



# willow tree

## family doctors patient group

### Constitution

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#### NAME:

The name of the group shall be WILLOW TREE PATIENT GROUP (The Group).

#### ASSOCIATION:

The Group is affiliated to the National Association for Patient Participation (N.A.P.P.).

#### OBJECTIVE:

The Group is established is to promote health by fostering the highest possible standard of primary care through the medium of patient participation.

#### AIMS:

1 COMMUNICATION: Members of The Group should act as a communication channel between the Practice and the community in order to help patients use facilities to the best advantage and the Practice to implement policies and changes to services influenced by representative patient views. The Group may from time to time conduct surveys in conjunction with the Practice.

2 COMMUNITY NEEDS: The Group should have a role in assisting in assessment of community needs to help the Practice improve its service and reach those who may not access services easily.

3 HEALTH EDUCATION: To help promote health education and awareness on topics of interest and value to the patients and to co-operate with medical activities, where appropriate.

4 PROMOTION To promote, after discussion with the Partners, any other matter which is deemed to be in the interest of the patients and the Practice.

5. TO LIAISE WITH APPROPRIATE LOCAL GROUPS Such as the Kingsbury PPG, HealthWatch

6. FUND RAISING: The Group has the option to act as a focus for fund raising activities (in which case a Treasurer must be elected).

#### MEMBERSHIP:

Membership shall be open and free to all patients registered at the Practice.

#### COMMITTEE & OFFICERS:

The Committee shall consist of up to four Officers - a Chairman, Vice-Chairman, Secretary and Treasurer (if appointed) plus up to 6 other Group members nominated and elected annually. When required by the committee, the Practice will be represented by a Partner, and depending upon availability, a senior administrator or other staff as nominated by the Practice. Practice members are 'ex-officio' and so are not eligible to vote.

The Committee shall endeavour to meet not less than four times in any period between two AGM's, at such times and place as the Secretary shall specify as agreed by the Chairman. The Committee shall be empowered to manage the affairs of the Group and to take any action on its behalf to further the aims of the Group.

At the meetings of the Committee, three members plus one officer shall constitute a quorum.

The Committee may fill any casual vacancy occurring among its number until the AGM of the Group. The Committee may co-opt any member for specific purposes of the Committee or any sub-group. Co-opted members are not eligible to vote.

All members of the Committee shall be at least 18 years old.

Minutes shall be taken and kept and approved at the following meeting as a true record of the meeting.

#### FINANCE:

In the event that the Group raises funds all such funds 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 such bank or building society as Committee may from time to time decide. Any two Officers of the Committee must sign all cheques. Accounts will be kept and presented at the AGM.

Out of pocket expenses on behalf of the Group shall be claimed at any Committee meeting. If funds are not raised for the purpose, the reasonable day to day running expenses of the Group will be met by Willow Tree Family Doctors but any single sum of money required in excess of £10 will be agreed in advance by the representative Partner and receipts provided.

Annual associate membership shall be paid to N.A.P.P.

#### ANNUAL GENERAL MEETING:

An AGM shall be held annually. Notice of the day, time and place will be given via the notice boards, and Group Newsletter and website. Notice of the meeting shall be posted a minimum of 21 days beforehand. Any item for the agenda shall be sent to the Secretary for consideration at least seven days prior to the AGM date. 11 members shall constitute a quorum.

#### SPECIAL GENERAL MEETINGS

May be called at any time by the Committee to discuss developments or matters that arise or that require wider consultation. No quorum is necessary unless a vote is to be taken, in which case the quorum is 11 members.

#### ELECTION & RETIREMENT OF COMMITTEE MEMBERS:

All Officers and Committee may offer themselves annually for re-election at the AGM. If more than one nomination is received for an Officer position then a vote must take place. In the event of a tie the Chairman has the casting vote.

#### 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, if any, up to the end of the financial year on 30th June preceding the date of the AGM.

#### DISSOLUTION:

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

#### NOTICE & APPLICATION OF CONSTITUTION

Any member of the Group shall upon request be supplied with a copy of this Constitution

#### ALTERATION TO THE CONSTITUTION

This Constitution may be rescinded or amended or waived by a resolution passed at an AGM or a Special Meeting of which proper notice shall have been given to all members, by a two-thirds majority of the members present and voting. Provided that no alteration shall be made which would cause the Group to cease to be affiliated to N.A.P.P. Reg. Charity No 292157.

Date: 6.9.11

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