

Friends of Highgate Surgery PPG

Constitution 2013

Title of the Group

The group shall be known as The Friends of Highgate Surgery.

Aims of the Group

The aim of the group is to promote co-operation between the Practice and patients, to the benefit of both and does not exist to serve as a channel for individual or personal concern. It is for the wider benefit of the practice community.

Our Objectives

- The Group will establish a system of communication with all patients of the practice so that their views and concerns are forwarded to ensure continuous improvement.
- The Group will also communicate news and information from the practice to the patients.
- The Group will liaise with other PPGs (Patient Participation Groups) in the area in all activities for the mutual benefit of practices, patients and PPGs.
- To raise, to invite and receive contributions from any person or persons and otherwise any type of fund raising as designated by the committee.
- To do all such lawful things that will further the aims and objectives of the Group.

Members of the Group

- Membership is open to all patients and members of staff of the practice over the age of 18 years old.
- Membership is purely voluntary.
- The executive committee will consist of a Chair, Deputy Chair, Secretary and Treasurer who shall be patients together with up to six members, one of which should be a member of staff representing the practice. All officers will be honorary.

Meetings of the Group

- The Group will meet no fewer than four times per year between annual general meetings at such a time and place as the secretary shall specify, on the instructions of the chairman.
- The Group will provide notices of meetings and information concerning group activities via the PPG noticeboard provided within the surgery waiting room and on the Group's web page.
- The annual general meeting will be held in October or as soon thereafter as practicable and be advertised 3 weeks before, in the surgery, on the Group's webpage and in the local paper.
- The annual general meeting agenda will include a presentation of work done through the year and a presentation of the audited accounts for the year.

Dissolution

If it is the decision of two thirds of the committee to dissolve the PPG then a Special General Meeting shall be called with the secretary posting a notice in the surgery and in the village at least 3 weeks before the meeting. If a motion to dissolve the PPG is carried by the majority, the surplus funds and assets (if any) shall not be distributed among the membership but shall be given or transferred to such other charitable institutions having objectives similar to the Friends of Highgate Medical Centre.