

# By-laws of the Faculty of Clinical Radiology



The Royal Australian and New Zealand  
College of Radiologists®

---

The Faculty of Clinical Radiology

Name of document and version:  
By-laws of the Faculty of Clinical Radiology, Version 10 (9 November 2017)

Approved by:  
Board of Directors

Date of approval:  
9 November 2017

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 Clinical Radiology Council</b> .....	<b>5</b>
2.1 Composition .....	5
2.2 Meetings.....	5
2.3 Notice of Faculty Council meetings.....	6
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.....	7
2.10 Defects in appointment or qualification of a Faculty Council Member or Office Bearer .....	7
<b>3. Office Bearers of the Faculty of Clinical Radiology</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 .....	9
3.6 Cessation of office.....	10
3.7 Casual vacancies .....	10
<b>4. Election of Faculty Council Members</b> .....	<b>11</b>
4.1 Schedule for elections.....	11
4.2 Scrutineers .....	11
4.3 Voting eligibility.....	11
4.4 Call for nominations to the Faculty Council.....	11
4.5 Process for nominations.....	11
4.6 Process for elections.....	12
4.7 Term of office of Faculty Council Members .....	14
4.8 Removal of Faculty Council Members .....	14
4.9 Termination of office of Faculty Council Members.....	14
4.10 Casual vacancies .....	14
<b>5. The Faculty of Clinical Radiology Bodies</b> .....	<b>14</b>
5.1 Clinical Radiology Education and Training Committee .....	14
5.2 Committees and Other Faculty of Clinical Radiology 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.....	16
6.3 Appeals procedure .....	16
<b>Appendix 1 - Responsibilities of Faculty Council Members and Committee Members .....</b>	<b>17</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 College.

### 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 Clinical Radiology;
- (c) *Chief Accreditation Officer* means the Chief Accreditation Officer of the Faculty of Clinical Radiology;
- (d) *Chief Censor* means the Chief Censor of the Faculty of Clinical Radiology;
- (e) *Chief of Professional Practice* means the Chief of Professional Practice of the Faculty of Clinical Radiology
- (f) *College* means the Royal Australian and New Zealand College of Radiologists;
- (g) *Dean* means the Dean of the Faculty of Clinical Radiology;
- (h) *Deputy Chief Censor* means one of the two Deputy Chief Censors of the Faculty of Clinical Radiology
- (i) *Education and Training Committee* means the Clinical Radiology Education Committee, pursuant to Article 15.1.1;
- (j) *Faculty Council* means the Faculty of Clinical Radiology Council;
- (k) *Faculty Council Member* means a member of the Faculty Council and includes Office Bearers;
- (l) *Office Bearer* means an office bearer of the Faculty of Clinical Radiology, which means a person holding the office of Dean, Chief Censor, Chief of Professional Practice, Chief Accreditation Officer or Deputy Chief Censor of the Faculty of Clinical Radiology.

### 1.4 Objectives

The Faculty of Clinical Radiology has been established to:

- (a) promote the study and advancement of knowledge in the field of clinical radiology;
- (b) promote and encourage high levels of skill and expertise and high ethical standards in the profession of clinical radiology through a continuing professional development program and by other means;

- (c) promote and encourage high quality clinical radiology through the development of standards of practice and by other means;
- (d) assure the quality and rigour of training and assessment of trainees in clinical radiology;
- (e) promote patient-orientation in radiology 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 clinical radiology;
- (g) foster collaboration with clinicians and other health practitioners and other persons and organisations to further or advance knowledge in the field of clinical radiology; and
- (h) encourage research in matters connected with the field of clinical radiology.

### **1.5 Membership**

- (a) Members of the Faculty of Clinical Radiology are Members of the College who are, or are training to become, radiologists.
- (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 Clinical Radiology.

## **2. THE FACULTY OF CLINICAL RADIOLOGY COUNCIL**

---

### **2.1 Composition**

The Faculty Council shall consist of:

- (a) Dean;
- (b) Chief Censor;
- (c) Chief of Professional Practice;
- (d) 9 Fellows or Life members of the Faculty of Clinical Radiology elected under these By-laws; of whom at least 1 of the above must be a member of each Branch of the College; and
- (e) 1 Student Member nominated by the Radiology Trainees' Committee;
- (f) not more than 2 persons, one of whom need not be a Member of the College, who may be co-opted by the Faculty Council; and
- (g) the President, ex officio.

Note: The resident state of Office Bearers does not contribute to ensuring that each Branch of the College is covered under 2.1(d).

### **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 fifteen 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 Clinical Radiology 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 Clinical Radiology;
- (c) approving or ratifying policies, guidelines and position statements for the Faculty of Clinical Radiology 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 CLINICAL RADIOLOGY**

---

## **3.1 Positions**

The Office Bearers of the Faculty of Clinical Radiology are:

- (a) Dean;
- (b) Chief Censor;
- (c) Chief of Professional Practice;
- (d) Chief Accreditation Officer; and
- (e) Two (2) Deputy Chief Censors.

## **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 Clinical Radiology;
  - (iv) be a member, ex officio, of all committees and other bodies established by the Faculty Council;
  - (v) represent the Faculty of Clinical Radiology in communication with governments and other organisations; and
  - (vi) provide leadership, guidance and direction to activities of the Faculty of Clinical Radiology.

- (b) The Chief Censor shall:
- (i) attend all meetings of the Faculty Council;
  - (ii) chair the Clinical Radiology 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;
  - (x) provide general guidance and direction to the educational, training and research activities of the Faculty of Clinical Radiology.
- (c) The Chief of Professional Practice shall:
- (i) provide oversight of development, implementation and review of post-fellowship learning and enhancement of professional development;
  - (ii) 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;
  - (iii) provide oversight and advice in respect of revalidation and recertification accounting for an in accordance with regulatory requirements and environment in Australia and New Zealand;
  - (iv) provide leadership and direction to considerations around credentialing and subspecialisation programs;
  - (v) seek to balance the interests of patients and members in respect of general and subspecialty practice within the Faculty discipline;
  - (vi) ensure all standards encompass the requirement of the need for adequate access to patient care and standards of care;
  - (vii) provide general guidance and direction to the current and future credentialing and certification of subspecialty programs and activities of the FCR;
  - (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;
  - (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 Accreditation Officer shall:
- (i) attend all meetings of the Clinical Radiology Education and Training Committee;

- (ii) manage processes for the accreditation of training networks and training sites including the conducting of site visits and the ongoing monitoring of training networks' and sites' compliance with Faculty training requirements;
  - (iii) make recommendations to the Education and Training Committee regarding the suitability of sites to provide training;
  - (iv) chair relevant meetings regarding accreditation;
  - (v) participate in the development of standards for training network and site accreditation criteria;
  - (vi) provide any other support as delegated by the Chief Censor.
- (e) The two Deputy Chief Censors shall:
- (i) attend all meetings of the Clinical Radiology Education and Training Committee;
  - (ii) each chair one committee reporting to the Clinical Radiology Education and Training Committee;
  - (iii) provide any other support as delegated by the Chief Censor.

### **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 bylaw 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 bylaw 3.4.
- (e) The Deputy Chief Censors shall be elected from within their delegated committees in the education portfolio and appointed by the Clinical Radiology 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 31 August of the next year.

### **3.5 Term of office of Office Bearers**

- (a) The Dean shall hold office for 2 years and is eligible to be elected to that position for 1 further term of 2 years either immediately following the first term or at some later time and such that no person shall serve more than 4 years as the Dean.
- (b) The Dean is eligible to be elected as a Faculty Council Member but only after a period of 4 years has elapsed following his or her term as Dean.
- (c) The Chief Censor shall hold office for 3 years from 1 January of the year following their appointment and at the end of that term will be eligible for reappointment for 1 further term of 3 years such that no Fellow may serve as Chief Censor for more than 6 years.

- (d) The Chief Censor is eligible to be appointed as a member of the Clinical Radiology Education and Training Committee but only after a period of 4 years has elapsed following her or his term as Chief Censor.
- (e) The Chief of Professional Practice shall hold office for 3 years from 1 January of the year following their appointment and at the end of that term will be eligible for reappointment for 1 further term of 3 years such that no Fellow may serve as Chief of Professional Practice for more than 6 years.
- (f) The Chief of Professional Practice is eligible to be appointed as a member of the Professional Practice Committee but only after a period of 4 years has elapsed following her or his term as Chief Censor.
- (g) The Chief Accreditation Officer shall hold office for 3 years from 1 January of the year following their appointment and at the end of that term will be eligible for reappointment for 1 further 3 year term. No Fellow may serve as Chief Accreditation Officer for more than 6 years.
- (h) A Deputy Chief Censor shall hold office for 3 years from 1 January of the year following their appointment and at the end of that term will be eligible for reappointment for 1 further 3 year term. No Fellow may serve as Deputy Chief Censor for more than 6 years.
- (i) 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.
- (j) 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) the end of the term provided for in by-law 3.5; or
- (b) notice of retirement from the position being given to the Board; or
- (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 Chief Censor, 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 Deputy Chief Censor may be filled by any member from their delegated committees in the education portfolio and appointed by the Clinical Radiology Education and Training Committee.
- (d) A casual vacancy in the office of Chief of Professional Practice may be filled by any member of the Professional Practice Committee appointed by the Faculty Council.

- (e) Where a person is appointed to fill a casual vacancy in any Office Bearer position with the Faculty of Clinical Radiology and the period of the term remaining is less than 1 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 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 (Dean, Chief Censor, Chief of Professional Practice and Chief Accreditation Officer).

### **4.2 Scrutineers**

- (a) At a Faculty Council meeting before August in each year the Faculty Council shall appoint 2 Fellows as election scrutineers who shall not be Faculty Council Members and may not be candidates in the forthcoming election.
- (b) The scrutineers shall supervise the conduct of the election and the counting of the ballot by the Chief Executive Officer.

### **4.3 Voting eligibility**

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

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

On or before the second Friday in July each year the Chief Executive Officer shall send to each member of the Faculty of Clinical Radiology a notice:

- a) indicating the date of the forthcoming election of Faculty Council Members;
- b) calling for nominations of Fellows or Life Members, who are members of the Faculty of Clinical Radiology, as candidates for the forthcoming election of Faculty Council Members, to be received at the College office not later than 4.00pm on the first Monday in August;
- c) indicating the names of Faculty Council Members to retire at 31 December in that year; and
- d) indicating the names of the retiring Faculty Council Members who are eligible for re-election.
- e) indicating that 3 Faculty Council Members will be elected each year to ensure even rotation of membership.

### **4.5 Process for nominations**

- (a) A nomination of a candidate for election must be signed by not less than 2 other Fellows who are members of the Faculty of Radiology and contain the consent of the person nominated.

- (b) A nomination must be accompanied by a brief statement of qualifications and objectives submitted by each candidate and shall be in or to the effect of the following form:

The Royal Australian and New Zealand College of Radiologists			
Nomination of Fellow to the Faculty of Clinical Radiology Council			
We hereby nominate .....			
of ..... for election as a Faculty Council Member.			
Dated the ..... day of ..... 20.....			
	Name	Address	Signature
1	.....	.....	.....
2	.....	.....	.....
3	.....	.....	.....
I consent to the above nomination.			
.....			
Signature of Nominee			

- (c) At the expiration of the time for receiving nominations the Chief Executive Officer shall prepare a list containing the names of all persons nominated and eligible for election.
- (d) 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) the Chief Executive Officer shall declare each of the candidates elected at the next Annual General Meeting or by way of advice of written communication; and
  - (ii) any positions on the Faculty Council which are not filled shall be filled as casual vacancies by the newly elected Faculty Council.
- (e) If the number of nominations received before the close of nominations is more than the number of vacancies to be filled at the election an election of Faculty Council Members shall take place.

#### 4.6 Process for elections

- (a) When the nomination process at by-law 4.5 results in an election of Faculty Council Members, in the second week of August the Chief Executive Officer shall send each member of the Faculty of Clinical Radiology a voting paper including:
- (i) a statement of the number of vacancies to be filled at the election and the names of all duly nominated candidates in alphabetical order;
  - (ii) an outer envelope marked "voting paper" addressed to the Chief Executive Officer;
  - (iii) an "inner envelope" incorporating on its outside a leaf of paper with provision for the voter to write the voter's name and address and sign, which shall be in or to the effect of the following form:

Name: (in block letters) [.....]  
Address: [.....]  
Signature: [.....]

- (iv) a brief statement of qualifications and objectives submitted by each candidate as part of their nomination.
- (b) A Fellow wishing to vote shall:
  - (i) mark the voting paper by making a cross opposite the names of one or more of the Fellow's preferred candidates provided that the number of crosses must not exceed the required number of candidates to be elected to fill the vacancies;
  - (ii) place the voting paper inside the inner envelope and seal it;
  - (iii) legibly print his or her name and address and sign his or her name on the leaf of paper on the outside of the inner envelope;
  - (iv) place the inner envelope with the leaf of paper attached without any other matter in the outer envelope;
  - (v) seal the outer envelope; and
  - (vi) send the sealed outer envelope to the Chief Executive Officer.
- (c) All formal voting papers received by the Chief Executive Officer not later than 2.00pm on the second Monday in September shall be counted in the ballot.
- (d) After the ballot is closed the Chief Executive 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; and
  - (iii) count the ballot.
- (e) A voting paper shall be declared informal if it:
  - (i) indicates a vote for more than the number of candidates to be elected; or
  - (ii) is contained in an inner envelope which is not completed; or
  - (iii) is ambiguous or not in accordance with these By-laws.
- (f) At the Annual General Meeting the Chief Executive Officer shall declare elected the highest polling candidates equal to the number of vacancies.
- (g) If any 2 or more candidates have the same number of votes the Chief Executive Officer shall determine the candidate deemed to have the highest number of votes by lot in the presence of the election scrutineers appointed pursuant to by-law 4.2.
- (h) The voting papers shall be held by the Chief Executive Officer for 2 months after the result of the election is declared and then be destroyed, unless the Faculty Council resolves otherwise.
- (i) 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 1 year for the purposes of filling casual vacancies, should they arise.
- (j) Non-receipt of a voting paper by any Member shall not invalidate the ballot.

#### **4.7 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 3 years commencing on 1 January of the year after their election and they may be re-elected for a maximum of 3 terms of office, either consecutively or otherwise.
- (b) The term of office on Faculty Council of a Student Member shall be 1 year commencing on 1 January of the year after his or her nomination by the Radiology 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.

#### **4.8 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.

#### **4.9 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 4.8.

#### **4.10 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 CLINICAL RADIOLOGY BODIES**

---

#### **5.1 Clinical Radiology Education and Training Committee**

The Clinical Radiology Education and Training Committee:

- a) is responsible for the management of the clinical radiology training program and for facilitating and supporting appropriate mechanisms to assist student members to develop as competent radiologists;
- 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 Clinical Radiology, the Chief Accreditation Officer for Clinical Radiology 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 Clinical Radiology 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) Committees, working groups and reference panels or group 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) A Standing Committee carries out focused core work on an ongoing basis. It reports to the Faculty of Clinical Radiology 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.
- e) College Standing Committees are permanent committees of the RANZCR 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.
- f) An Advisory Committee is set up to provide advice to the Board or Faculty of Clinical Radiology (FCR) Council. The advice sought normally covers a particular area of expertise. The duration of the 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 FCR 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 RANZCR Board of Directors, Faculty of Clinical Radiology (FCR) Council and/or a Standing Committee. Working Groups are time limited and normally short term, which will be determined by the RANZCR Board of Directors or FCR 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 of Clinical

Radiology Standing or Advisory Committee and FCR 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 of Clinical Radiology Council or RANZCR Board of Directors. Reference Panels/Groups have no power or delegated authority for decision-making.

- i) Vacancies in any FCR body should be filled through an expression of interest notified to the eligible Fellowship.
- j) All committee and working group members are required to attend at least 50% of meetings per calendar year.
- k) The chair of a body may be removed from office following a formal resolution at a Faculty of Clinical Radiology 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 Clinical Radiology.
- (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 members to communicate, meet and organise conferences. SIGs have no power or delegated authority for decision-making and they receive 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 Clinical Radiology 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, the 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.

## APPENDIX 1 - RESPONSIBILITIES OF FACULTY COUNCIL MEMBERS 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 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 think 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

Disputes that cannot be satisfactorily resolved within a committee 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 committee meetings, 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 Clinical Radiology or the speciality of Radiology.

### 6. Code of Ethics

The Code 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 apply to members of committees in their work for the committee and committee members must understand and abide by the Code Of Ethics.

To download the RANZCR Code of Ethics please [click here](http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics) (or copy and paste <http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics> into your web browser).

## **7. Conduct**

Faculty Council Members and committee 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 Clinical Radiology and the College.
- (d) Keep abreast of key issues, including bi-national and international developments that may affect the work and areas of responsibility of the committee.
- (e) Dedicate time outside of meetings to undertake activities on behalf of the Faculty Council or committee, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required.
- (f) Assist in the development of relationships with Faculty partners and stakeholders.
- (g) Support the development of policies by the Faculty of Clinical Radiology.