

GENERAL PRACTITIONERS CHAMPIONING PERINATAL CARE: CONSTITUTION

1. NAME

General Practitioners Championing Perinatal Care

Also known as GPCPC

2. AIMS

GPCPC is a network of UK General Practitioners (GPs), who have volunteered their time to work collaboratively on quality improvement in the field of perinatal care in primary care.

We consider that better perinatal care will reduce healthcare inequalities, improve women's health in the shorter and longer term and reduce adverse childhood outcomes and experiences (ACEs)

The aims of GPCPC are:

- To promote mutual support and education (both within our group and to other health care professionals), using the knowledge and experience of our members
- To promote evidence-based care, unbiased by commercial interest
- To view maternal and infant mental and physical health as interdependent
- To reach out to other GPs who are interested in perinatal care
- To raise the profile of GPs within maternity care by representing the interests of our group in national and international fora
- To create change within General Practice and within other healthcare professions to recognise the central importance of GPs in maternity care, through action and collaboration
- To grow future leaders within primary care
- To promote the work of not-for-profit organisations which share our aims
- To actively encourage multidisciplinary working between primary care professionals, secondary care and the voluntary and community sectors to put the interests of women and families at the centre of their care e.g. in maternity and mental health care hubs

GPCPC is not:

- A professional body or healthcare licensing body
- Affiliated with any political party or political movement
- Associated with the pharmaceutical industry, breast milk substitutes and baby food industry

- Charging for information it provides
- A charity

3. MEMBERSHIP

Membership is open to GPs, GP Speciality Trainees and retired GPs in the UK who are registered with the General Medical Council.

Membership is defined as having signed this constitution and registered details, including a declarations of interest on Google docs with the Membership Secretary. At this stage there is no annual membership fee. If this is introduced in the future it would be agreed at the Annual General Meeting (AGM) and will be payable by all members.

A list of all members and their declarations of interests will be kept by the membership secretary.

Members may resign at any time in writing to the secretary with immediate effect.

If a membership fee is introduced, 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 member behaving in an offensive way or acting in breach of the Equality, diversity and inclusion statement in public or in their workplace may have their membership with GPCPC terminated. The individual concerned shall have the right to be heard by the committee, accompanied by a colleague, before a final decision is made.

4. EQUALITY, DIVERSITY AND INCLUSION

GPCPC will constantly strive to make sure everyone is treated with dignity and respect. GPCPC welcomes and values diversity in its membership. Discrimination in any form will not be tolerated.

Members will take personal responsibility for maintaining their own awareness and competency in equality and diversity including, as a minimum, keeping up to date with completion of suitable training such as NHS elearning for health Equality and Diversity module.

5. OFFICERS AND COMMITTEE

The business of GPCPC will be carried out by a committee elected at the Annual General Meeting. The committee will meet as necessary and not less than four times a year.

The Committee will consist of 6-9 members and be composed of 4 officers and 3-4 committee members, including a GP Trainee and a first 5 GP, if possible. Committee terms of office will last 12 months, and officers may be re-elected for a maximum of three terms in total.

The officers' roles are as follows:

Chair, who will chair both general and committee meetings

Deputy Chair, who will deputise for the chair

Secretary, who will be responsible for taking and circulating minutes and distributing any papers

Membership secretary, who will maintain a register of members, signed constitutions and declarations of interest forms

In future, a treasurer may be required, but GPCPC is not currently in receipt of any funds.

A committee member will take responsibility for the oversight and organisation of Educational Meetings; this role can be fulfilled by any committee member and will be agreed at the AGM.

In the event of an officer standing down during the year, or a position being unfilled at the AGM, a replacement will be elected by the next General Meeting of members. The Committee meetings will be open to any member of GPCPC wishing to attend, who may speak but not vote.

Committee members mid-term where a position is unfilled.

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 by email at least 2 weeks before the date of the meeting, giving the venue, date and time. In general, the meeting will be held on Zoom or other virtual platform.

Nominations for the committee may be made to the Secretary at least 3 days before the AGM. Members wishing to stand for election to a committee position must be 'seconded' by an existing member and submit for circulation to the membership a brief biography of themselves. Voting can occur by emails to the Secretary before the AGM or at the meeting. Nomination of committee members will also be permitted within the AGM meeting where positions are without nomination ahead of the AGM and the person is seconded by another member in attendance.

The quorum for the AGM will be one third of the membership. Members sending apologies for the AGM and expressing any views on the agenda items in writing in advance will be counted as part of the quorum.

At the AGM:-

- The Committee will present a report of the work of GPCPC over the 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 four other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 28 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 will be by email. In general, the meeting will be held on Zoom or other virtual platform.

The quorum for the Special General Meeting will be half of the membership. Members sending apologies for the Special General Meeting and expressing any views on the agenda items in writing in advance will be counted as part of the quorum.

6.3 EDUCATIONAL EVENTS

Educational events will be organised periodically by the Committee. A committee member will take responsibility for overseeing the organisation of such events. Information about upcoming events will be circulated to all members by email and, when speakers and the committee are in agreement, may also be open to non-members. Attendees will be required

to register for the even before being provided with admission details for both online, and in-person events.

6.4 COMMITTEE MEETINGS

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

The quorum for Committee meetings is at least half of Committee members. Committee members may elect a proxy to vote for them if they are unable to attend a meeting

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

At the establishment of the group there is no account. When and if the need for an account arises, the processes required will be agreed, written into an updated constitution, and a Treasurer appointed to the committee at an Annual General Meeting or a Special General Meeting.

9. SOCIAL MEDIA AND BEING THE MAIN CONTACT PERSON FOR THE GROUP

The GPCPC Twitter handle is @GP_CPC. The committee will be responsible for maintaining the account including the login details. The committee will Tweet or Retweet on issues aligned with the aims of GPCPC as outlined in the constitution. This includes not promoting the work of organisations who have aims or actions which are in direct conflict with GPCPC aims.

The Chair and the secretary are the first point of contact for the anyone else interested in the work of the group.

10. ENDORSEMENT OF OTHER CAUSES, SIGNING LETTERS, USE OF GPCPC LOGO

Will be decided by consensus of the committee.

11. 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.

12. DISSOLUTION

If a meeting, by simple majority, decides that it is necessary to dissolve GPCPC, 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 GPCPC, 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 at the Inaugural General Meeting of the General Practitioners championing Perinatal Care on 7/9/21.

Amendments 2022

The following changes were made and agreed at the AGM of GPCPC on 7/9/2022:

3. Membership: removal of the requirement to attend at least one meeting annually
5. Officers and Committee: addition of a committee member to take responsibility for the organisation of educational events
- 6.1 Annual General Meetings: introduction of requirement for members wishing to stand for committee election to be seconded by another member and submit a short biography
- 6.3 General Meetings changed to Educational Meetings and added the provision to open meetings to non-members on a meeting-by-meeting decision basis. A committee member to commit to organisational oversight of meetings.

Amendments 2023

The following changes were made and agreed at the AGM of GPCPC on 20/9/2023:

- 6.1 Quorum for AGM attendance from 1/2 membership to 1/3 membership.

6.1 To allow nomination of committee members within the AGM meeting where positions are without nomination ahead of the AGM and the person is seconded by another member in attendance.

5 To allow election of committee members mid-term where a position is unfilled.