

# maple surgery patient participation group

## 1 Name

The name of the group shall be the **maple surgery patient participation group** (hereinafter referred to as 'the Group').

## 2 Objectives

The Group seeks to foster the highest possible standard of primary health care at **maple surgery** (hereinafter referred to as 'the Practice') in Bar Hill, Cambridgeshire, through the medium of patient participation.

- **Communication:** To enhance communication between patients and staff of the Practice.
- **Education:** To promote health awareness and education on topics of interest to the patients of the Practice.
- **Support:** To support patients, to encourage local health initiatives and to be a 'critical friend' of the Practice.
- **Promotion:** To promote, in consultation with the Practice, any other matter which is deemed to be in the interest of the patients and the Practice.

## 3 Membership

Membership of the Group shall be open and free to all registered patients of the Practice aged 16 and over.

## 4 Administration

**4.1 Executive Committee:** The management of the Group shall be undertaken by an Executive Committee (hereinafter referred to as 'the Committee') which shall consist of a minimum of eight and a maximum of fifteen Members.

**4.1.1 Membership:** Any Member of the Group is eligible to serve on the Committee, subject to the provision of clause 4.4 (Removal from the Committee).

**4.1.2 Adjunct membership:** The Committee may co-opt other Members of the Group as required for temporary duties.

**4.1.3 Honorary Officers:** There shall be three honorary officers, a Chairman, a Vice-Chairman and a Secretary.

**4.2 Joining the Committee:** If there is a vacancy on the Committee, any Member of the Group may volunteer to join the Committee by notifying a Committee member and attending a meeting. If there is no vacancy, then the provision of clause 5.5.4 (Election of Committee Members) shall apply.

**4.3 Resigning from the Committee:** A Committee Member may resign from the Committee at any time by notifying the Chairman or Secretary in writing.

**4.4 Removal from the Committee:** A Committee Member who reveals confidential information or acts in any other manner detrimental to the Group or Practice may be dismissed from the Committee by the Honorary Officers. Any Committee Member who has been so removed may not rejoin the Committee. Prolonged absence without notification is also grounds for dismissal.

**4.5 Privileges:** Membership of the Committee does not confer any prior claims on or preferential treatment from the Practice.

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## 5 Meetings

- 5.1 Attendance:** Meetings are open to all Members. The Practice may be represented by at least one member of staff (typically a partner, practice manager or other senior administrator) who shall act in an advisory capacity. The Practice shall choose its own representative(s).
- 5.2 Schedule:** The time and place of the meetings shall be publicised in a timely manner at the Practice and by any other convenient method.
- 5.3 Minutes:** Minutes shall be kept of the proceedings of all meetings and be made publicly available by any convenient method.
- 5.4 Voting:** Unless otherwise provided herein, all matters shall be determined by a simple majority of eligible voters present.
- 5.5 Annual General Meeting (AGM):** An AGM shall be held annually during which elections to the Committee, alterations to the constitution or dissolution of the Group may take place.
  - 5.5.1 Voting eligibility:** In matters of contention, all Members shall have one vote.
  - 5.5.2 Quorum:** One-half of the total Committee membership, inclusive of two officers, shall constitute a quorum.
  - 5.5.3 Agenda:** Agenda items shall be submitted to the Secretary at least three weeks in advance.
  - 5.5.4 Election of Committee Members:** In the event that more eligible Members volunteer to serve on the Committee than can be accommodated, they shall stand for election at the AGM. Their Committee membership begins at the first Ordinary Meeting following the AGM.
- 5.6 Ordinary Meetings:** The Committee shall meet at least five times between any two AGMs.
  - 5.6.1 Voting eligibility:** In matters of contention, all Committee Members, excluding Adjunct Members, shall have one vote.
  - 5.6.2 Quorum:** One-third of the total Committee membership, inclusive of an officer, shall constitute a quorum.
  - 5.6.3 Agenda:** Agenda items shall be submitted to the Secretary at least seven days in advance.
  - 5.6.4 Election of Honorary Officers:** The Committee Members shall appoint from amongst their number three Honorary Officers at the first Ordinary Meeting following the AGM. In the event of insufficient volunteers coming forward to serve as officers, any vacant positions may be filled on a rotating basis.

## 6 Finances

The Practice shall meet the operating costs of the Group.

## 7 Alteration of the constitution

Any part of the constitution may be rescinded, amended or waived by a resolution passed at the AGM by a majority of at least two-thirds of the Members present. The proposed alterations to the constitution shall be submitted to the Secretary at least three weeks in advance of the AGM.

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### 8 Dissolution

- 8.1 Insufficient Committee membership:** In the event of insufficient membership, an extraordinary general meeting shall be convened to discuss the viability of the Committee.
- 8.2 Mechanism of dissolution:** The Group may be dissolved by a resolution passed at the AGM by a majority of at least two-thirds of the Members present. A motion of dissolution shall be submitted to the Secretary at least three weeks in advance of the AGM.
- 8.3 Distribution of assets:** Upon dissolution of the Group, any surplus assets remaining after the satisfaction of all debts and liabilities shall be transferred to the Practice and used for the benefit of the patients.

### 9 Adoption

The constitution was adopted unanimously on 29 February 2012 by the following members of the **maple surgery patient participation group**:

Emilio Ceraudo	Jenny Moyes, representative of the Practice
Patricia Daniels	Terri Pope
David Harper	Chris Stannard
Joyce Jarvis	L.M. Stockman

### 10 Revision history