



## ▣ **Name:**

The name of the group shall be **Windsor House Group Practice - Patient Participation Group**

## ▣ **Aims:**

The aim of the Group shall be to represent the patients and their perceived interests and opinions to the practice professional teams. To encourage development of high quality health promotions and care services via liaison with practice patients, community health workers, health authorities and other relevant interested parties.

The Group shall be non-party in politics and non-sectarian in religion, and shall be formed using the best principles of equality and diversity. The Group and the practice will make every effort to ensure that the constituent elements of the Group are representative of the practice patient demographic, with a range of patient interests represented.

The Group shall have power to affiliate to the National Association of Patient Participation Groups and to other organisations with similar objectives.

## ▣ **Membership:**

This shall be open to any patient of the Practice. Any patient may nominate themselves for election to the PPG at the Annual General Meeting. Removal of a patient from the practice list, for whatever reason, will disqualify continuing membership of the group.

The Practice and the Group may approach individual patients for potential membership.

## ▣ **Annual General Meeting:**

Once in each year, an Annual General Meeting shall be held at which any patient of the Practice shall be entitled to attend. The date of this meeting shall be advertised in the Practice not less than 14 days prior to the meeting.

The meeting shall be for the purpose of receiving the annual report from the PPG and the audited statement of accounts; of appointing PPG members; of making recommendations to the PPG and when necessary voting on proposals to amend this constitution.

The venue will be dependent on the number of potential attendees.

## ▣ **Special General Meeting**

A Special General Meeting shall be held if not less than one third of the voting members of the current PPG request it in writing, stating the reasons, to the Chairperson or Secretary.

The date of the meeting shall be advertised in the Practice for at least 14 days in advance and must be held within 21 days of receipt of a written request. The meeting shall be for the purpose of altering the constitution or of considering any matter referred to it by the PPG or for any other purpose.

#### **▣ The PPG and Executive:**

The Annual General Meeting shall elect up to 4 members who must be patients of the Practice. Any patient can nominate themselves. At its first meeting after the Annual General Meeting in each year the PPG shall appoint an Executive consisting of a Chairperson, Vice Chairperson, Secretary and Treasurer to which it may delegate any or all of its powers as it from time to time decide.

The PPG shall have the power to co-opt members from time to time provided that the total number of co-opted members does not exceed one half of the total of elected members.

Co-opted members who are patients of the Practice shall have an equal vote on PPG with the elected members. Other co-opted members shall not have any vote.

All members of the PPG and Executive shall retire annually at the Annual General Meeting but shall be eligible to be elected or co-opted again. Membership of the PPG shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

#### **▣ Voting:**

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote. In case of equality of votes the person chairing the meeting shall have a second or casting vote.

#### **▣ Quorum:**

One third of members shall form a quorum at meetings of the PPG. 6 members shall form a quorum at Annual General Meetings.

#### **▣ Minutes:**

Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions

#### **▣ Finance:**

All sums collected by the PPG shall be handed to the Treasurer who shall pay the same into an account in the name of the group at such bank or building society as committee may from time to time decide. All cheques must be signed by two members of the Committee from three nominated account signatories. Out of pocket expenses on behalf of the group may be claimed at any committee meeting. Annual associate membership shall be paid to N.A.P.P.

#### **▣ Report & Account:**

The Committee shall present at each Annual General Meeting a report of the activities of the Group and its own proceedings during the previous year, with a statement of accounts up to the end of the financial year on 31 March preceding the date of the AGM. The “year” ending 31 March 2016 will, exceptionally run from 1 October 2015.

#### **▣ Dissolution:**

If upon winding up or dissolution of the Windsor House Group Practice - PPG there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to the parent charity or other similar charity.