

Tuxford Medical Centre Patient Participation Group Constitution

1. Title

The name shall be 'Tuxford Medical Centre Patient Participation Group' (hereinafter called 'The Group').

2. Mission Statement

The group will enhance communication between the Practice and its participants in any positive way it can.

3. Objects

The objects of The Group shall be:

- 3.1** To enhance communication between the patients and all partners and staff of Tuxford Medical Centre (hereinafter called 'The Practice.').
- 3.2** To act as a signpost towards The Practice's systems of suggestions and complaints.
- 3.3** To promote health education and awareness on topics of interest and value to the Patients and to co-operate with medical activities, where appropriate.
- 3.4** To encourage representative participation.
- 3.5** To promote, after discussion with the Partners, any other matter which is deemed to be in the interest of patients and The Practice.

4. MEMBERSHIP

- 4.1** Membership of the group shall be open to all persons over the age of 16 who are Patients of the Practice.
- 4.2** Membership does not confer any prior claims on the Practice or any right to preferential treatment.

4.3 Membership of the group shall be terminated in the event of a member ceasing to be a patient of the Practice.

5. MANAGEMENT

5.1 The management of the group shall be undertaken by a committee consisting of a minimum of five including its officers, namely: Chairperson, Vice Chairperson, and Secretary.

5.2 The Committee may co-opt other members, for specific tasks, as the need arises. The co-optees will not have voting rights.

5.3 Officers will be elected for one year at the Annual General Meeting. The maximum term of continuous office in any one post is three years.

5.4 There should be at least one representative of The Practice at each meeting, wherever possible; the practice will nominate its own representative.

5.5 The day-to-day management of the group shall be conducted by the elected officers of The Committee, namely Chairperson, Vice Chairperson, Secretary. Action taken on this basis shall be reported to the next meeting of the full Committee.

6. MEETINGS

6.1 Annual General Meeting

6.1.1 An Annual General Meeting (AGM) of the group shall be held each calendar year within the last quarter.

6.1.2 A minimum of twenty-one days' notice of the AGM shall be given.

6.1.3. All patients currently registered as members of The Group shall be entitled to one vote. All registered patients are entitled to attend the AGM, but only patients registered as members of The Group are entitled to vote, either in person, or by proxy.

6.2 Special General Meeting

- 6.2.1** A special general meeting of The Group may be called on application to the Secretary. The Meeting shall be called to discuss only that item for which it was called.
- 6.2.2** Twenty-one days' notice shall be given for a special general meeting by placing a note in the surgery and notifying all members.
- 6.2.3** For special general meetings only. Group members who have registered prior to the meeting shall be entitled to vote.

6.3 Committee Meetings

- 6.3.1** The Committee shall meet at least four times per year.
- 6.3.2** The Chairperson may call special meetings of the Committee as the need arises.
- 6.3.3.** Committee members shall normally have three days' notice of a committee meeting.
- 6.3.4** The Committee may appoint sub-committees and delegate relevant powers to them.
- 6.3.5.** The quorum of the Committee shall be five full members including two elected or nominated officers.
- 6.3.6** 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 or casting vote.
- 6.3.7** Confidential matters and discussions are not to be shared outside of the meeting.
- 6.3.8.** Minutes shall be kept of the proceedings of all meetings and be available for the public domain, excluding confidential matters.

7.0 Alteration of the Constitution

This constitution may be altered by a resolution confirmed at 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.

8.0 Dissolution

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

Signed: _____(Officer) Date:_____

Signed:_____ (Officer) Date:_____