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SUPPORT THE CAMPAIGN

## FAIRTRADE IN EASTLEIGH BOROUGH

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### Fairtrade in Eastleigh Borough Constitution July 2012

#### 1. The Fairtrade in Eastleigh Borough Campaign

There are three levels of support for the Campaign, either as an individual or as representatives of an organisation as outlined in paragraphs 1.1 to 1.3 below

**1.1 The Fairtrade in Eastleigh Borough Supporters** are interested in Fairtrade and promoting it within Eastleigh Borough. They have either registered their interest in receiving e-newsletters and other news about local Fairtrade activity and/or they support Fairtrade events on an ad hoc basis. **Supporters** have no voting rights at meetings arranged by the Committee but are encouraged to attend any meetings arranged and their opinions considered.

**1.2 The Fairtrade in Eastleigh Borough Members** are those who are more committed to support local Fairtrade activities and the objectives of the Fairtrade in Eastleigh Borough Campaign. (See paragraph 2 below) **Members** will have indicated their commitment to the objectives of the Committee through a formal Membership Scheme, either as an individual or family, or as representatives of a group/organisation or business. **Members** will have voting rights at general meetings. (See paragraph 3 below)

**1.3 The Fairtrade in Eastleigh Borough Committee** are those **Members** who have been elected or co-opted from the Membership to serve on the **Committee** and have special responsibilities (See paragraph 3 below)

#### 2. The objectives of Fairtrade in Eastleigh Borough

**2.1** To promote the concept of Fairtrade and increase the availability of Fairtrade products within Eastleigh Borough

**2.2** To raise awareness of the FAIRTRADE mark and Fairtrade issues

**2.3** To ensure continued commitment and drive towards gaining Fairtrade Borough status for Eastleigh Borough as a whole, by achieving the 5 criteria of a Fairtrade Zone as set out in the Fairtrade Foundation's "Fairtrade Town Goals and Action Guide" and to maintaining the accreditation once it has been achieved.

**2.4** To encourage workplaces, schools, colleges, churches, organisations and businesses, to work to promote and use Fairtrade products.

### **3. Membership of the Fairtrade in Eastleigh Borough Campaign**

**Members** (who will be of at least Year 7 school age) will express their commitment to the work of **The Fairtrade in Eastleigh Borough Campaign** by paying a one off registration fee:

- £5 per individual** (entitled to one vote)
- £10 per couple** (or family) at the same address (2 votes)
- £15 per organisation** (1 vote)
- £15 per Business** (plus a discretionary donation) (1 vote)

**Membership fees** will be reviewed from time to time by the Committee and any recommendations by the Committee discussed and voted on by the Membership at properly constituted meetings (see paragraph 6 below). In addition, Members will state that they will try to attend at least one meeting and one event per year. Members will receive a simple joining pack, the contents to be determined by the Committee.

### **4. Membership of the Fairtrade in Eastleigh Borough Committee**

**4.1** Members of the Committee will be fully paid up Members of **The Fairtrade in Eastleigh Borough Campaign** and elected (or re-elected) by the members at Annual General Meetings.

Should there be a need (for example if resignations occur between AGMs), the Committee can co-opt Members onto the Committee between AGMs but such a person so co-opted must stand for re-election at the next AGM if s/he wishes to continue on the Committee.

Each Committee Member must stand down at each AGM and be re-elected.

**4.2** There will ideally be at least 8 Committee Members and no more than 12 at any one time. At least one of these Committee Members will be a representative from Eastleigh Borough Council to provide continuity and support from the local Council. The Members will directly elect all the other Committee Members, such persons being nominated and seconded from the Membership.

The Committee will then decide on roles and responsibilities but there will be at least a Chair, Secretary and Treasurer from within the Committee with clear responsibilities (see paragraph 4.3 to 4.5). The Committee are responsible for finding deputies for such officers if for any reason they are unable to attend any particular meetings.

**4.3 The Chair:** S/he will be the spokesperson of the Committee and be responsible for running meetings in an orderly and equitable fashion, encouraging consensus and facilitating strategic direction and putting together Agendas in conjunction with the Secretary. S/he will often be the person to whom general informal enquiries about the Campaign may be addressed.

**4.4 The Treasurer:** S/he will be responsible for banking any money or funds received on behalf of the organisation and for paying any bills incurred (by agreement of the Committee), keeping accurate and up to date budgets and accounts and providing an annual statement of the accounts to be presented at the AGM.

**4.5 The Secretary:** S/he will deal with all correspondence of the Committee and act as the initial “postbox” for all enquiries not dealt with by the Chair. In this s/he can be assisted by a Membership Secretary who can keep a database of supporters and Members up to date. Such databases will conform to current Database legislation.

The Secretary will ensure that Minutes of each Committee meeting will be taken by him/her or a nominated person from the Committee in attendance at the relevant meetings. S/he will liaise with the Chair regarding the setting of Agendas.

**4.6 Other Officers with designated roles:** These can be appointed from the Committee and can reflect the range of activities to be undertaken by the Committee (see paragraph 5).

## **5. Activities that can be undertaken by the Committee (Those marked \* must be undertaken)**

**5.1** Coordinating events and volunteer Supporters

**5.2** Fundraising (for events, newsletter distribution, printing, insurance, website fees etc)

**5.3** Production of quarterly Members Newsletters and regular Supporters information for distribution via email. The online version of Fair Comment will be forwarded via email to Members and Supporters

**5.4** Maintenance of a Database for a local network of Fairtrade Supporters

**5.5 \*** Keeping the accounts for the Fairtrade Members and Supporters

**5.6** Co-ordinating research (e.g. identifying which Fairtrade products are available at catering and retail establishments

**5.7 \*** Publicity and awareness raising about Fairtrade

**5.8** Liaising with other Fairtrade groups:

- in Hampshire County as a member of **Hampshire Fairtrade Network (HFN)**

<http://fairtradeinhampshire.org.uk>

- in the Fairtrade Foundation’s South-east Network region.

**5.9** Liaising with the Council

**5.10** Creating and updating a simple website

**5.11\*** Keeping a local Fairtrade Directory up to date (e.g. ‘downloadable’ via the website)

## **6. Meetings**

**6.1 Frequency of meetings:** The Committee will arrange regular meetings for itself to discuss the activities of the **The Fairtrade in Eastleigh Borough Campaign** and matters related to meeting its objectives.

In addition, they may arrange general meetings to which **Supporters** and **Members** will be invited.

An **Annual General Meeting** will be called at which Members will elect the Committee members. At least 3 weeks' notice of Annual or Extraordinary meetings at which important decisions or elections will take place, must be given to all Members.

**6.2 Quorums for meetings:** For any decisions to be made by a meeting of **The Fairtrade in Eastleigh Borough Campaign** there must be at least 3 Committee members present at any Committee meeting and 25% of the Membership present for any AGM or Extraordinary meetings

**6.3 Decisions:** Decisions will as far as possible be by consensus but, if a vote is required, only fully paid up Members are entitled to vote. The Chair may use his/her casting vote where it is essential to make a decision that cannot be deferred.

**6.4 Notes and Minutes:** Normally the Secretary (or nominated deputy) will keep Minutes of any formal meetings but notes can be taken at more informal meetings (such as a working group organising an event)

## **7. Finance**

**7.1** The choice of Bank to be used by the network will be made by the Committee but the choice will be in keeping with the objectives of the Fairtrade movement and reflect good corporate social responsibility, as well as offering an appropriate service to a small non profit community group.

**7.2** The annual accounts for **The Fairtrade in Eastleigh Borough Campaign** will be informally examined by 2 people to be appointed by the Committee, ideally from the Membership. Ideally, the Examiners should not be Committee Members and the resulting accounts will be presented to the Annual General Meeting for discussion and approval by the Members.

**7.3** There should be at least 4 authorised signatories for cheques from within the Committee, normally the Treasurer, Chair, Secretary and at least one other Committee member. The cheques must be signed by 2 signatories.

## **8. Dissolution of The Fairtrade in Eastleigh Borough Campaign**

If the Committee feels that **The Fairtrade in Eastleigh Borough Campaign** should be dissolved for any reason, they will call an Extraordinary General Meeting for this purpose. On dissolution of **The Fairtrade in Eastleigh Borough Campaign** any assets remaining after all debts and liabilities have been discharged shall not be distributed among the Members but shall be handed to The Fairtrade Foundation, 3rd Floor, Ibex House, 42-47 Minories, London, EC3N 1DY (or any subsequent address of their HQ), to be administered in a manner which is exclusively charitable at law.

Signed

Chair of Committee

Date