



## Midlands Practice Pharmacy Network CONSTITUTION

### 1. Name

The name of the group is the **Midlands Practice Pharmacy Network**.

### 2. Aims

The aims of the **Midlands Practice Pharmacy Network** are:

- To help define and raise the professional role of clinical pharmacists and pharmacy technicians working in primary care in the Midlands.
- To support the professional development of our members.
- To clearly demonstrate and communicate the professional value of our members in clinical practice.
- To bring together and foster the sharing of best practice amongst our members.
- To engage with and cultivate productive relationships with professional colleagues, commissioners and other stakeholders.

### 3. Membership

Membership is open to clinical pharmacists and pharmacy technicians in the Midlands region of the UK who:

- are directly employed or contracted with a general practice, and/or
- have an IP qualification or are actively working towards an IP qualification and are actively considering a role working in general practice

(Pharmacy technicians not currently employed or contracted with a general practice but who are actively considering a role in general practice are also eligible for membership.)

Applicants may be asked to provide supporting evidence.

There will be an annual membership fee (1<sup>st</sup> January to 31<sup>st</sup> December) which will be agreed at the Annual General Meeting (AGM) and will be payable by all members. This will be reviewed on an annual basis.

Membership will begin as soon as the membership form and first annual payment has been received.

A list of all members will be kept by the Secretary. Membership details will not be disclosed to any third parties without the agreement of all members.

## **Ceasing to be a member**

Members may resign at any time in writing to the Secretary.

Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

## **4. Equal Opportunities**

The **Midlands Practice Pharmacy Network** will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **5. Officers and committee**

The business of the group will be carried out by a Committee. The Committee will meet as necessary and not less than four times a year. The inaugural Committee was formed on 11<sup>th</sup> May 2017. Future (re-)election of Committee membership will take place at the Annual General Meeting.

The Committee will consist of up to 12 members and be composed of 3 officers, professional leads on key areas of activity (number to change over time as agreed by the Committee) and other committee members:

Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Vice-chairman, who shall chair both general and committee meetings in the absence of the Chair
- Secretary (administrator), who shall be responsible for the taking of minutes and the distribution of all papers; keeping records of members; and maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of the **Midlands Practice Pharmacy Network** wishing to attend, who may speak but not vote. Any requests by members wishing to attend a Committee meeting must be submitted to the Secretary at least 7 days in advance of the meeting.

## **Declaration of interest**

All Committee members are required to complete a Declaration of Interests and yearly thereafter so that members are aware of their external interests.

Members are required to make a Declaration of Interest at the start of the meeting for a product (or association with a manufacturer or commercial organisation) that is discussed or considered at a committee meeting. A decision will then be made by the Chair as to whether the member should be absent for the discussion. If the Chair declares a conflict of interest another committee member may assume the role of Chair for the duration of the discussion.

## **6. Meetings**

### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of the **Midlands Practice Pharmacy Network** over the year.
- The Committee will present the accounts of the **Midlands Practice Pharmacy Network** for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair, Vice Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## **6.3 General Meetings and Events**

General Meetings are open to all members. All members will be given at least two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 10 members, whichever is the greater number.

From time-to-time the **Midlands Practice Pharmacy Network** will seek to organise training and educational events (clinical and core competencies) for its members. These events are open to all members. All members will be given at least two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

Members are invited to submit topics and suggestions for training / educational events to the committee for consideration. Responses will be given to members who submit proposals within two weeks of the committee meeting to discuss the proposal.

The committee reserves the right to hold General Meetings as part of a programme for training / educational events. As previously indicated, all members will be given at least two weeks' notice of such a meeting.

## **6.4 Committee Meetings**

The Committee will meet as necessary and not less than four times a year.

Committee meetings may be called by the Chair, Vice Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for a Committee meeting is a simple majority of all Committee members.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finances**

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Secretary / Administrator). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Secretary and a financial statement given at each meeting.

All money raised by or on behalf of the **Midlands Practice Pharmacy Network** is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **Funding**

The **Midlands Practice Pharmacy Network** welcomes appropriate sponsorship and joint working opportunities with commercial organisations such as pharmaceutical companies.

All proposals for funding will be submitted to the committee for consideration. The decision to accept or reject the proposal for funding will be made as specified in item 7 of this constitution.

No member may commit the **Midlands Practice Pharmacy Network** to any contract or expense without consent of the Committee. All expenses must be funded in advance.

The **Midlands Practice Pharmacy Network** 'Principles in Relation to Commercial Sponsorship and Funding' is attached to this constitution as Appendix 1.

## **9. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

## **10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the **Midlands Practice Pharmacy Network** it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed on:-

Date: 13<sup>th</sup> November 2018

Name: Bharat Patel

Position in group: Chairman

Signed: 

Date: 13<sup>th</sup> November 2018

Name: Hemant Patel

Position in group: Vice-Chairman

Signed: 

Date: 13<sup>th</sup> November 2018

## Appendix I

### Midlands Practice Pharmacy Network – Principles in Relation to Commercial Sponsorship and Funding



The **Midlands Practice Pharmacy Network** welcomes appropriate sponsorship and joint working opportunities with commercial organisations such as pharmaceutical companies.

The group will only work with commercial organisations where the proposed relationship and/or activity being supported:

- is consistent with the Midlands Practice Pharmacy Network's strategic aims;
- meets the principles outlined in this document
- has been approved in advance in accordance with the Midlands Practice Pharmacy Network's constitution and the Committee's assessment processes.

Underpinning all collaborations are the three overriding principles of:

- Integrity: both parties should act honestly and with integrity at all times
  - Independence: the Midlands Practice Pharmacy Network maintains their independence from the company concerned and remain free to speak freely in a balanced way about companies' products and services
  - Transparency: the Midlands Practice Pharmacy Network will be entirely open about their collaborations with industry
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- Decisions to accept commercial sponsorship will be based on a case-by-case assessment.
  - Any sponsorship or joint working initiative should be aligned to the professional aims of the Midlands Practice Pharmacy Network. Where appropriate, initiatives should be consistent with good clinical practice and/or demonstrate clear benefits to patients.
  - The Midlands Practice Pharmacy Network will not endorse specific products or third party services as a direct result of sponsorship or joint working agreements with companies.
  - Pharmaceutical companies that offer sponsorship or joint working with the "group" should agree to abide by the principles set out in the ABPI Code of Practice. If the company is not a member of the ABPI, the Midlands Practice Pharmacy Network will seek assurances that the company follows good practice principles in relation to the promotion of medicines, medical devices, diagnostic agents, dressings, appliances, etc.
  - Any sponsorship or joint working initiatives will be transparent, open to scrutiny and declared on relevant materials.
  - All Committee members of the Midlands Practice Pharmacy Network are required to complete a Declaration of Interests and yearly thereafter so that members are aware of their external interests.