

NIGHTINGALE SURGERY  
PATIENT PARTICIPATION GROUP  
CONSTITUTION

1. TITLE

The name shall be ‘Nightingale Surgery Patient Participation Group’ (hereinafter called ‘the Group’).

2. MISSION STATEMENT

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

3. OBJECTS

The Objects of the Group shall be :

1. To enhance communication between the patients and all partners and staff of the Nightingale Surgery (hereinafter called ‘the Practice’).
2. To act as a signpost towards the Practice’s system of suggestions and complaints.
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.
4. To encourage the formation of a locality-wide support group.
5. To raise funds to enable the group to be self-sufficient and to disburse voluntarily donated funds, in consultation with the Practice Manager.
6. To promote, after discussion with the Partners, any other matter which is deemed to be in the interest of the patients and the Practice.

4. POWERS

For the purpose of carrying out the above Objective, but not otherwise, the Group shall have the power to do all such things as may be necessary or desirable for the attainment of the Objective.

5. MEMBERSHIP

- 5.2 Membership of the group shall be open to all persons over the age of 16 who are patients of the Practice.
- 5.3 Members wishing to be kept informed of PPG activities shall pay an annual fee, at a rate determined and regularly reviewed by the committee.
- 5.4 Membership does not confer any prior claims on the Practice or any right to preferential treatment.
- 5.5 Membership of the Group shall be terminated in the event of a member ceasing to be a patient of the Practice.

6. MANAGEMENT

- 6.1 The management of the Group shall be undertaken by a Committee consisting of a minimum of four and a maximum of twelve members, including its officers, namely: Chairman, Vice-Chairman, Secretary, Treasurer.
- 6.2 The Committee may co-opt other members, for specific tasks, as the need arises. The

- co-optees will not have voting rights.
- 6.3 Officers will be elected for one year at the Annual General Meeting. The maximum term of continuous office in any post is three years. One third of the Committee will retire at each AGM, and not be eligible to stand again for a year.
  - 6.4 There should be at least one representative of the Practice at each meeting. The Practice will nominate its own representative, who will attend each meeting ex officio and in an advisory capacity.
  - 6.5 A representative of the Friends of Nightingale Surgery should be invited to attend each meeting ex officio. The Friends will nominate their representative.
  - 6.7 The day-to-day management of the Group shall be conducted by the elected officers of the Committee, namely Chairman, Vice-Chairman, Secretary and Treasurer. Action taken on this basis shall be reported to the next meeting of the full Committee.
  - 6.8 An independent auditor will be appointed at each AGM.

## 7. MEETINGS

### 7.1 Annual General Meeting:

- 7.1.1 An Annual General Meeting of the Group shall be held each calendar year within three months of its financial year.
- 7.1.2 A minimum of twenty-one days' notice of the AGM shall be given.
- 7.1.3 All patients currently registered as members of the Group shall be entitled to one vote.

### 7.2 Special General Meeting:

- 7.2.1 A Special General Meeting of the Group shall be called on application to the Secretary, signed by not less than fifteen members. The meeting shall be called to discuss only that item for which it was called.
- 7.2.2 Twenty-one days' notice shall be given for a Special General Meeting by placing a notice in the Surgery and notifying all registered members.
- 7.2.3 For Special Meetings only, Group members who have registered prior to the meeting shall be entitled to vote.

### 7.3 Committee Meetings:

- 7.3.1 The Committee shall meet at least four times a year.
- 7.3.2 The Chairman may call special meetings of the Committee as the need arises.
- 7.3.3 Committee members shall normally have seven days' notice of any meetings.
- 7.3.4 The Committee may appoint subcommittees and delegate relevant powers to them.
- 7.3.5 The quorum of the Committee shall be five full members, including two elected officers.
- 7.3.6 If both the Chairman and Vice-Chairman are absent from any meeting of the Committee, those members present shall nominate another member to act as Chairman for that meeting.
- 7.3.7 In matters of contention, only full members of the Committee shall have voting rights
- 7.3.8 Unless otherwise provided herein, all matters shall be determined by a majority of those present. In the event of a tied vote the Chairman shall have a second or

casting vote.

7.3.9 Minutes shall be kept of the proceedings of all meetings.

## 8. FINANCE

8.1 The financial year shall be run from 1st July to 30th June.

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 audit.

## 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 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.

10.2 Upon dissolution of the Group, any surplus assets remaining after the satisfaction of all debts and liabilities shall be transferred to the Friends of Nightingale Surgery and used at their discretion for the benefit of the patients.

Revised 2008 and adopted at the AGM held on 29<sup>th</sup> October 2008