



# AUSTRALIAN MEDICAL ASSOCIATION (Victoria) Ltd

## Section of General Practice Constitution

### 1. NAME

AMA Victoria Section of General Practice.

### 2. OBJECTS

- 2.1 To act for and represent all Victorian General Practitioners in matters of mutual interest at State and National Level.
- 2.2 To promote the interests of General Practitioners in all matters relating to their professional work.
- 2.3 To arrange forums, seminars and other meetings on matters of interest and concern on behalf of General Practitioners
- 2.4 To promote and carry out all functions and matters ancillary to these objects

### 3. MEMBERSHIP

- 3.1 Membership of AMA Victoria Section of General Practice is open to all General Practitioner and GP Registrar members of AMA Victoria who have indicated on their annual subscription form that they wish to be members of GP Section.
- 3.2 All members of AMA Victoria Section of General Practice are eligible to vote at Special Meetings and the Annual General Meeting, and are eligible to attend Committee meetings of the Victorian Section of General Practice.

### 4. THE GOVERNING COMMITTEE OF THE VICTORIAN SECTION OF GENERAL PRACTICE

#### 4.1 ELECTIONS

- 4.1.1 The governing body of the Victorian Section of General Practitioners will be formed by a Committee of nine members elected annually at the AGM.
- 4.1.2 The election shall be conducted by mail/e-mail or by ballot at the Annual General Meeting.
- 4.1.3 The term of office of Committee members shall be 1 year
- 4.1.4 The maximum number of consecutive terms of committee members shall be 8 years.
- 4.1.5 Only members who are elected to the governing committee will be eligible to vote at committee meetings
- 4.1.6 The Governing committee of the Victorian Section of General Practice shall have the power to fill for the remainder of the term any casual vacancy of committee members.

#### 4.2 OFFICE BEARERS.

- 4.2.1 Elected office bearers shall be:
  - Chairman
  - Secretary
  - Treasurer
  - Representative on State Council



- 4.2.2 No one can hold more than one office save that the Chair may be elected to the position of State Council Representative.
  - 4.2.3 The term of office of Office bearers shall be till the next AGM – usually a period of 12 months.
  - 4.2.4 The Chair will be eligible to be re-elected for a maximum of 3 continuous terms i.e. 3 years.
- 4.3 ELECTION OF OFFICE BEARERS
- 4.3.1 Nominations in writing for the four positions should be handed to the Secretary at least one hour prior to the AGM, or by e-mail at least 24 hours prior to the AGM.
  - 4.3.2 The election of office bearers shall take place at the Annual General Meeting and shall be by a secret ballot of members present at that meeting.
  - 4.3.3 If no nominations have been received for a position prior to the AGM then nominations will be accepted at the AGM.
  - 4.3.4 The committee shall have the power to fill for the remainder of the term any causal vacancy occurring among the office bearers during their term of office.
- 5. ORDINARY COMMITTEE MEETINGS OF THE VICTORIAN SECTION OF GENERAL PRACTICE**
- 5.1 The committee shall hold ordinary meetings monthly where possible.
  - 5.2 The quorum at meetings shall be a majority of current Committee members.
  - 5.3 Every member of the committee shall have one vote
  - 5.4 The Chairman shall have a casting vote.
  - 5.5 Minutes of meetings of the Section of General Practice shall be taken by the secretary and sent with the papers for the next Committee meeting if not before.
- 6. ANNUAL GENERAL MEETING**
- 6.1 The Annual General Meeting of the Section of General Practice shall be held every 12 months at such time and place as shall be decided by the Committee.
  - 6.2 Those entitled to vote at the Annual General Meeting are all those General Practitioners and GP Registrars who are members of GP section (see 3.1)
- 7. SPECIAL MEETINGS**
- 7.1 A Special General Meeting of the Victorian Section of General Practice can be called by written request of at least 10 members, or 20% of members, whichever is the fewer, giving 4 weeks notice.
  - 7.2 The Committee of the Victorian Section of General Practice may also at its discretion convene a Special Meeting by giving four weeks notice to its members.
- 8 FINANCE**
- 8.1 The Financial year of the Victorian Section of General Practice shall conform to the financial year of AMA Victoria (Currently January 1 to December 31).



- 8.2 The Committee shall have the power to raise and expend funds which shall be held at the office of AMA Victoria in a separate subaccount for the use of AMA Victoria Section of General Practice
- 8.3 AMA Victoria Finance section shall keep proper accounts of all money received and expended on behalf of GP section and shall present to the membership at the Annual General Meeting an audited statement of the receipt and payments of the Victorian Section of General Practice for the financial year preceding that meeting.
- 8.4 The Treasurer shall keep oversight of that account and shall provide the Chairman with such information when required with regard to the financial affairs of Victorian Section of General Practice. AMAVIC shall support the Treasurer in the provision of current financial records on request.
- 8.5 The accounts shall, as soon as practicable after the end of the financial year be audited.
- 8.6 If the treasurer fails to keep proper oversight of GP Section's funds or fails to ensure that the audited account is presented to the AGM then the treasurer can be dismissed from office by the members at a General Meeting.

## **9 ALTERATION OF THE 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, provided that particulars of the proposed alterations or amendments shall be given in writing not less than eight (8) weeks before the date of that meeting.
- 9.2 Notice of these alterations must be adequately advertised to all members before such a meeting.
- 9.3 A 75% majority of those members present is necessary to change the constitution.