

Constitution of Montgomery Medical Practice Patients' Association

1. Name

The Montgomery Medical Practice Patients' Association (MMPPA) is the representative body of the patients registered with Montgomery Medical Practice, Montgomery, and with the branch surgery at St David's House, Newtown.

It is a voluntary organisation and fulfils the role of a Patient Participation Group (PPG) for Montgomery Medical Practice. It is non profit-making.

2. Purpose and Aims

The purpose of the MMPPA is to advance the health and wellbeing of the community served by Montgomery Medical Practice, and its branch surgery St David's House, Newtown.

The MMPPA will do this by:

- Representing the views of patients and the wider community
- Promoting effective communication between patients, and the Practice
- Encouraging patient involvement in the development and improvement of services
- Supporting health promotion activities and patient education
- Fostering understanding of the Practice's services, constraints, and priorities
- Raising funds, receiving grants and donations, in order to carry out its activities
- Administering, in conjunction with the Medical Practice, funds received by the MMPPA to purchase equipment and resources that benefit the Practice and its patients
- Agreeing on an annual basis, and monitoring during the year, the amount of these funds that can be used on communications and engagement (promotional budget) to raise awareness of the MMPPA
- Offering appropriate publicity relating to practice matters, health campaigns and local health information
- Representing the interests of Montgomery patients, where possible, in engagement with local, regional and national bodies.

The MMPPA will work collaboratively with the Practice. It has an advisory and supportive role and does not engage in individual clinical matters or individual complaints.

3. Membership

3.1 Membership of the MMPPA will be:

- Patients of the Medical Practice, and its branch surgery.
And
- One representative from each of the Community or Parish Councils in the several villages served by the Medical Practice (Montgomery, Abermule and Llandyssil,

Newtown, Sarn and Kerry, Churchstoke, Berriew, Welshpool, Manafon, Tregynon and Leighton). These representatives must be patients of the Practice and nominated by their Council.

The number of members of the MMPPA is up to 20. The number of members may be varied at an AGM.

3.2 Appointment and termination of Membership

Membership is voluntary. Members are elected at the Annual General Meeting.

The MMPPA has the power to co-opt other members during the year where specialist knowledge or improved representation is needed, provided that the total number of co-opted members does not exceed one quarter of the total of elected members.

Members may resign at any time by notifying the Chair or Secretary.

The MMPPA may terminate membership if a member's conduct is deemed detrimental to the Group, subject to a majority vote. A Code of Conduct will be drafted for members of the MMPPA.

Members are expected to send an apology to the Chair /Secretary if they are unable to attend a meeting and repeated non-attendance at three concurrent meetings may lead to a termination of membership.

3.3 Equality, Diversity and Inclusion

The Association is committed to equality of opportunity and will not discriminate in accordance with Equality Act 2010.

4. Officers

The Officers of the MMPPA are the Chairman, Vice-Chairman, Secretary and Treasurer who will be elected by the MMPPA at the Annual General Meeting for a term of three years. This term may be renewed if the individual wishes to stand for re-election. Any member may stand for election as an officer.

A Communications Officer may be elected, if the MMPPA deems it appropriate.

5.Meetings

5.1 Regular Meetings

MMPPA meetings will be held quarterly, with additional meetings as required. Meetings may be held in person, virtually, or as a hybrid. Members of the Medical Practice are invited to attend.

Minutes of meetings and financial reports will be available on the web site and the notice board in the Practice.

5.2 Annual General Meeting (AGM)

The Annual General Meeting of the MMPPA will be the first meeting after the end of the

financial year in order that the Treasurer may present the accounts. Members of the Medical Practice are invited to attend as observers.

Notice of the Annual General Meeting will be posted in suitable places at least two weeks before the meeting.

The business of the AGM should include: receiving the annual report of the MMPPA, receiving the Treasurer's report and annual accounts, election of members, election of Officers (when appropriate), approval of the promotional budget, review of the constitution (when required), any motions duly submitted and Any Other Business.

5.3 Extra-ordinary General Meeting

An Extra-ordinary General Meeting (EGM) should be called if not less than one-third of voting members of the committee request it in writing to the Chair or Secretary, stating the reason.

The EGM should be held within 21 days of receipt of the written request. Notice of the meeting, including the reason for calling it, should be given to all members at least 14 days in advance.

5.4 Quorum

At all meetings, a minimum of 7 people attending, including at least one officer, shall form a quorum with the Chairman having the casting vote.

5.5 Voting

Each member, including co-opted members, shall have one vote. Decisions shall be made by simple majority, except where otherwise stated. In the event of a tie, the Chair shall have a casting vote.

6. Finance

The financial year of the Association runs from 1 April to 31 March. The Treasurer must keep proper accounts of all income and expenditure. Financial information will be available at all the MMPPA meetings.

The MMPPA's rules for signing and financial authorisation of expenditure are: two signatories for cheques. Online transactions can be authorised by one signatory with agreement from at least one other signatory via email.

7. Confidentiality and Data Protection

Items discussed at meetings which are declared confidential should not be discussed by any member outside the meeting.

Members should not disclose personal or sensitive information about patients, staff or other members learned through the work of the MMPPA.

Each member will be asked to sign a confidentiality statement.

The MMPPA should handle personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. The Secretary should maintain a membership list and should not share personal contact details without consent.

8 Conflicts of Interest

Any Officer or committee member who has a personal or financial interest in a matter under discussion should declare that interest and withdraw from the discussion and any vote on that matter.

A register of declared interests should be maintained by the Secretary.

9. Amendments to the Constitution

This Constitution may be amended at an AGM or Extraordinary General Meeting (EGM). Proposed amendments must be circulated to members at least two weeks in advance of the meeting.

Amendments to the Constitution shall require a two-thirds majority of members present and voting.

10. Dissolution

The Group may be dissolved by a resolution passed at an AGM or EGM. Any remaining funds shall be transferred to Montgomery Medical Practice or to a local health-related charity, as agreed by the members.