

Australian College of Ambulance Professionals
By-Law
PROCEDURE FOR OPERATION OF INTEREST GROUPS
Version 2

Preamble

The Board or a Branch Management Committee may establish as an Interest Group any group of members which has an interest in the ambulance profession which meets or communicates as outlined in this By-law.

1. Purpose

- 1.1. To support groups of members in pursuit of interests related to particular focuses: practice; disease states; content area; social and cultural issues; and the broader environment.
- 1.2. To contribute to the development of specific resources to support ambulance practice related to the area of interest.
- 1.3. To provide members with a forum of discussion of issues related to their area of interest, and to provide networks facilitating peer support, mentoring and access to expertise within that area of interest.
- 1.4. To support continuing professional development within the area of interest.
- 1.5. To provide members with a base for advocating within ACAP or externally on issues and/or for a particular member of community groups.
- 1.6. To provide advice to ACAP committees, experts, spokespersons, professional services personnel and others as needed on issues related to the area of interest.
- 1.7. To contribute to ACAP's consideration of the recognition of advanced and specialists practice.

2. Establishment

2.1. Proposal to Establish

- a) An Interest Group may be established at National or Branch level by the Board or the Branch Management Committee.
- b) A proposal to establish an Interest Group will be in writing to the ACAP Board or the relevant Branch Management Committee.
- c) The proposal will be supported by ten ACAP members.
- d) The proposal will include: objective; outcomes; draft terms of reference; and requirements for administrative or financial support.

- e) The focus of a National Interest Group must be more than one of regional concern and must not be covered by an existing national group within ACAP.
- f) The Interest Group focus and objects will comply with the ACAP objects and Strategic Plan.

2.2. Office Bearers

- a) An Interest Group will comprise such office bearers as the Interest Group determines, but must include a convenor/contact person (Convenor).
- b) The office bearers must be members and will be elected by Interest Group members annually, and may seek re-election.
- c) A Convenor will be responsible for calling meetings, presiding at meetings and ensuring adherence to this By-law.
- d) The ACAP Board and the ACAP Branch Management Committee may require that an Interest Group holds elections for its office bearers.

3. Name of Interest Group

The name of the Interest Group will be in the following format:

ACAP Interest Group, or

ACAP (State) Branch Interest Group.

4. Terms of Reference

4.1. An Interest Group will have current Terms of Reference ratified by the Board or the relevant Branch Management Committee. These may be amended as the Board or Branch Management Committee sees fit.

4.2. Roles and Functions and Numbers

The Terms of Reference will include the role and functions and numbers of an Interest Group.

- a) Role and functions will comply with the ACAP Strategic Plan.
- b) Role and functions will be specific.
- c) Role and functions will be achieved within budget allocations.
- d) The minimum number of members of an Interest Group shall be 10.

4.3. Outcomes/Performance Measures

The Board or relevant Branch Management Committee will be responsible for assessing and measuring the outcomes of an Interest Group's operations against its role and functions and annual plan on a regular basis.

5. Membership

5.1. ACAP Members

- a) Membership of an Interest Group is open to all financial members who pay an additional fee determined by the Board or the relevant Branch Management Committee.
- b) A National Interest Group may include members from any Branch.
- c) A Branch Interest Group may include members from other Branches.
- d) The Convenor of the Interest Group will be responsible for checking the financial status of members upon application to join an Interest Group, and thereafter annually.

5.2. Participants

- a) People who are not eligible to be members may apply to attend an Interest Group as a participant. (Application form – page 7).
- b) Participants must acknowledge their status and relationship to ACAP in a form approved by the Board.
- c) Participants may not;
 - i) Hold office in an Interest Group or vote in any election for office bearers;
 - ii) Hold themselves out as members of ACAP; or
 - iii) Do any act which if the participant was a member would constitute a breach of ACAP's Code of Professional Conduct.
 - iv) The Board or the relevant Branch Management Committee may terminate participation by a person at any time.

5.3. Applications from Participants

Applications for participation must be made to the Board or Branch Management Committee, which may approve them and inform the appropriate Convenor. Applications for participation may be approved or disallowed at the discretion of the Board or the relevant Branch Management Committee.

5.4. Board or Branch Management Committee Representative

The Board or the relevant Branch Management Committee may at any time nominate an ACAP member as their representative to attend a meeting of an Interest Group.

6. Fees and Finance

- 6.1. A National Interest Group which utilises National Office administrative services will be required to pay an annual fee determined by the Board.
- 6.2. A Branch Interest Group which utilises Branch administrative services will be required to pay an annual fee determined by the Branch.
- 6.3. An Interest Group will not operate its own accounts.
- 6.4. All monies received or debts incurred are those of ACAP.
- 6.5. The accounts of an Interest Group will be included in financial audits at National or Branch level.
- 6.6. An Interest Group will not be subsidised unless specific arrangements have been determined in advance by the Board or relevant Branch Management Committee.
- 6.7. The National Office or Branch Management Committee Treasurer will be responsible for all financial matters in relation to an Interest Group.
- 6.8. Requests for funding for an Interest Group will be included in annual plans at National or Branch levels.

7. Administrative Support

- 7.1. Administrative support will be provided by the National Office for:
 - a) Inclusion of activities and meetings in the ACAP calendar;
 - b) Inclusion of Interest Group information in the ACAP Newsletter;
 - c) Inclusion of Interest Group information on the ACAP website; and
 - d) e-mail discussion groups (to be monitored and managed by the Interest Group, National Office to provide server access).
- 7.2. Administrative support may also be provided by the National Office or relevant Branch Management Committee for:
 - a) The appointment of officer bearers (including elections where appropriate);
 - b) Management of membership register and mailing lists;
 - c) Collection of fees and management of accounts;

- d) Distribution of a limited number of documents each year; and
- e) A fee as outlined in Clause 6.1 may be charged.

8. Meetings, Reporting and Consultation

8.1. Meetings

- a) Meetings shall be convened in accordance with the Terms of Reference.
- b) Each member is entitled to notification of meetings either in writing, or by telephone, or by other means of instantaneous communication.

8.2. Reporting

- a) A report will be submitted to the Board meeting or the relevant Branch Management Committee meeting dealing with the annual budgets and at other times at the specific request of the Board or the Branch Management Committee. Reports will best made against the role and functions of the Interest Groups.
- b) Annual Plans will be submitted to the Board or the relevant Branch Management Committee.
- c) Reports relating to partnerships or formal communications with external groups should be provided in a timely fashion to the Chairperson ACAP Board/National Office or the relevant Branch Management Committee.

8.3. Communication

- a) ACAP Board or relevant Branch Management Committee will forward all communications to an Interest Group via the Convenor.
- b) Communications between Interest Groups will be via the Convenor.
- c) An Interest Group may use special mailings, Newsletters, e-mail discussion groups or the website to communicate with participants and others.

9. Preparation of Publications and other Materials

- 9.1. Where the function of an Interest Group involves publication of material a draft will be submitted to the Board or relevant Branch Management Committee for authorisation before publication takes place.
- 9.2. Publication of material with the ACAP name and/or logo is the responsibility of the National Office.
- 9.3. Distribution of material is the responsibility of the National Office or the relevant Branch Management Committee.

9.4. Publication and distribution of material prepared via a partnership with another organisation will be negotiated by the Board.

10. Statements

10.1. An Interest Group will only provide submissions, media statements and other public statements in its name or that of ACAP or the relevant Branch with the approval of the Board or the relevant Branch Management Committee.

10.2. Endorsements will only be approved by the Board.

11. Reference List

11.1. An Interest Group member on an ACAP Reference List may be contacted to advise or assist ACAP or members on a particular issue or area of work.

12. Acknowledgment

12.1. Publications of material will involve an acknowledgment of all contributors of an Interest Group.

12.2. When presenting the achievements of an Interest Group to any forum appropriate acknowledgement of an Interest group will be given.

13. Copyright

13.1. All material gathered and produced by an Interest Group or an individual of an Interest group will remain the property of ACAP unless otherwise specified by the Board.

14. Mediation/Dissolution

14.1. In the event of a serious breach of ACAP rules the ACAP Board or the relevant Branch Management Committee has a right to mediate, dissolve or suspend the Interest Group.

14.2. The Board or the relevant Branch Management Committee will dissolve any Interest Group if its functions are no longer relevant or not fulfilling the state terms of reference.

Australian College of Ambulance Professionals Ltd

PO Box 345W Ballarat West 3350

Application for Participation in Interest Group

(i.e. a person who is not eligible to be a member of ACAP)

May 2005

I (name)
of (address)
..... ('Applicant')

hereby apply to participate in the activities of
..... ('Group')
(Name of Interest Group)

I declare that I am not entitled to be a member of the Australian College of Ambulance Professionals.

I acknowledge that if I am accepted by the Board or relevant Branch Management Committee as a participant, I:

- i) May not hold office in or vote in any election for office bearers in the Group;
- ii) May not hold myself out as a member of the Australian College of Ambulance Professionals; and
- iii) Will not do any act which if I was a member would constitute a breach of the Company Code of Professional Conduct.

Date

Signed by the Applicant }
In the presence of }
..... }
witness

.....
Signature of applicant