

Woodford Medical Centre

Constitution of the Patient Participation Group

Clause 1 Name

The name of the group shall be 'Woodford Medical Centre PPG'

Clause 2 Objectives

The objectives of the group shall be to promote the benefit of the patients of the Medical Centre without distinction of gender, race, colour or political, religious or other opinions by encouraging development and quality of health promotion and health care services; to achieve this aim by liaising with the doctors and staff of the Medical Centre, other community health workers, Health Authorities and other persons or organisations concerned with health care.

The group shall be non-party in politics and non-sectarian in religion. The group shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar charitable objects.

Clause 3 Membership

This shall be open irrespective of political party, nationality, religious opinion, race, gender or colour to any patient of the Medical Centre. Any patient may nominate themselves for election to the Committee at the Annual General Meeting. All nominations for positions on the committee must be in writing and delivered to the Secretary 24 hours prior to the AGM. If there are no nominations, or insufficient nominations, for any committee position then nominations can be accepted from the floor of the meeting for those vacant position(s) only.

Clause 4 Annual General Meeting

Once in each year, in the month of March, an Annual General Meeting shall be held at which any patient of the Medical Centre shall be entitled to attend. The date of this meeting shall be advertised in the Medical Centre not less than 14 days prior to the meeting. The meeting shall be for the purpose of receiving the annual report from the Committee and the audited statement of accounts (should, at some stage, the group have financial means); of appointing Committee members; of making recommendations to the Committee and when necessary voting on proposals to amend this constitution in accordance with clause 11; of appointing an auditor for the accounts.

Clause 5 Special General Meeting

A Special General Meeting shall be held if not less than one third of the voting members of the current Committee request it in writing, stating the reasons, to the Chairperson or Secretary. The date of the meeting shall be advertised in the Medical Centre for at least 14 days in advance and must be held within 21 days of receipt of a written request. The meeting shall be for the purpose of altering the constitution in accordance with clause 11 or of considering any matter referred to it by the Committee or for any other purpose.

Clause 6 The Committee and Executive

The Annual General Meeting shall elect the Executive committee consisting of a Chairperson, Secretary and Treasurer. In the case of contested elections, voting shall be by

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secret ballot. At its first meeting after the Annual General Meeting in each year the Committee shall appoint an Executive

All members of the Executive Committee shall retire annually at the Annual General Meeting but shall be eligible to be elected or co-opted again. Membership of the Committee shall be terminated immediately in the case of any person who ceases to be a patient of the Medical Centre.

Clause 7 Voting

Subject to clause 11 all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote. In case of equality of votes the person chairing the meeting shall have a second or casting vote.

Clause 8 Quorum

One third of members shall form a quorum at meetings of the Committee. Eight members shall form a quorum at Annual General Meetings.

Clause 9 Minutes

Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions.

Clause 10 Finance

Should the Group decide to raise funds, any monies raised by them or on their behalf shall be applied to further the objects of the Group and for no other purpose. Should the group hold any funds, a Treasurer will be nominated who shall keep proper accounts of the finances of the Group. In such circumstances, the accounts shall be audited once a year by a qualified auditor who shall be appointed by the Annual General Meeting and an audited statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.

Clause 11 Dissolution

If the Committee decides at any time that on any grounds it is necessary to dissolve the Group it shall call a Special General Meeting. If such a decision is confirmed by the simple majority of those present and voting at the meeting the Committee shall have the power to dispose of any assets held by the Group. Any assets remaining after satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the patients of the Medical Centre as the Committee may decide and as may be approved by the Charity Commissioners for England and Wales.

Clause 12 Alterations to the Constitution

Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 14 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting. An alteration will require the approval of a two thirds majority of Committee members or a simple majority of those voting at the Annual general Meeting. Notice of such meeting must be given in accordance with normal procedures.

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No alteration to clause 2 shall be made without the consent of the Charity Commissioners for England and Wales.

This constitution was adopted as the Constitution of the Woodford Medical Centre PPG at Woodford Medical Centre on 17th May 2017

Signed:

Chairperson

Secretary

Treasurer