

# FAIRTRADE GUERNSEY STEERING GROUP



## CONSTITUTION

This instrument embodies the principles, rules and guidelines of our Group. It sets out how we will conduct ourselves and the rights and duties of members and officers. This constitution was updated in 2020 and adopted at the Annual General Meeting held on 18 June 2020.

Subsequent amendments may only be made in General Meetings or by written resolution.

### 1. Name

The Group shall be known as the Fairtrade Guernsey Steering Group, herein abbreviated to FGSG.

### 2. Legal Status

The group is an unincorporated association. It is registered with the Guernsey Registry as a Not for Profit Organisation No. NP256 and with the Association of Guernsey Charities number 453.

### 3. Purpose

- To promote the concept of Fairtrade
- To raise awareness of the Fairtrade mark among businesses, retailers, employers and the general public in Guernsey
- To increase sales of Fairtrade produce in Guernsey
- To achieve and maintain for Guernsey the status of Fairtrade Island, in accordance with guidelines issued by the Fairtrade Foundation

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## 4. Fairtrade Foundation

The Fairtrade Foundation is a UK Registered charity number 1043886. FGSG works under the guidance of The Fairtrade Foundation in terms of achieving Fairtrade Island Status and maintaining it. Our primary objectives, to promote growth in Fairtrade sales and raise awareness of it, are in common with them. Apart from the Foundation being responsible for bestowing Fairtrade Island Status, however, there is no legal, or contractual relationship between the Foundation and FGSG.

## 5. Members

Membership is open to all supporters of Fairtrade based in the Bailiwick of Guernsey, or having a place of business or work there. The Officers will endeavour to secure representatives on the FGSG from all relevant groups, e.g. churches, schools, retailers, wholesalers, government etc. The membership and contact listing of the FGSG shall be securely maintained in accordance with Guernsey GDPR Rules and will be reviewed periodically, no less frequently than every three years. There are no membership fees. The Group will receive membership requests via the Secretary and may co-opt additional members by majority vote at any of its meetings. Members shall be entitled to receive notice of meetings, to attend, speak and vote at such meetings and to receive copies of the minutes. A member failing to attend any meetings during the course of a 12 month period, may be removed, if requested, by a vote at a quorate committee meeting.

## 6. Proceedings at Meetings

A committee meeting will be properly convened if notice of the meeting is sent out to all members at least 7 days in advance of the meeting. Such meeting will be quorate providing there shall be present no fewer than four members of the FGSG, at least one of which shall be either the Chair, Treasurer, Secretary or other duly appointed officer. The FGSG will hold 3 to 4 meetings each year, as needed, to arrange the activities for Fairtrade Fortnight and other events and publicity throughout the year. The Secretary will circulate, or cause to be circulated, an agenda at least 7 days prior to a meeting. The chair will ensure that all members present are

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- i. A material Agreement or Transaction between FGSG and an officer or member or Family Member.
- ii. A material Agreement or Transaction between FGSG and an entity in which an officer or member or Family Member has a Material Financial Interest or of which such person is a director, officer or other legal representative.
- iii. An officer or member or Family Member accepting gifts, entertainment, or other favours from any individual or entity that does or is seeking to do business with FGSG'

This does not preclude acceptance of items or entertainment of nominal or insignificant value that are not related to any particular transaction or activity. Material for the purposes of this should be considered to be £250.

### *Procedures where a conflict has arisen*

Before committee discussion on any Agreement or Transaction involving a Conflict of Interest, an officer or committee member having a Conflict of Interest shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. The officer or committee member having a Conflict of Interest shall not vote on, nor attempt to influence the vote. Each new Officer shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.

## 10. Requirements of Members

Members shall be persons of integrity and probity who have suitable and appropriate skills and experience, have a duty to act in good faith, in accordance within the powers afforded by the Constitution, and shall periodically review the performance of FGSG to ensure that it is fulfilling its objectives. In addition, members will ensure that the financial position of FGSG is satisfactory and prudent for the purposes of the objectives and that payments are subject to dual control by unconnected people.

