Sandy Lane and St Peters’ Patient Group Constitution V4

**Amended and Adopted at the AGM 20th May 2024**

**1 Name:** The charity’s name is “Sandy Lane and St. Peters’ Patient Group “

**2 The Purposes of the Charity are:**

To promote effective liaison between the Sandy Lane and St. Peters’ Surgery staff and patients. To support the Surgeries in providing healthcare to its community. To assist with research and surveys on behalf of the Surgeries. To assist the work of the Surgeries in any agreed way to include:

1. Improving communication between Patients and the Surgeries

2. Arranging health promotional events in partnership with the Surgeries and Staff

3. Conduct surveys and research on behalf of the Surgeries.

4. Assisting with Surgery activities as appropriate [eg. Meeting & greeting patients. Assisting at vaccination clinics]

5. Assist with the implementation of policies representing the views of patients

6. To liaise with the Surgery Staff regarding any issues that may cause concern within the patient community.

7 Occasionally to raise funds for the benefit of the patients of the Surgeries

**3 Patient Representatives [Trustees]:**

The charity shall be managed by a committee of Patient Representatives who are appointed as Trustees at the Annual General Meeting (AGM) of the charity.

**4 Carrying Out the Purposes [Powers]:**

To carry out the charitable purposes, the trustees have the power to:

1. Raise funds, receive grants and donations
2. Apply funds to carry out the work of the charity
3. Co-operate with and support other charities with similar above outlined purposes
4. Do anything which is lawful and necessary to achieve the above outlined purposes

**5** **Membership:**

1. The charity shall have a membership. People who support the work of the charity, who are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for as long as the member remains a patient at the Surgery or they choose to leave. The trustees will keep an up-to-date membership list.
2. Membership is open to registered patients and a maximum of 2 members of the Surgery Staff.

The trustees may remove a person’s membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

Trustees can resign at any time.

1. **Annual General Meeting:**
2. The AGM must be held every year, between with 14 days’ notice given to all members and displayed in the Surgery, informing them what is on the agenda.
3. The AGM will be held within a 12-week period before or after the previous AGM
4. Minutes must be kept of the AGM.
5. There must be at least 5% members present at the AGM.
6. Chair, Secretary and Treasurer will be elected [For a one-year role]
7. Every member has one vote.
8. The trustees shall present the annual report and accounts.
9. Any member may stand for election as a trustee.
10. Members shall elect between 3 and 12 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

**7 Trustee Meetings:**

1. Trustees must hold at least 4 meetings each year but preferably 6. At the AGM a chair, treasurer and secretary will be elected. Trustees may act by majority decision.
2. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
3. If trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.
4. The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

**8 Money and Property:**

1. Money and property must only be used for the charity’s purposes.
2. Property can be gifted to the Sandy Lane and St. Peters’ Surgery for the continued benefit of its patients
3. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
4. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
5. Money must be held in the charity’s bank account. All cheques must be signed by 2 trustees.

**9 General Meetings:**

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a **General Meeting** so that the membership can make the decision. Trustees must also call a **General Meeting** if they receive a written request from a majority of members. All members must be given 14 days’ notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

**Winding up:**

Any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

**Changes to the Constitution:**

Changes **c**an be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

**General Meetings:**

A General Meeting can becalled on written request from a majority of members**.**

Trustees may also call a General Meeting to consult the membership

**10 Setting up of the Charity:**

The constitution was first adopted on 29th March 2017 and has been updated four times. This version [Version 4] was adopted at the AGM on 20th May 2024