

## Constitution

### 1. Name

West Sussex Practice Managers Association (WSPMA)

### 2. Mission Statement

To give an influential voice to Practice Managers within West Sussex

### 3. Objectives

- To influence Policy and Procedure within West Sussex & within the wider NHS.
- To create meaningful partnerships with the PCT, LMC, Provider Organisations and primary care.
- To gather and give feedback to and from West Sussex Practice Managers, collate information and present it the PCT, PBC Consortiums and nationally to the NHS Alliance and/or Government.
- To provide a forum for supporting and mentoring Practice Managers
- To ensure provision of training/education specific to Practice Managers

### 4. Aims

- Set up regular meetings with a representative from each locality.
- To create a network of Practice Managers in West Sussex
- To represent Practice Managers at key Meetings and other Strategic groups

### 5. Membership

- (a) Membership of WSPMA shall be open to any Practice Manager who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.
- (b) Every member shall have one vote at general meetings.
- (c) The Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- (d) Registration and termination of membership.

\* Any member of the association may resign his/her membership and any representative of a member organisation or section may resign

such position, by giving to the secretary of the association written notice to that effect.

- \* The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

## **6. Management**

- (a) WSPMA shall be administered by the Committee of not less than three (3) people and not more than thirteen (13) members elected at the group's Annual General Meeting. Committee Members must be at least 18 years old. They shall hold office until the end of the next Annual General Meeting following their election. Members may offer themselves for re-election except that the Chair should hold office for a maximum of 3 years.
- (b) The officers of the Committee shall be:  
  
The Chairperson  
The Vice Chairperson  
The Treasurer  
The Secretary  
The Communications Officer  
  
and such other officers the group shall deem necessary at the meeting.
- (c) The Committee shall meet bi-monthly.
- (d) The quorum for a meeting shall be five (5).
- (e) The committee shall be accountable to the members at all times.
- (f) All meetings must be minuted and available to any interested party.
- (g) All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting
- (h) At least three (3) Officers must be present for the Committee meeting to take place
- (i) Voting at Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.

- (j) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee

## **7. Finance**

- (a) Any money obtained by the group shall be used only for the group.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) Any cheque issued shall be signed by at least two of any three nominated signatures.
- (d) The Committee will ensure that the group stays within the budget.

## **9. Annual General Meeting**

- (a) The WSPMA shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- (b) Where possible members shall be notified personally by email, otherwise notice will be deemed served by advertising the meetings on the website, giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
  - \* Receiving a report from the Chairperson of the group's activities over the year.
  - \* Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
  - \* Electing a new Committee and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be committee members.

## **10. Alteration of the Constitution**

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.

- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

**11. Dissolution**

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

**12. Adoption of the Constitution**

This constitution was adopted by the members present at the AGM held on:

11<sup>th</sup> June 2010

Signed:

.....  
(Chair)

..... (Vice Chair)

..... (Secretary)

..... (Treasurer)

..... (Communications)

..... (Member)

..... (Member)

..... (Member)