

CONSTITUTION

RENFREWSHIRE FAIRTRADE STEERING GROUP

1. NAME

The name of the group shall be the Renfrewshire Fairtrade Steering Group ("Renfrewshire Fairtrade")

2. OBJECTS

The objects of Renfrewshire Fairtrade shall be :-

- To promote Fairtrade within Renfrewshire.
- To encourage the use of fairly traded goods.
- To secure the renewal of Fairtrade Zone status for Renfrewshire.
- To provide support for community groups to develop local Fairtrade campaigns.
- To support Scotland's aim to become a Fairtrade nation.
- To provide support for schools to encourage wider understanding about fair-trade and to promote the benefits of becoming a Fairtrade school.
- To provide publicity to raise awareness of trade issues with the developing world.
- To take any action incidental to supporting these objects.

3. MEMBERSHIP

- a) Membership of Fairtrade Renfrewshire shall be open to any person or organisation who is interested in helping the group to achieve its Objects and willing to abide by the terms of this constitution.
- b) All elected members of Renfrewshire Council shall be entitled to become members of Fairtrade Renfrewshire.
- c) Senior officers from Renfrewshire Council who are not registered as members of the group shall be entitled to attend the meetings of the group for the purposes of offering support and advice to the group .
- d) Every member shall have one vote at meetings of the group. In the event of an equality of votes the chairperson shall have a second or casting vote.
- e) The group shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the Objects or activities of the group
- f) The convener of the group shall be the Leader of Renfrewshire Council who shall chair the meetings of the Group. In the event that the convener is not present at any meeting of the group, the meeting shall be chaired by the depute convener. In

the event that neither the convener nor the depute convener can attend, the meeting shall be chaired by a senior elected member of Renfrewshire Council nominated by the convener.

g) **Registration and termination of membership**

- The Secretary shall keep a register of all members of the Group
- Any member of the group may resign their membership by giving the Secretary written notice to that effect
- The Group may by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in the opinion of the group that member's conduct or statements made by them are prejudicial to the interests and objects of the group, provided that the member concerned shall have had the opportunity to be heard at a meeting of the Group before the final decision is made.

h) All existing members of the steering group as at 31 December 2012 who are not officers of Renfrewshire Council will automatically be included on the register of members of Fairtrade Renfrewshire

4. SECRETARY

Unless the group determines otherwise, the Secretary for the group shall be an officer appointed by Renfrewshire Council. The Secretary shall be responsible for maintaining a register of members of the Group and shall organise meetings for the group including the preparation and issuing of agendas and minutes for those meetings.

5. MEETINGS

Fairtrade Renfrewshire shall meet at least four times per year. Meetings shall enable the group to discuss actions and monitor progress to date, and to consider future developments. One of the four meetings will be designated as the Annual General Meeting, which will be the first meeting of the group to take place after Fairtrade fortnight each year.

All members shall be given at least seven days' notice of when a meeting is due to take place, unless it is deemed as an emergency.

At least eight members of Fairtrade Renfrewshire must be present in order for a meeting to take place. At any meeting the number of elected members from Renfrewshire Council present should not exceed the number of other members present.

The minutes of all meetings shall be available to any interested party.

6. FINANCE

a) Any money acquired by Fairtrade Renfrewshire, including donations, contributions and bequests, shall be paid into an account held by Renfrewshire Council on the group's behalf. All funds must be applied for the Objects of the Group and for no other purpose.

- b) The group may determine to make other banking arrangements if it so wishes
- c) Any bank accounts opened for the group shall be in the name of Fairtrade Renfrewshire and the restriction in paragraph 6 a) on the use of funds held on behalf of the group shall continue to apply.

7. ALTERATION OF THE CONSTITUTION

- a) Proposals for amendments to this constitution must be delivered to the Secretary in writing. The secretary will be obliged to submit any such proposals for consideration at the next meeting of the group.
- b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at that meeting.
- c) In the event that the members of the group vote in favour of making amendments to the constitution, the Secretary shall submit the proposed amendments to the relevant policy board of the Council for consideration. The amendments shall be adopted only when they have been approved by the Council's policy board and shall come into force seven days after being approved by the policy board.

8. DISSOLUTION

Fairtrade Renfrewshire may be dissolved if deemed necessary by the members following a vote at a group meeting. A vote to dissolve Fairtrade Renfrewshire will require the support of at least two thirds of those members present and voting at that meeting. Any assets shall be returned to the providers of those assets, if they require it, or shall be passed to another group with similar aims.

9. ADOPTION OF THE CONSTITUTION

This constitution was approved by Renfrewshire Council on 20 December 2012 as the constitution for Fairtrade Renfrewshire and shall come into force as Fairtrade Renfrewshire's constitution with effect from 1 January 2013.

