

# Constitution of the Patient Participation Group

- NAME:** The name of the group shall be  
THE PATIENT PARTICIPATION GROUP (PPG)  
of the  
TODMORDEN GROUP PRACTICE
- OBJECT:** The object of the Group is to promote co-operation between the Practice and Patient to the benefit of both.
- AIMS:** The aims of the Group are for discussion of issues of general interest and benefit of all patients and staff. It is not for airing individual member's specific problems. The latter must be discussed with the Practice Manager at the surgery.
- FUND RAISING:** The Group has the option to raise funds for the purposes of improving surgery equipment or for medical related charities.
- HEALTH EDUCATION:** The Practice and the Group will discuss the practise of any health education needs of the community.
- COMMUNITY NEED:** The Group should have a role in assisting in the assessment of community needs to help the medical centre improve its service.
- PRIMARY CARE ORGANISATION:** The Group should be informed of the general practice policies relating to the PCT to which it belongs or its successors. The Group may express opinions on these policies on behalf of the patients. The Practice should give appropriate consideration to these options or its successor within their PCT.
- MEMBERSHIP:** Membership shall be open and free to all patients and staff of the Practice. There must be a minimum of 3 committee members and one officer to constitute a quorum at each meeting.
- COMMITTEE:** The committee shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and up to three committee members nominated and elected annually at the AGM. The committee and Group shall endeavour to meet not less than four times in any period between two AGMs and at such place as the secretary shall specify and agreed by the Chairman. The Committee shall manage the affairs of the Group and take action on its behalf to further the aims and in consultation with the Practice. At the meetings of the committee three members plus two officers shall constitute a quorum. The Committee may co-opt up to two people for specific purposes or any sub-group. Co-opted members are not eligible to vote. The Committee may fill any vacancy occurring among its numbers until the next AGM.

<b>FINANCE:</b>	All sums collected by the Group shall be handed to the treasurer who shall pay the same into an account in the name of the Group at a bank specified by the Committee. All cheques must be signed by any two officers. Out of pocket expenses on behalf of the Group shall be claimed at any committee meeting. Annual Associate Membership shall be paid to the NAPP.
<b>ANNUAL GENERAL MEETING:</b>	An AGM shall be held annually at its first meeting in the last quarter of the year. Notice of the time, day and place will given via the local press and notice boards in the Practice. If there is a newsletter published by the Group the notice must be posted in the newsletter distributed at a date prior to the AGM. Any item for the AGM must be sent to the secretary at least four weeks prior to the AGM.
<b>ELECTION OF COMMITTEE:</b>	All officers and committee members may offer themselves up for election annually at the AGM. If there is more than one nomination received for any position then a vote must be taken. The meeting shall decide whether it be by show of hand or a secret written ballot. In the event of a tie the presiding chairman of the meeting shall have a casting vote.
<b>NOTICE OF MEETINGS, MINUTES, EVENTS AND INFORMATION:</b>	Must be displayed prominently on the PPG notice boards in the surgery waiting room and Practice website.
<b>REPORTS AND ACCOUNTS:</b>	The committee shall present at each AGM a report of the activities of the Group and its own proceedings during the previous year, with a statement of account up to the end of the financial year on August 31st.
<b>DISSOLUTION:</b>	If upon the winding up or dissolution of the Group there remains after all debts have been paid any property whatsoever, the same shall be given to the Practice's chosen charity or any other medically related charities as decided by the officers.
<b>NOTICE AND APPLICATION OF CONSTITUTION:</b>	Any member of the group may request a fully copy of this constitution. A copy will be displayed on the notice boards and the Practice website.
<b>ALTERATION TO THE CONSTITUTION:</b>	Any of these rules may be rescinded, amended or waived at an AGM or Special Meeting called of which proper notice shall be given to all members. Two thirds of members of that meeting must agree to the alteration. No alteration shall be made that would cause the Group to cease to be attached to the NAPP. There must be a copy of the resolution at all meetings and no member shall act outside the Constitution.