



Gnosall Patients' Forum



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# **GNOSALL PATIENTS' FORUM**

## **Constitution**

### **1. Name.**

The name of the Association is Gnosall Patients' Forum, hereafter referred to as the Forum.

### **2. Aims.**

The Forum is run by and for the patients of Gnosall Health Centre (GHC).

The aim of the Forum is to establish the preservation and protection of good health and the advancement of health education, for the people living in Gnosall and surrounding areas, through the mode of patient participation, primarily via debate and feedback to GHC.

The primary role of the Forum is to support patients in obtaining the best possible primary care and to promote good communication between patients of GHC and the providers of their health care.

The Forum will strive to represent the patients of GHC by holding the majority of its meetings openly, advertising these meetings, communicating important issues to the locality, organising events and working in partnership with other local organisations and groups.

In furtherance of the aims, but not otherwise, the Forum may exercise the power to:

- (i) Promote the health and well being of the patients of GHC.
- (ii) Publicise and promote the work of the Forum and organise meetings and events etc.
- (iii) Co-operate with other voluntary bodies, charities and statutory authorities operating in furtherance of the aims or similar charitable purposes and to exchange information and advice with them.
- (iv) Employ such staff and volunteers (who shall not be members of the Forum) as are necessary for the proper pursuit of the aims.
- (v) Take any form of lawful action, which is necessary for the achievement of the aims.
- (vi) Invite and receive contributions and raise funds where appropriate, to finance the work of the Forum, and to open a bank account to manage such funds.

### **3. Membership**

(i) Membership of the Forum shall be open to:

(a) All patients of GHC, including temporary patients of the GHC practice area.

(b) Individuals (over the age of 18 years) and any body corporate or unincorporated association who are interested in furthering the Forum's work (any such body being called in this constitution a 'member organisation') and Staff members of GHC are eligible to become associate members of the Forum but are not able to vote.

(ii) In order to become a member individuals must attend at least two general Forum meetings and then make a request via the any member of the Forum, who will then inform the secretary and the

chair. A decision will be made at the following Forum meeting by the existing members. Successful applicants will be added to the membership list, which will be reviewed at each AGM.

(iii) Every member shall have one vote.

(iv) Where it is considered detrimental to the aims of the Forum, the Forum shall have the power to refuse, terminate or suspend the membership of any member by a resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator, determined by mutual agreement of the Forum.

#### **4. Officers**

(i) The Forum shall be administered by a minimum of three officers and members of the Forum.

(ii) At the annual general meeting of the Patients' Forum the members shall elect from amongst themselves a chair, a vice-chair, a secretary and a treasurer, who shall hold office from the conclusion of the meeting. Nobody shall be appointed as an officer who is aged less than 18 years.

(iii) All officers shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

(iv) An elected officer of the Forum shall cease to hold office if he or she is absent from all Forum meetings held within a period of six months.

#### **5. Meetings**

(i) The Forum shall hold at least four and not more than six monthly meetings each year (August/December excluded). Meetings shall enable the Forum to discuss actions and monitor progress to date, and to consider future developments.

(ii) All members shall be given at least fourteen days notice of when a meeting is due to take place, unless it is deemed an emergency.

(iii) At least two officers of the Forum along with three members must be present in order for decisions to be made.

(iv) It shall be the responsibility of the Chairperson to chair all meetings, or a designated deputy in his/ her absence. All meetings must be accurately minuted and fully accessible to interested parties. Minutes will be sent to all members on the membership list. All members will be issued with a copy of the constitution.

(v) Every matter shall be determined by a majority of votes of the members of the Forum present and voting on the question, but in the case of equality of votes the chair of the meeting shall have a second or casting vote.

(vi) The Forum shall meet on the third Wednesday of every month unless the Forum issues a notice not later than seven days before a scheduled forum meeting to all members cancelling or rescheduling such meeting.

(vii) All meetings will be open meetings, accessible to all patients and staff members of GHC; however, special meetings or sections of meetings may be closed so that Forum members can discuss appropriate issues.

(viii) The Forum may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

(ix) The Forum may appoint one or more working groups consisting of three or more members of the Forum for the purpose of making any inquiry or supervising or performing any function or duty that in the opinion of the Forum would be more conveniently undertaken or carried out by a working group, provided they fully and promptly report to the Forum.

(x) There shall be an annual general meeting called by the elected officers, which shall be held in the month of October in each year or as soon as practicable thereafter. The secretary shall give at least 21 days notice of the annual general meeting to all members of the Forum and advertise publicly. All members are entitled to attend and vote at the meeting. Before any other business is transacted at the AGM the members shall elect a chair for the meeting. The Chair and Treasurer

shall present the reports and accounts of the Forum for the preceding year. Nominations for elected officers will be made at the meeting.

(xi) Any member of the Forum who has a personal or professional interest in an item under discussion in a meeting shall withdraw from that section of the meeting.

(xii) Should an officer leave the Forum an extraordinary annual general meeting may be called by the elected officers. The secretary shall give at least 14 days notice of the extraordinary annual general meeting to all members of the Forum.

## **6. Finance**

(i) The funds of the Forum, including all donations, contributions and bequests shall be paid into an account operated by the elected officers. All cheques drawn on the account must be signed by at least two signatories as agreed by the Forum. All funds must be applied to the aims of the Forum and for no other purpose.

(ii) The treasurer shall keep accounting records and prepare an annual statement for the Forum. He/she will ensure funds are utilised effectively and the Forum stays within budget.

## **7. Alterations to the Constitution.**

The constitution may be altered by a resolution passed by not less than three quarters of the members present and voting at a Forum meeting.

## **8. Dissolution**

If it is necessary or advisable to dissolve the Forum, the officers shall call a meeting of all members, giving not less than 21 days notice (stating the terms of the resolution to be proposed).

If the proposal is confirmed by a three quarters majority of those present and voting, the Officers shall have the power to realize any assets held by or on behalf of the Forum. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institutions having aims similar those of the Forum.

Signed: Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member

Date of adoption: 3<sup>rd</sup> June 2009