**Constitution of Queenhill Medical Practice Patient Participation Group**

**(QMP PPG)**

1. **Group Title:**

The Group shall be called the Queenhill Medical Practice Patient Participation Group (QMP PPG) and shall have power to affiliate to the National Association for Patient Participation (N.A.P.P.). The annual membership subscription paid to N.A.P.P. shall be paid by the Practice.

1. **Aim of the Group:**

The Aim of the Group is to promote co-operation between the Practice and patients and should be used as a forum for patient information and communication.

1. **Membership:**

Membership of the Group shall be open to all registered patients (aged over 16) and all members of staff of the Practice.

The Group shall be non-party in politics and non-sectarian in religion.

Membership does not confer any prior claims on the Practice or any rights of preferential treatment.

The Group is not a vehicle to resolve any patient’s own personal issues.

Membership of the Group will terminate when a member ceases to be a patient or staff member of the Practice.

**4**  **Organisation of the Group:**

 The Group’s activities will be organised by a group of volunteers who are registered patients of the Practice.

 The Group will be led by an elected Chairman and supported by an elected Secretary and an elected Treasurer.

 Any member of the Group may attend Group meetings.

 A member of staff of the Practice may attend Group meetings in an ex-officio capacity.

 Administrative assistance will be provided by the Practice.

 The Group’s accounts shall be audited by the by the Group, if required.

Page 1 of 2

**5 Group Meetings:**

The Group will meet at least four times a year. Minutes will be kept of meetings.

Notice of meetings, minutes of meetings and information about the Group’s activities shall be circulated by e-mail to Members who have given the Group an e-mail address, and shall be displayed on the Practice notice boards and website.

The Group has no funding for postal communication to members. Members should regularly check the Practice notice boards and website for up-to-date information.

Where necessary at the meetings all matters will be decided by a majority vote of those present and in the event of a tie the Chairman will have the casting vote.

**6 Annual General Meetings:**

 An AGM of the Group will be held each year either in January or February and at least 21 days’ notice must be given by the Group through the Practice’s notice boards and website.

 Any items to be added to the AGM agenda must be forwarded to the Secretary at least 10 days before the meeting.

**7 Alterations to the Constitution:**

 Any alterations must be arranged through a resolution passed at the AGM or at a special meeting of which proper notice shall have been given to all members.

Page 2 of 2

Revised and approved 16 January 2018