**CONSTITUTION OF**

**ST JOHN’S WAY PATIENT PARTICIPATION GROUP**

**(SJW PPG)**

Name:

1. The Association shall be known as St John’s Way Patient Participation Group (SJW PPG)

**Objects:**

2. The objects of the Association shall be:-

to discuss service provision, contribute to the decision making processes and support the ethos of the surgery:

to review surgery services and processes and help to re-shape them to be patient-friendly and cost effective:

to set up and run services that complement the surgery’s self-management and wellbeing programmes:

to discuss and influence the provision of healthcare and social care locally:

to work together to ensure that the group is representative of the patient population:

to provide feedback on patients’ needs, concerns and interests

3. The Association shall have the power to affiliate to any Body whose objects may be of benefit to its membership.

**Membership:**

4. Membership shall be open to all permanently registered patients of St John’s Way Medical Centre irrespective of race, faith or religion, disability, gender, age or sexuality.

5. Each member shall, on request, be supplied with a copy of the constitution by the secretary.

6. The role of the Committee is to carry out the day to day business of the Association in an efficient, fair and responsive way. In taking decisions on behalf of the Association, Committee members must always be aware of their responsibilities to represent all patients of the surgery.

7. Members shall conduct themselves in a manner that will not cause offence to others. Racist, sexist or inflammatory remarks or abusive behaviour will not be tolerated. The Chair or Committee members have the right to warn the members of their behaviour. If they persist they will be asked to leave the meeting until further notice. The Committee must arrange a date and time and hold a meeting for them to discuss the incident and make a decision for what action to take.

8. Any monies raised by or on behalf of the Association shall only be applied in furtherance of the objects of the Association.

**Conduct Of Business:**

9. The business of the Association shall be conducted by a committee which shall consist of 3 officers, a Chair, Secretary and Treasurer, and not less than three other committee members. The Officers shall be elected at each Annual General Meeting, The three other committee members shall either be elected at the AGM or, if seats are not filled at the AGM, the officers shall co-opt the requisite number of committee members after the AGM, to be ratified at the next general meeting of the Association. The committee shall be able to appoint a Vice-Chair from the other committee members.

10. Members of St John’s Way Medical Centre primary healthcare team shall not be eligible for election to the Association.

11. The Association may co-opt members of St John’s Way Medical Centre primary healthcare team to stand on the committee in an advisory capacity.

12. The election or removal of officers or Committee members may only be carried out by a General Meeting of the Association. The Committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next General Meeting of members.

**Committee Meetings:**

13. The Committee shall meet as necessary and not less than 6 times in a year. Committee meetings shall be open to any member of the Association wishing to attend who may speak but not vote.

**General Meetings:**

14. Not less than 4 of the Committee's meetings shall be General Meetings of the Association open to all members to speak and vote. The decisions of General Meetings of the Association shall be binding on the Committee. All decisions shall be taken by a simple majority of full members present and voting. All members shall be given not less than 14 days notice of any General Meeting.

**Annual General Meetings:**

15. The Committee shall call an Annual General Meeting of the Association every year in the month of June. Not less than 28 days’ notice of the Annual General Meeting shall be given to all members and all those eligible for membership.

**At this meeting:**

the Committee shall present annual reports of the Association.

sub-committees shall present annual reports and accounts of their activities.

the Committee shall present the audited accounts of the Association for the previous year;

the officers and committee for the next year period shall be elected;

any proposals submitted to the Secretary in writing not less than 7 days in advance of the meeting shall be discussed.

**Special General Meeting:**

16. The Secretary shall call a Special General Meeting at the request of a majority of the Committee; or on receipt of a written petition by not less than 5 members of the Association, giving reasons for their request. The Secretary shall give not less than 7 days notice of the holding of a Special General Meeting, which shall take place within 21 days of the receipt of the request of petition.

**Quorum:**

17. The quorum for committee meetings of the Association shall be one-third of its elected membership or 4 members, whichever is the greater. The quorum for all general meetings shall be 5 members.

**Notice of Meetings:**

18. Notice of all meetings where required shall be sent to each member and shall include the date, time and place of the meeting and an agenda of matters to be discussed.

**Sub-Committees:**

19. The Committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committee shall be directly accountable to the Committee. The Sub-Committee shall agree in advance the terms of reference of any sub-committee, which may then act and apply any finance raised by itself or on its behalf only within those terms. The Chairperson and Treasurer of the Association shall be ex-officio members of any sub-committees.

20. Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.

21. All sub-committees shall keep proper accounts of income and expenditure, and a proper record of all meetings, and shall report on them or deliver them up as required by the committee or General Meeting.

22. The Committee or General Meeting may dissolve any sub-committee whereupon the accounts, records and assets, financial and otherwise, of the sub-committee shall pass into the hands of the Committee.

**Duties of Officers:**

23. The Chair (or in his/her absence the Vice-Chair or other committee member) shall conduct the meeting of the Association.

24. The Treasurer shall open and maintain a banking account at the TSB in the name of the Association. All cheques shall be signed by the Treasurer and one other committee member nominated by the Committee and signatories except that no two persons from the same household shall be signatories. The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee or General Meeting. Such accounts shall be audited by a qualified accountant or a non-member of the Association appointed by the membership at the Annual General Meeting.

25. The Secretary shall be responsible for the convening of all meetings and the giving of the prescribed notice to members. S/he shall ensure that a proper record is kept of all meetings of the Association, its committee and sub-committees in the form of Minutes: and shall deliver up such records as required by the Committee or General Meeting. The Secretary shall permit the Minutes to be examined on receipt of not less than 7 days' notice by any 2 members of the Association.

26. Any member[s] or officer[s] delegated to represent the Association in consultation with any other Body shall act on the instructions of the Association and shall report back to the following committee or General Meeting, whichever is the sooner. Only full members of the Association shall be delegated to consult with St John’s Way Medical Centre on matters of practice management.

**Alterations to The Constitution:**

27. Any proposal to alter this constitution must be submitted to the Secretary of the Association not less than 28 days before the meeting at which it is to be discussed. Not less than 14 days' notice shall be given of such a meeting, together with the wording of the proposed alterations[s]. Any alteration shall require the approval of two-thirds of those present and voting at the meeting.

**Dissolution**

28. If the Committee, or if a committee no longer exists, any five members of the Association shall decide that the Association should be dissolved, they give at least 14 days' notice to all those eligible for membership of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply, and the Association may be dissolved by a two-thirds majority of those present. The assets, financial and otherwise, remaining when the Association has satisfied its liabilities, shall be applied for such purposes of benefit to the community as the meeting shall decide.

Adopted at a public meeting held on: \_\_\_\_\_\_\_\_\_\_\_

At: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signed:

Dated

Chair:

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_

Treasurer:

Officers of the Association as elected by the general meeting on 21.06.17 are as follows:

|  |  |
| --- | --- |
| Chair | Rina Silverman |
| Vice Chair | Jan Pollock |
| Secretary | Christina Sanchez de Beggs |
| Treasurer | Mary Slow |
| Committee member 1 |  |
| Committee member 2 |  |
| Committee member 3 |  |
|  |  |
|  |  |
|  |  |