reasonable steps to satisfy themselves regarding the integrity of the ballot;
  - (ii) eliminate any invalid or informal votes pursuant to By-law 4.9 (d); and
  - (iii) count the ballot in accordance with these By-laws.
- d) An electronic vote shall be declared invalid or informal if it:
  - (i) is received after 2.00pm on 15 September in the year of the election to which it relates;
  - (ii) in respect of electronic votes, is not in accordance with the how to vote instructions provided under By Law 4.8 (b); or

- (iii) is ambiguous or not otherwise in accordance with these By-laws (this extends to an electronic vote marked other than in accordance with this By-law 4.9).
- e) If there is doubt regarding the operation of By-law 4.9 (d) in relation to any vote the matter shall be referred to the President for determination and whose determination shall be final.

#### **4.10. Declaration of results of electronic ballot**

- a) At the Annual General Meeting following counting of the ballot the Chief Executive Officer shall declare elected the highest polling candidates equal to the number of vacancies.
- b) If any 2 or more candidates have the same number of votes, the following provisions shall apply to determine which candidates will be elected:
  - (i) if there are sufficient vacancies for all those candidates to fill (after all vacancies have been filled by candidates with a higher number of votes) then they will all be elected. For example, if there are two candidates on equal votes and there are two vacancies, both will be elected; or
  - (ii) if there are insufficient vacancies, the Returning Officer shall determine the candidate/s deemed to have the highest number of votes by lot in the presence of the election scrutineers and the candidate/s determined by lot will be elected. For example, if there are two candidates but only one vacancy, the Returning Officer will determine which of the two candidates shall be elected.
- c) The term of the elected candidates will commence as provided for in By-law 4.11.
- d) The votes shall be held electronically by the Returning Officer for two months after the result of the election is declared and then be destroyed, unless the Faculty Council resolves otherwise.
- e) A record of election results, including names and the number of votes received by all candidates (even if not elected), shall be maintained by the Chief Executive Officer for one year for the purposes of filling casual vacancies, should they arise.
- f) Non-receipt of an electronic vote by any Member shall not invalidate the ballot.

#### **4.11. Term of office of Faculty Council Members**

- a) The elected term of office of Faculty Council Members (other than Office Bearers, the student member and co-opted members) shall be three years commencing on 1 January of the year after their election and they may be re-elected for a maximum of three terms of office, either consecutively or otherwise.
- b) The term of office on Faculty Council of a Student Member shall be one year commencing on 1 January of the year after his or her nomination by the Radiation Oncology Trainees Committee.
- c) The term of office of co-opted members shall be determined by the Faculty Council.
- d) Any term of office served as a Director by a Member after 1 January 2013 shall not be taken into account in determining the limitation on service as a Faculty Council Member.
- e) Any term of office served as a Faculty Council Member by a Member after 1 January 2013 shall not be taken into account in determining the limitation on service as a Director.

#### **4.12. Removal of Faculty Council Members**

- a) A Faculty Council Member may be removed from office following a formal resolution at a Faculty Council meeting, approved by the Board.
- b) If a Faculty Council Member is removed from office by formal resolution of the Faculty Council and approved by the Board, the Faculty Council may also recommend to the Board the appointment of another Fellow or Life Member to fill the vacancy created for the remaining term of the Faculty Council Member who was removed from office.

#### **4.13. Termination of office of Faculty Council Members**

The office of a Faculty Council Member becomes vacant if the Faculty Council Member:

- a) resigns that office by notice in writing to the Faculty Council; or
- b) ceases to be a Fellow or Student Member (other than any co-opted non-Member); or
- c) is absent from two consecutive meetings of the Faculty Council without leave of absence; or
- d) is removed from office pursuant to by-law 4.12.

#### **4.14. Casual vacancies**

- a) If the office of a Faculty Council Member becomes vacant during the Faculty Council Member's term of office the Faculty Council may appoint an eligible Fellow to fill the vacancy for the remainder of the term of the member who vacated office.
- b) Where a person is appointed to fill a casual vacancy and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office and shall not prevent that person being elected as a Faculty Council member in his or her own right at any future time.

### **5. THE FACULTY OF RADIATION ONCOLOGY BODIES**

---

#### **5.1. Radiation Oncology Education and Training Committee**

The Radiation Oncology Education and Training Committee:

- a) is responsible for the management of the radiation oncology training program and for facilitating and supporting appropriate mechanisms to assist student members to develop as competent radiation oncologists;
- b) is responsible for ensuring that student members comply with all assessments and other training requirements including formal examinations, in order to assess student members' suitability for admission to Fellowship;
- c) shall approve the accreditation of training networks and sites in which training is to be undertaken;
- d) shall consist of the Chief Censor for Radiation Oncology, the Chief Accreditation Officer for Radiation Oncology and such other members as the Faculty Council determines;
- e) with the approval of the Faculty Council, may appoint sub-committees to assist in the carrying out any of its functions; and
- f) shall report regularly to the Faculty Council on its activities.

#### **5.2. Committees and other Faculty of Radiation Oncology Bodies**

- a) With the approval of the Board, the Faculty Council may establish committees to assist the Faculty Council in meeting its objectives.
- b) With the approval of the Board, the Faculty Council shall determine the terms of reference and rules of operation for these committees.
- c) Faculty Bodies generally provide advice to the Faculty Council in line with the descriptions below. A committee may not make any determination of policy on behalf of the Faculty Council unless it has specific delegated authority to do so. Working groups and reference panels or groups may not make any determination of policy on behalf of the Faculty Council.

- d) College Standing Committees are permanent committees of the Board of Directors or the Faculty (Radiation Oncology or Clinical Radiology) Council and are governed by section 14 of the Articles of Association of the College.
- e) A Standing Committee carries out focused core work on an ongoing basis. It reports to the Faculty Council as per the governance structure within the College. Standing Committees are responsible for ensuring that work falling within their area is carried out in accordance with the decisions of the supervising body. They may have delegated specific authority for certain tasks.
- f) An Advisory Committee is set up to provide advice to the Board or Faculty Council. The advice sought normally covers a particular area of expertise. The duration of an Advisory Committee is likely to be short-term but could be long-term if there is an ongoing need for this advice. These committees report to a College governance body (usually the Faculty Council) and have limited and clearly defined decision-making authority within their specific area of expertise, for example to respond to a request for factual data.
- g) A Working Group consists of individuals delegated the task of investigating, developing or implementing a particular policy, guideline, framework or project. They may draft options and recommendations to assist decision-making by the Board of Directors, Faculty Council and/or a Standing Committee. Working Groups are time limited and normally short term, which will be determined by the Board of Directors or the Faculty Council.
- h) A Reference Panel or Group consists of clinical experts with expertise in a given area who are available and willing to provide advice and opinions to the relevant Faculty Standing or Advisory Committee and/or the Faculty Council as required. Reference Panels/Groups generally only meet by teleconference or provide input by email unless stated otherwise in their terms of reference and agreed by the Faculty Council or Board of Directors. Reference Panels/Groups have no power or delegated authority for decision-making.
- i) Vacancies in any Faculty Body shall be filled through an expression of interest notified to the eligible membership.
- j) All committee and working group members are required to attend at least 50% of meetings per calendar year.
- k) The Chair of a Faculty Body may be removed from office following a formal resolution at a Faculty Council meeting and approval by the Board of Directors.

### **5.3. Special Interest Groups**

- a) With the approval of the Board, the Faculty Council may from time to time establish Special Interest Groups representing areas of specific interest to the Faculty of Radiation Oncology.
- b) A Special Interest Group (SIG) is a group of members who share an interest in advancing a specific area of knowledge, learning or clinical expertise. The aim of a SIG is primarily to provide a network to further this interest by providing a platform for membership to communicate, meet and organise conferences. SIGs have no power or delegated authority for decision-making and they receive little or no secretariat support from the College.
- c) Subject to approval by the Board, the Faculty Council shall determine the terms of reference and rules of operation for these Special Interest Groups.

## **6. AMENDMENT OF BY-LAWS**

---

### **6.1. Amendments**

- a) Subject to by-law 6.1(b), these By-laws may only be amended following approval from the Board.
- b) The appendices may be amended by resolution of the Faculty Council.

## **6.2. Inconsistency**

Subject to these By-laws, the Faculty Council may make decisions or undertake actions for the good governance of the Faculty of Radiation Oncology to regulate its affairs, including meetings, elections and administration. Such decisions or actions shall not be inconsistent with, and shall be invalid to the extent of any such inconsistency with, any Articles or other by-laws of the College. Where inconsistencies are identified, it is recognised that the Articles and decisions of the Board prevail.

## **6.3. Appeals procedure**

Appeals against decisions of the Faculty Council or its committees will be subject to the appeals mechanism of the College.

## **7. APPENDIX 1 - RESPONSIBILITIES OF FACULTY COUNCIL AND COMMITTEE MEMBERS**

---

### **1. Conflict of Interest**

A Faculty Council Member or committee member is required to declare any recognised or potential conflicts of interest relating to the matter under discussion by the Faculty Council or committee. Members of Faculty Bodies will be required to complete an annual statement of conflicts of interest and to declare any further potential conflicts of interest that may arise. In any matter on which a decision is taken these must be recorded in the minutes or reports of the meeting.

### **2. Public Statements**

- a) The Faculty Council or the Dean may authorise any committee or individual to represent the Faculty before any government or governmental body or committee or to make statements or express views on behalf of the Faculty. The authority may be given generally or for a specific situation and may be given on such conditions as the Faculty Council or Dean thinks fit.
- b) Unless duly authorised to do so, no Member may make any statement or express any view which purports to be a statement or view of the Faculty or as having been made or expressed on behalf of or with the concurrence of the Faculty Council or Dean.
- c) No statement shall be made by any elected or appointed representative of the Faculty in regard to matters within the purview of the College but outside of the Faculty.

### **3. Disputes**

- a) Disputes that cannot be satisfactorily resolved within the Faculty Council will be referred to the Board.
- b) Disputes that cannot be satisfactorily resolved within a Faculty Body will be referred to the Dean. Disputes that cannot be resolved in this manner will be referred to the RANZCR President via the Chief Executive Officer.

### **4. Meeting attendance**

Faculty Council Members and committee members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. If unable to attend a committee meeting, members are encouraged to provide the College secretariat with their comments on the papers prior to the meeting.

### **5. Confidentiality**

Faculty Council Members and committee members must keep matters relevant to individual Fellows or specific cases of patient care confidential. Committee members are required to maintain confidentiality on matters of importance and matters which may affect the interests of the College, the Faculty of Radiation Oncology or the speciality of Radiation Oncology.

### **6. Code of Ethics**

The Code of Ethics defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. These values and principles apply to Faculty Council Members and committee members in their work for the Faculty, and thus committee and Council Members must understand and abide by the Code of Ethics.

To download the RANZCR Code of Ethics please [click here](https://www.ranzcr.com/documents/3958-ethics/file) (or copy and paste <https://www.ranzcr.com/documents/3958-ethics/file> into your web browser).

## **7. Conduct**

Faculty Council Members and Faculty Body members are required to:

- a) Attend meetings and actively participate in discussions at these meetings.
- b) Read and consider the agenda, papers and minutes of meetings.
- c) Act with care and diligence and in the best interests of the Faculty of Radiation Oncology and the College.
- d) Keep abreast of key issues, including bi-national international developments that may affect the work and areas of responsibility of the Faculty Council or Faculty Body.
- e) Dedicate time outside of meetings to undertake activities on behalf of the Faculty Council or Faculty Body, such as drafting of documents, responding to emails, research, provision of advice and other activities as required.
- f) Assist in the development of relationships with Faculty partners and stakeholders
- g) Support the development of policies, guidelines and position papers on behalf of the Faculty of Radiation Oncology.