

RULES

1. Name

The name of the Association shall be 'The National Association for Patient Participation', hereafter called the Association

2. Objects

The object for which the Association is established is, through the medium of patient participation, to promote the relief of sickness and preservation and protection of health for the public benefit by fostering the highest possible standard of primary medical care through the medium of patient participation.

3. Powers

In furtherance of these objects but not otherwise, the Association shall have the following powers:

To assist and advise patients, healthcare professionals and primary care organisations in the establishment and support of models of patient participation, particularly Patient Participation Groups. (PPGs).

To collect and disseminate information, by the use of all appropriate media of communication, on matters relating to patients' participation within the NHS primary healthcare systems.

To formulate policy on issues relating to patient participation.

To make public comment based on such policy.

To promote, conduct and/or commission research, and disseminate the results, (whether by its own officers and servants or by the agency of others) on matters concerning patient participation in primary healthcare.

To provide a system of affiliation whereby patient participation groups obtain membership of the Association in order to receive continuing support and advice.

To investigate and establish links with systems of patient involvement in other countries.

To assist other organisations in pursuit of the principal object of the Association by way of gift or loan of money applied for charitable purposes or by making available facilities for research within the meaning of sub-clause (e) above.

To edit, print and publish periodicals, journals, pamphlets and other material for distribution to members of the Association and others.

To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges necessary for the promotion of the objects of the Association and to construct, maintain and alter any buildings or erections for the use of the Association.

To sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association, subject to such consents as may be necessary by law.

To undertake and execute any charitable trusts which may be lawfully undertaken by the Association and may advance its objects.

To negotiate funding to support the objects of the Association.

To invest the monies of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.

To establish and support or aid in the establishment and support of any charitable association or institutions and to subscribe or guarantee money for charitable purposes in any way connected with the purposes of the Association or calculated to further its objects.

To do all such other lawful things as shall further the principal object of the Association.

4. Membership

Membership shall be open to all Patient Participation on payment of such annual subscriptions as shall be decided from time to time by the Committee (q.v.)

Associate membership shall be open to individuals and organisations on payment of such annual subscriptions as shall be decided from time to time by the Committee. Associate members shall be entitled to all the rights of membership except voting rights and Associate Membership shall be in accordance with such terms and conditions as the Committee shall from time to time decide.

5. Subscription

The annual subscription of members to the Association such a minimum sum as the Annual General Meeting may determine. The Committee may at its discretion waive the whole or part of a member's subscription.

Subscriptions are paid annually on the anniversary of the first affiliation payment

No member shall be entitled to vote at any meeting whilst subscriptions are in arrears. Failure to renew membership within three months of the issue of a reminder may be regarded as resignation by the member concerned.

6. Presidents and vice-presidents

There may be a President of the Association and one or more Vice-Presidents who shall be nominated by the Members and may be elected at an Annual General Meeting. The President and Vice-Presidents shall not be ex-officio members of the Association but they shall be entitled nevertheless to notice of and be present at and speak at General and Extraordinary General Meetings of the Association, but they shall not be entitled to vote at such meetings unless they are representatives of their group.

7. Committee and officers

The Committee shall consist of trustees, the president, vice presidents and co-opted members. Only trustees are voting members.

Regional co-ordinators for Northern Ireland, Scotland, Wales and the English regions and up to six other Committee members are nominated as trustees and elected annually by the members.

The Committee shall endeavour to meet not less than four times in any period between two Annual General Meetings at such time and place as the Secretary shall specify on the instructions of the Chairman.

The Committee shall be empowered to manage the affairs of the Association and to take any action on its behalf to the objects of the Association.

At the meetings of the Committee, one third of the members plus one, including at least one Committee Officer, shall constitute a quorum. In the event of equality of voting, the Chairman will have the casting vote.

The Committee may fill any casual vacancy until the Annual General Meeting of the Association.

The Officers of the Committee, Chairman, Vice-Chairman, Secretary and Treasurer, shall be elected by the committee members from amongst their number, and will hold their posts for up to three years, after which they must retire, but may offer themselves for re-election. The office of Chairman may not be held for any continuous period in excess of three years.

8. Co-opted members

The Committee may from time to time co-opt, for any period not exceeding twelve months from the date of the last preceding Annual General Meeting, persons to serve in a non-voting capacity on the Committee or any Sub-Committee, and may renew such appointments from time to time.

9. Association property

The Subscription and all other property acquired for the purposes of the Association are to be placed in the hands of Trustees. The income and property of the Association shall be applied solely towards the promotion of its objects and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Association and no member of the Association shall be appointed to any office of the Association paid by salary or fees, or receive any remuneration or other benefit in money or monies worth from the Association or by reason of any activity carried out on behalf of the Association; provided that nothing herein shall prevent any payment in good faith by the Association.

- The Trustees may deal with the property of the Association vested in them by way of sale, mortgage, charge, lease or otherwise as directed by the Committee. A certificate signed by the Secretary shall in favour of persons dealing with the Trustees be conclusive evidence that the Trustees have acted in accordance with the directions of the Committee.
- All sums collected shall be handed to the Treasurer who shall pay the same into an account in the name of the Association at such bank as the Committee may from time to time decide. Cheques signed by the Treasurer alone may be drawn on the said account up to £50.
- Cheques for over £50 must be signed by any two mandated officers.

10. Meeting

An annual general meeting shall be held on a date notified to members at least eight weeks in advance. Resolutions and motions to be presented by the committee shall be issued at that time.

Requests for additional motions and resolutions shall reach the secretary at least six weeks before the date of the meeting and be signed by the proposer and seconder.

Written notice of the day, hour and place of the Annual Meeting and of the business to be transacted shall be sent to each member at least four weeks before the date of such meeting.

The Chairman may, at his discretion, allow any minor matters, of which formal notice has not been given, to be discussed and determined at the Meeting. Substantive matters may only be voted on if they have been notified on the Agenda for the meeting circulated to all members as above. The accidental omission to send a notice of a meeting to a member shall not invalidate that meeting. The Committee or one third of the Members of the Association may by notice in writing to the Secretary specify the business to be transacted, require the convening of a Special Meeting of the Association. The Secretary shall within seven days of receipt of such notice convene such a meeting by due notice as specified for the Annual General Meeting.

Members may attend and speak at Annual General Meetings but may not vote unless they are the appointed representative of their member group or a trustee of the Association.

The President, Chairman of the Committee, the Vice-Chairman, or in their absence a person appointed by the Committee, shall preside at such Annual General or Special Meeting.

11. Election and retirement of committee members

Regional Co-ordinators should be elected by the affiliated Groups of their Region, and after three years in post should offer themselves for re-election at their Regional Meeting or postal ballot. Their appointment is subject to confirmation by the Officers of the Committee. In areas where no Regional Co-ordinator has been proposed, the Committee may itself make such an appointment. The Remaining six members of the Committee should offer themselves annually for re-election at the Annual General Meeting, at which time other nominations may also be voted upon, provided that these nominations, proposed and seconded by affiliated Groups, are forwarded to the Secretary at least six weeks before the date of the Annual General Meeting, and also provided that the consent of the person nominated has first been obtained.

12. Voting

At an Annual General Meeting or Special Meeting, unless a majority of those present call for a secret ballot, a resolution or motion put to the meeting shall be decided on a show of hands. The representative of each member group present in person or by proxy shall have one vote. A group wishing to vote by proxy may give a written authorisation to any person to vote on its behalf. In the event of an equality of votes, the Chairman may at his discretion exercise an additional casting vote.

13. Report and account

The Committee shall present at each Annual General Meeting a report of the activities of the Association and its own proceedings during the previous year up to 31st March. The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

The keeping of accounting records for the Association.

The preparation of annual statements of account of the charity

The auditing or independent examination of the statements of account of the Association.

The transmission of the statements of account of the Association to the Charity Commission

14. Expulsion

If the Committee at anytime are of the opinion that the expulsion of a member is desirable in the interests of the Association, they may expel that member, but on expulsion, such member shall have the right of appeal to an Annual General Meeting or a Special Meeting.

15. Dissolution

The Association may be dissolved by a resolution passed by a two thirds majority of those present and voting at an Annual General Meeting or a Special Meeting.

If upon the winding up or dissolution ion of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Association, but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Association, as shall be determined by the Association with the approval of the Charity Commissioners or other authority having jurisdiction under the Charities Act 1980, and in so far as effect cannot be given to this provision, then to some other charitable purpose.

16. Notice and application or rules

Each member of the Association shall upon admission be supplied with a copy of the rules of the Association by the Secretary. The decision of the Committee upon any question of the interpretation thereof or upon any matter whatsoever affecting is final and binding on the members.

17. Alterations to the rules

Any of these rules may be rescinded or amended or waived by a resolution passed at an Annual General Meeting or a Special Meeting of which proper notice shall have been given to all members, by a two-third majority of the members present and voting.

PROVIDED that no alteration to Rule 2, Rule 15 or this Rule shall be made without the approval of the Court or the Charity Commissioners or other authority having charitable jurisdiction, and provided further that no amendment shall be made which would cause the Association to cease to be a charity in law.

