

Constitution of Woodford Medical Centre Patient Participation Group

1) **Name:** The name of the group shall be 'Woodford Medical Centre PPG'

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.

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.

4) **Annual General Meeting:** Once in each year, in the month of June, 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; 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.

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.

6) **The Committee and Executive:** The Annual General Meeting shall elect 8 members who must be patients of the Medical Centre. Any patient can nominate themselves. At its first meeting after the Annual General Meeting in each year the Committee shall appoint an Executive consisting of a Chairperson, Secretary and Treasurer to which it may delegate any or all of its powers as it from time to time decide.

The Committee shall have the power to co-opt members from time to time provided that the total number of co-opted members does not exceed one half of the total of elected members. Co-opted members who are patients of the Medical Centre shall have an equal vote on Committee with the elected members. Other co-opted members shall not have any vote.

All members of the Committee and Executive 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.

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.

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.

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

10) Finance: All monies raised by or on behalf of the Group shall be applied to further the objects of the Group and for no other purpose. The Treasurer shall keep proper accounts of the finances of the Group. The accounts shall be audited once a year by a qualified auditor who shall be appointed by the Annual General Meeting. An audited statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.

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.

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.

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 a meeting of the founding Committee at Woodford Medical Centre on 29th June 2000.

Signed:

Chairperson

Secretary

Treasurer