

# Constitution

## 1. Name

The association is known as "Waterfront and Solent Patient Participation Group" (PPG).

## 2. ADMINISTRATION

Subject to the matters set out below, the Waterfront and Solent PPG and its assets shall be administered and managed in accordance with this constitution by the members of the committee.

## 3. OBJECTIVES

The overall aim of the Waterfront and Solent PPG is to support the patients and practitioners of the Waterfront and Solent Surgery. The PPG's activities will be lawful in meeting this aim for the benefit of the Waterfront and Solent Surgery Patients, Doctors, Nursing Staff and Administrators. The PPG will be non-profit making and will allocate assets for the achievement of this objective.

## 4. MEMBERSHIP

Membership of the PPG will be open to all people over the age of 18 who are Patients, Doctors, Nursing Staff or Administrators of the Waterfront and Solent Surgery. Every member shall have one vote.

## 5. COMMITTEE

A committee will be elected from the membership, comprising the officers and other post holders described below. It will usually meet 8 times per year to decide the PPG's policy and to progress its business. A special meeting may be called at a time by the Chair or a majority of the committee, with at least four days' notice of the matters to be discussed. The committee may in addition appoint not more than 4 co-opted members, but so that no one may be appointed as a co-opted member if, as a result, more than one third of the members of the committee would be co-opted. Each co-option will be agreed at a meeting of the committee and shall take effect from the end of that meeting.

The proceedings of the committee will continue in the event of any vacancy.

A quorum of 50% of the committee members is required for decisions.

No-one shall be entitled to act as a member of the committee until they have signed a Declaration of acceptance and willingness to act in the interests of the group and a Declaration of Confidentiality is to be signed by all committee members. The PPG understands the importance of keeping personal information and details safe and secure and that these details will be destroyed following changes in committee membership. All committee members must read and adhere to the Privacy Notice of the practice as displayed on the web site.

A committee member will cease to hold office if he or she is absent without sending apologies over a period of six months or notifies a wish to resign.

The committee may, by a two-thirds majority, terminate the committee status of an individual provided that the individual concerned shall have the right to be heard by the committee, accompanied by a supporter, before a final decision is made.

No committee member shall acquire any interest in assets belonging to the group or receive remuneration or be interested in any contract entered into by the committee from which that member would benefit.

## **6. POWERS OF COMMITTEE**

The committee has the powers to:

1. raise funds and invite and receive contributions provided that it shall not undertake any substantial permanent trading activities and shall conform to the law.
2. co-operate with other voluntary bodies, charities and statutory authorities operating in furtherance of the objects of the Group.
3. appoint and constitute such sub- groups as the committee thinks fit.
4. hold a public meeting, open to members, usually twice a year. At such a meeting, public discussion will be encouraged and, where desired, speakers invited. The committee will report to the AGM.

## **7. CONDUCT AT MEETINGS**

1. the Chair will have the discretion to appoint another committee member to chair a meeting or agenda item.
2. all meetings will be conducted in an atmosphere of politeness and mutual respect.
3. all members will be treated as equals and no person will indulge in racist, sexist, homophobic or other discriminatory or derogatory remarks or actions, or behavior that intimidates people who are speaking or wish to speak or prevents people from expressing their views.
4. anyone wishing to speak must do so through the Chair. The Chair's rulings should be respected. The Chair may instruct a person to leave the meeting if they fail to respect the rules on conduct. Persistent disregard of this code of conduct will result in refused attendance at future meetings.
5. unless making a presentation, a speaker or item should be as brief as possible. The Chair may impose time limits if necessary. The Chair will endeavour to ensure that everyone who wishes to speak can do so before others make a second contribution.
6. voting at open meetings will be on the basis on one vote per member, including committee members, with a casting vote going to the Chair or Acting Chair.

## **8. CONDUCT OF COMMITTEE**

While it is understood that committee members will not always agree with one another, it is to be expected that committee members will not publicly undermine each other, or the views and actions of the Waterfront and Solent PPG.

Communications on behalf of Waterfront and Solent PPG from members of the committee should be approved by the Chair or Secretary

## **9. PROCEDURE**

Voting at committee meetings will be on the basis of one vote per committee member. The Chair or Acting Chair will have a second or casting vote in the event of a tie.

Minutes of each committee meeting will be kept in a minute book, signed by the Chair or Acting Chair as an accurate record.

## **10. FUNDS**

The funds of the PPG, including all donations and other contributions, will be paid into an account or accounts operated by the committee in the name of the PPG at such bank as the committee shall from time to time decide. Where there has been or is to be more than one account, the opening or closing of such an account or accounts by the Treasurer shall be as directed or authorized by the committee. All payments made from the account must have prior approval of the committee. The funds will be applied only in furthering the objects of the PPG and only with the specific approval of the committee.

The Treasurer will prepare annual statements of account for the PPG's annual general meeting. The financial year will run AGM TO AGM.

## **11. ANNUAL GENERAL MEETINGS**

Once a year the committee shall convene an annual general meeting to provide an annual report and accounts and elect or re-elect a committee.

The Chair will give at least 14 days' notice of the AGM to all members via the surgery and website. All members shall be entitled to attend and vote at the meeting.

Nominations for election can be made on the forms and returned to the surgery by the agreed date. Should nominations exceed vacancies, elections will be by ballot.

## **12. SPECIAL MEETINGS**

The committee may call a special general meeting of the PPG at any time. Alternatively, if at least 1% of the total membership request such a meeting in writing, stating the business to be considered, the Chair will call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed and details will be displayed at the surgery and online.

## **13. OFFICERS AND OTHER COMMITTEE MEMBERS**

The officers will comprise: Chair, Secretary and Treasurer.

## **14. COMMITTEE OFFICERS' JOB DESCRIPTIONS**

**Chair:** to chair public and committee meetings or delegate such work to other committee members and to take a lead in coordinating the work of the PPG. He or she will also conduct correspondence and ensure meetings are arranged, with venues booked.

**Secretary:** to write and keep minutes of all meetings and agendas or delegate such work to other members.

**Treasurer:** to keep the accounts, look after the bank account, make payments and advise on Spending.

## **15. Current Officers**

Chair - Colin Bell

Treasurer - Gill Johnston

Secretary - Jill Tomlin

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