

# **Baslow Patient Participation Group Constitution**

Adopted at the AGM held on 27<sup>th</sup> March 2012

## **1. TITLE**

The name shall be 'Baslow *Health Centre* Patient Participation Group' (hereinafter called the PPG).

## **2. AIMS AND OBJECTIVES**

2:1. The PPG will enhance communication between the Practice and its patients and foster the highest possible standard of primary medical care through the medium of patient participation.

2:2 To raise funds to enable the group to be self-sufficient

## **3. MEMBERSHIP**

3:1. Membership of the PPG shall be open to all persons over the age of 16 who are patients of the Practice. Younger patients may be co-opted onto the committee.

3:2. Membership of the PPG shall be terminated in the event of a member ceasing to be a patient of the Practice.

## **4. MANAGEMENT**

4:1. The management of the PPG shall be undertaken by a Committee consisting of a minimum of five and a maximum of twelve members, including its officers, namely: Chairperson, Vice-Chairperson, Secretary and Treasurer.

4:2. The Committee may co-opt other members as the need arises. Only co-optees who are members of the PPG will have voting rights.

4:3. The Committee members will be elected for two years at the Annual General Meeting. Half of the committee will stand down at the AGM and will be eligible to stand for re-election.

4:4. Officers of the Committee will be appointed by the committee.

4:5. There should be at least one representative of the Practice at each meeting. The Practice will nominate its own representatives, who will attend each meeting. The practice will have one vote.

## **5. MEETINGS**

### **5:1. Annual General Meeting**

5:1:1. An Annual General Meeting of the PPG shall be held each calendar year within three months of its financial year.

5:1:2. A minimum of twenty-one days notice of the AGM shall be given.

5:1:2. All patients currently registered as members of the PPG shall be entitled to one vote.

### **5:2. Special General Meeting**

5:2:1. A Special General Meeting of the PPG shall be called either by the committee or on application to the Secretary, signed by not less than twelve members. The meeting shall be convened to discuss only that item for which it was called.

5:2:2. Twenty-one days notice shall be given for a Special General Meeting

5:2:3. All patients currently registered as members of the PPG shall be entitled to one vote.

### **5:3. Committee Meetings**

5:3:1. The Committee shall meet at least four times a year.

5:3:2. The Chairperson may call special meetings of the Committee as the need arises.

5:3:3. Committee members shall normally have seven days notice of any meetings.

5:3:4. The Committee may appoint subcommittees and delegate relevant powers to them.

5:3:5. If both the Chairperson and Vice-Chairperson are absent from any meeting of the Committee, those members present shall nominate another member to act as Chairperson for that meeting.

5:3:6. Unless otherwise provided herein, all matters shall be determined by a majority of those present. In the event of a tied vote the Chairperson shall have a second casting vote.

## **6. Quorums**

The quorum for all meetings shall be five full members, including two elected officers.

## **7. Minutes**

Minutes shall be kept of the proceedings of all meetings.

## **8. FINANCE**

8:1. The financial year shall be run from 1st April to 31st March.

8:2. Proper accounting records shall be kept and all monies accounted for.

8:3. The annual accounts shall be presented at the AGM and will be subject to an independent examination.

## **9. ALTERATION OF THE CONSTITUTION**

This Constitution may be altered by a resolution passed at an AGM or a Special General Meeting, by a majority of at least two thirds of the members present and eligible to vote, three weeks notice having been given of the proposed alteration.

## **10. DISSOLUTION**

10:1. The PPG may be dissolved by the practice or at an AGM or Special General meeting either by a two thirds majority of members present and eligible to vote. A motion for dissolution must be advertised with the notice of the meeting at which it will be proposed.

10:2. Upon dissolution of the PPG, any surplus assets remaining after the satisfaction of all debts and liabilities shall be transferred to the "patient donations" account at the Health Centre.