

CONSTITUTION

1. TITLE

The patient participation group shall be known as The Wilson Practice Patient Participation Group, herein after called 'The Group '.

2. MEMBERSHIP

a) All registered patients, staff and doctors of The Wilson Practice shall be deemed to be members of The Group. No membership fee shall be payable.

b) Patients wishing to support the committee rather than becoming a committee member may become a Friend of W.P.P.P.G. but will not have committee voting rights.

3. COMMITTEE

- a) An elected committee shall represent the members and shall consist of three officers - Chairperson, Treasurer, Secretary/Secretaries and up to ten members.
- b) Committee members may be nominated by members of The Group and elections shall take place at the Annual General Meeting.
- c) All officers of the committee shall be elected at the AGM and shall hold office until the next AGM.
One third of the committee members shall retire on rotation at the AGM.
All officers and retiring committee members shall be eligible for re-election.
- d) In the event of a vacancy arising on the committee mid-term, the committee may co-opt a replacement who will serve initially only until the next AGM, when formal election may take place in the prescribed manner.
- e) New members, co-opted onto the committee, will express their intention to stand for election at the AGM, at the meeting preceding the AGM, or in writing to the Secretary. If no intention to stand is expressed and they are not present at the AGM, they will no longer be a committee member.
- f) The committee shall invite the Practice Doctors to provide representatives to attend the meetings.
- g) All committee members, including the officers, shall be entitled to vote. The Chairperson shall have the casting vote.
- h) A quorum of five members serving on the committee shall be required before any business can be transacted.
- i) A majority vote will be conclusive.

- j) A minimum of 4 Committee meetings shall be held each year. Notice of meetings should be displayed on the Group notice board along with the minutes of the meetings. An AGM shall be held annually. At least six weeks' notice of the AGM shall be given by a notice on The Group's notice board. At the request of five committee members, or fifty of The Group, the committee may call an Extraordinary General Meeting. At least fourteen days' notice therefore shall be given by notice to that effect.
- k) Should any extraordinary circumstances occur, which preclude meeting in person (such as a pandemic), meetings can be held online. AGMs can also be delayed by the Committee until it is felt appropriate to resume, with current committee members continuing in their roles unless they formally resign in writing
- l) Any member joining the committee must agree to attend at least 3 meetings per year. If unable to do so they have the option of becoming a friend of the PPG so that they can still contribute. If a committee member misses three meetings in succession, the Secretary will contact them to confirm they still wish to remain on the committee, in accordance with the rules set out above.
- m) All members agree to work for the benefit of the patients and not to use the committee for their personal agendas.
- n) All committee members are required to sign a confidentiality agreement and respect any topics that are deemed to be confidential by not discussing them outside of the committee.

4. FUNDING and ACCOUNTS

- a) The Group shall be financed by means of donations, grants, fund raising activities etc. In the event of The Group ceasing to exist, all monies and assets accruing to The Group shall be passed over to the Wilson Practice Donation Fund (for the benefit of the patients)
- b) A minimum of two people at any time must be available to act as signatories on the WPPPG bank account

5. AIMS AND OBJECTIVES

The aims and objectives of The Group shall be;

- a) To encourage health education activities
- b) To develop self-help projects and provide information
- c) To act as representatives to influence the local provision of health and social care
- d) To provide a means for patients to make positive suggestions about the practice and their own health care.

Amended June 2023