



AUSTRALIAN MEDICAL ASSOCIATION (Victoria) LTD

Doctors-in-Training Subdivision Constitution

1. Objectives

The AMA Victoria Doctors-in-Training (DiT) subdivision aims:

- (a) To further the interests of AMA Victoria DiT members;
- (b) To provide opportunities for debate and development of positions on matters of importance to the DiT members;
- (c) To advocate for high quality pre-vocational and vocational medical training for all Victorian Doctors-in-Training;
- (d) To provide opportunities for professional development and networking for the DiT members
- (e) To provide information and education to members on matters of mutual concern and on professional matters.
- (f) To further the interests of the medical profession and to promote quality health services in the community;
- (g) To inform the AMA Victoria Board, AMA Victoria Council, AMA federal Council of Doctors-In-Training and other internal committees of the AMA of issues of relevance on that may affect Victorian DiTs.

2. Membership

- 2.1. The following shall be eligible for membership of the Subdivision:
 - (a) Members who are pre-vocational or vocational doctors employed in the state of Victoria;
- 2.2. The register of members of the subdivision will be held at AMA Victoria, 293 Royal Parade, Parkville;
- 2.3. For the purposes of S121 of the AMAV Constitution, associate members are not counted in the poll vote for the subdivision.

3. Committee

- 3.1 The committee shall be elected annually from financial members of the Subdivision (excluding Associate members).
- 3.2 The Committee shall consist of four elected Office Bearers (also known as the Executive Committee) and a number of additional committee members to fill portfolio and external representative positions, to be determined by the members at the Annual General Meeting
- 3.3 A casual vacancy in the Committee between elections may be filled by the committee at their discretion.

4. Office Bearers, Non-Executive Committee Members and External Representatives

- 4.1 The Office Bearers constituting the Executive Committee shall be:
 - a) President (and Council of Doctors-in-Training representative);
 - b) Vice President (and the Council of Doctors-in-Training representative alternate);



- c) AMA Victoria Council Representative;
- d) Treasurer;
- 4.2 The President may not hold office for more than two consecutive terms;
- 4.3 All committee members (unless as described in 4.2) shall hold office for a term of 12 months commencing from the end of the meeting at which they are elected and shall be eligible for re-election.
- 4.4 Additional DiT subdivision members may be appointed to act as Committee members, to fill vacant Portfolio positions. Each Portfolio should be represented by not more than one committee member, although proxies may be appointed by that committee member to attend and vote at meetings.
- 4.5 An External Representative position may be appointed by the Committee for DiT members to represent the subdivision on committees external to the DiT subdivision, but these positions are not Committee positions.

5. Election of Office Bearers

- 5.1 Election of Office Bearers, committee members and State Council representatives shall take place in person or email or at the Annual Election Meeting, which is to be held annually, and shall be by secret ballot.
- 5.2 The Committee shall appoint a Returning Officer (who is part of AMAV secretariat) to conduct the Election, or ask the Board to nominate a Returning Officer.
- 5.2 Notice of Election of Office Bearers shall be made to all DiT subdivision members via email and the AMA Victoria website by the Returning Officer, no later than four weeks from the proposed election date.

6. Meetings of the Committee

- 6.1 The committee shall meet face-to-face monthly or as necessary. Meetings may be by teleconference or email at the discretion of the Committee.
- 6.2 Quorum at all meetings shall be at least four committee members in attendance (including teleconference), of which one must be an executive member. The President shall conduct the meeting as the Chair, but may nominate an alternate executive member to act as Chair either before or at the meeting.
- 6.3 Motions and resolutions in meetings:
 - (a) May be proposed by any DiT subdivision member, provided it is supported by a DiT committee member;
 - (b) Can be passed with:
 - i) a minimum of four committee member votes if there are fewer than seven committee members present, or
 - ii) a simple majority if there are seven or more committee members present.
 - (c) Only one vote is permitted from any Portfolio;
 - (d) For the purposes of voting of motions and resolutions at Meetings, only one committee member from any Office Bearer position or Portfolio (or their appointed proxy) may cast a vote. If a committee member holds more than one Portfolio and/or Officer Bearer position, they carry one vote only. However, they may allocate their other vote(s) to their proxy/proxies;



- (e) Non-committee AMAV DiT members are not entitled to vote on motions or resolutions unless they have been appointed to vote as a proxy by a committee member.
- 6.3 The Chair of meetings shall have an ordinary vote and may exercise a casting vote.
- 6.4 A DiT member who is a Board or Council member, but not a member of the DiT subdivision Committee, may be permitted to act as a Committee member for the purposes of quorum, motions and resolutions at meetings at the discretion of the meeting Chair.
- 6.5 Minutes of meetings may be kept and distributed prior to or at the next meeting.

7. DiT Subdivision General Meetings

- 7.1 The Committee may convene an Annual or Special General Meeting of the Subdivision/Section by giving four weeks notice.
- 7.2 A Special General Meeting of the subdivision can be called by a written request of 25 DiT members or 20% of the members (whichever is fewer, and excluding associate members) giving four weeks notice. The notice is to be distributed by the AMA Victoria Chief Executive Officer.
- 7.3 All DiT financial members of AMA Victoria are entitled to vote at general meetings.
- 7.4 Quorum at a General meeting is 20 DiT members or 10% of all members (excluding associate members), whichever is the less.

8. Finance

- 8.1 The Subdivision may raise funds through sponsorship or attendance fees at events.
- 8.2 Funds, raised by the Subdivision shall be held at the office of AMA Victoria in a separate subaccount for the use of the Subdivision.
- 8.4 Disbursement of funds, whether by direct payment or by transacting through the Secretariat, must be accompanied by all receipts, invoices or other relevant documentation, with such documentation being signed by the Treasurer and one other committee member.

9. Alteration to Constitution

- 9.1 This Constitution may be altered or amended at any Annual General Meeting or at a Special General Meeting called for that purpose, or by a referendum of members, provided that particulars of the proposed alteration or amendments shall have been sent in writing to all members of the Subdivision/Section not less than 45 days before the date of such meeting or final date for submission of votes in a referendum.
- 9.2 A two-thirds majority of those present and eligible to vote is necessary to change the Constitution.

10. Winding Up

In the event the Subdivision is wound up, all assets of any kind remain the property of AMA Victoria.