



Nailsworth Health Partnership (NHP)

Constitution – As revised 13th January 2013

Who are we?

NHP is a voluntary association of interested individuals and representatives of health providers in the local community. It is centred on Nailsworth, Gloucestershire

Our mission statement/aims

NHP aims to work together

- To promote a healthier lifestyle in a healthier environment
- Provide and share information and education to supplement and to improve existing health related activities in our local community

Rules of Group

1. Membership of NHP is open to all or any of the following
 - a. Individuals who live or work in Nailsworth, Horsley and the surrounding area
 - b. Health providers – both statutory, private and complementary who offer services to the residents of Nailsworth and the surrounding area
 - c. Organisations and individuals who aim to promote a healthier life style for residents of the Nailsworth area
2. Membership of NHP is shown by the completion of a form giving contact details and accepting these rules
 - a. Information about members (name, address and contact details) will only be used for the purposes of the NHP
3. NHP will meet at least 3 times a year
4. At least once a year one of the meetings (to be called the Annual Meeting) will be for the election of officers and the presentation of the annual accounts
 - a. Notification of the annual meeting should be given to all members at least 3 weeks before the date of the meeting. This notification should include nomination forms for the posts of officers and the draft agenda
 - b. Completed Nominations forms should be sent to the Secretary at least 10 days before the meeting
 - c. If a member is unable to attend the annual meeting and they wish to vote for officers they should let the Secretary know at least one week before the annual meeting and the Secretary will



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- send them a voting paper which should be returned to the Secretary before the meeting
- d. The final agenda for the Annual Meeting will be published 5 days before the date of the meeting
 - e. Officers must be proposed and seconded by members of NHP
 - f. Only members of NHP can vote for officers
 - g. If there is more than one nomination for an officer, then a ballot will be held
 - h. If there is a need for a ballot, then this will be done by counting the paper votes of those unable to attend and a show of hands by the members present at the meeting
 - i. Officers of NHP usually serve for 2 years but must stand for election or be confirmed in post at the annual meeting
 - j. Officers of NHP are not expected to serve for more than 4 years in succession
 - k. The names of the signatories of the bank account will be confirmed at the annual meeting
5. Officers of NHP
- a. Chairperson. As well as chairing the meetings the chair will set and circulate the agendas before the meeting
 - b. Vice Chairperson
 - c. Secretary whose role is to take the minutes of the meetings and circulate them after the meeting. They will also keep a record of members
 - d. Treasurer whose role is to maintain the accounts of the NHP (transactions both income and expenditure)
 - e. Other officers as necessary
6. Finances
- a. NHP will set up a deposit bank account where there are at least 3 authorised signatures, all of whom must be members of NHP
 - b. To withdraw money from the account there must be signatures from any 2 of the 3 authorised signatures
 - c. Accounts will be presented by the treasurer to the membership at least annually
7. Sub Groups
- a. NHP will set up sub groups as deemed necessary to promote the aims of the group.
 - b. Each sub group will select its own chair and a representative report to the main meeting of their activities
 - c. A representative from each group will serve on the management committee



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8. NHP is a not for profit organization. Any surplus funds will be used to promote the aims and objectives of the group

9. Determination of Quorum
 - a. A quorum is when more than 10% of the membership are present at any formal meeting of the group.
 - b. In the event of a tie the chair will have the final casting vote
 - c. If there is not a quorum then decisions will be referred to the membership by correspondence (this includes post and email) or deferred to a future meeting

10. Changes to the constitution
 - a. Changes to the constitution can only be made at the Annual Meeting and proposed changes will be published with the agenda 5 days prior to the meeting
 - b. Members wishing to propose changes to the constitution should inform the Secretary 10 days before the meeting
 - c. Only members can vote on changes to the constitution. Voting will be conducted in the same manner as for the ballots for the election of officers

11. Members are expected to abide by the rules of the group. Members not abiding by the rules of the group will have their membership terminated