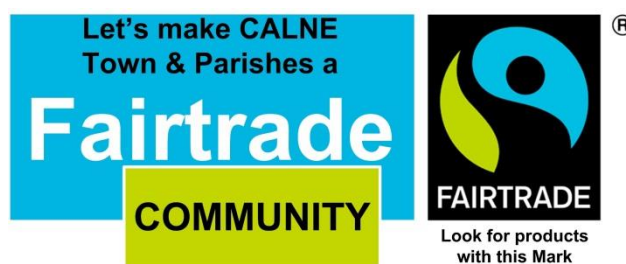


Constitution of the ‘*Calne Community Area FAIRTRADE Group*’



Group vision and purpose:

The ‘Calne Community Area FAIRTRADE Group’ shall energetically promote and educate the Fairtrade ethos through its partnership with the Town Council and the County’s network of Fairtrade Groups, Fairtrade trading bodies, emergent Groups and individuals, seeking to establish Fairtrade marked products as first choice.

1. **Name:** The name of the Fairtrade Group shall be ‘**Calne Community Area FAIRTRADE**’; herein known as *the Group*.
2. **Area of Interest:** The area of interest is within postal area SN11 and includes:
3. **Calne Community Area is a vibrant rural area that includes the villages of Bremhill, Cherhill, Compton Bassett, Derry Hill, Studley, Heddington, Hilmarton and Goatacre. The villages surround the market town of Calne, which is an important service centre for the people who live in the community area.**
 - ***The Town of Calne***
 - The surrounding Parish of ***Calne Without***, which includes: Old Derry Hill, Ratford, Stockley, Mile Elm, High Penn, Lower Compton, Calstone, Blackland, Sandy Lane, Derry Hill & Studley-N Wilts;
 - The Parishes of ***Bremhill, Cherhill & Yatley, Heddington, Compton Bassett, Hilmarton,***
 - covering all the parishes and hamlets of Calne, herein known as *the Calne Community Area*.
4. **Key Objectives: To achieve its purpose the Group will focus on the following key objectives as determined by its members, which are to:**
 - a. achieve and help to maintain Fairtrade Town Status for the community area.
 - b. maintain an overarching Fairtrade Group in the community area, which is active and current, which receives and manages resources through co-ordination with funding and Fairtrade bodies.
 - c. maintain communications with County wide networks of FT groups, acknowledging benefits achieved through mutual support with all interested parties, existing and developing groups and individuals.

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- d. partner with Local Town and Parish councils, working together to achieve improving and sustainable Fairtrade outcomes across the community area.
- e. develop, implement and review action plans for Fairtrade development in the community area in pursuance of Local, County and National Fairtrade Foundation strategy and targets.
- f. educate about and promote Fairtrade ethos and Fairtrade products within the community area’s population, schools, workplaces, council, parishes and churches.
- g. raise public awareness of the FAIRTRADE Mark through media and events.
- h. encourage workplaces, schools, councils, churches and individuals to work to promote and use Fairtrade products, celebrate their successes and learn from failures.

These objectives shall seek to advance local public education and engagement with all aspects of promoting the Fairtrade Mark and Fairtrade products.

- 5. Membership & Governance:** Group membership shall consist of its officers, nominated representatives or individuals wishing to promote the cause of Fairtrade within the community area. These could include those from Town or Village schools, colleges, businesses, voluntary, community and faith groups and any other individuals who actively promote the Fairtrade Mark and Fairtrade products.

Contact Listing

The membership and contact listings of the group shall be securely maintained by the group Secretary and Chairman and be reviewed and approved at least annually at the AGM.

Finance

All income and expenditure will be managed by the Group’s Treasurer. The Committee as a whole will seek to manage funds and identify funding consistent with its development action plan.

Membership

The Group may receive membership requests via the Secretary and co-opt additional members by majority vote at any of its notified meetings. An individual or a Constituted Organisation’s member representative may resign from the group [preferably with notice to the next meeting] by notifying the Chair in writing by letter & email only.

If a supporting organisation member cannot attend meetings or events then a substitute member may be sent in their place or apologies sent.

Election of Officers

The Group’s Committee membership will stand down at the AGM, and be eligible for re-election. Additional members may be elected following formal nomination and consideration of their attendance at Group meetings held between the AGM’s.

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Web Site: Records of Meetings will be maintained and published on the Group’s FAIRTRADE web pages (www.calnefairtrade.org.uk/records) as well as its Constitution and any other documents agreed by the Group committee.

6. **Structure:** The structure of the Group shall comprise:

The Officers, a Chair, a Vice Chair, Secretary, Treasurer and Media Officer, whose posts must be elected by formal nomination or re-elected annually at the AGM. One or more Town or Parish Councillors shall hold one of the stated positions or as an additional Officer’s position. The Media officer, if necessary, may be one of the other officers. A list of officers shall be maintained as Appendix 2 to this Constitution.

Members and Member representatives, the Group Committee shall also comprise of Member representatives of interested organisations with 1 [one] Member representative per organisation up to a maximum of 10 [ten]. A Members list shall be maintained as Appendix 2 to this Constitution. Every effort will be made to ensure that the main stakeholders of, Town & Parish Council, Village Groups, Schools and Churches have at least 1 [one] member representative.

All Officers and Members have an equal single vote and must be present at the meeting to vote.

7. **Meetings:** The Group shall hold an Annual General Meeting (AGM) after the end of its fiscal year, allowing sufficient time for its accounts to be independently examined. It shall hold Ordinary Meetings at least 3 times per year, or as may be required. Any 5 [five] members may request an Extraordinary General meeting [EGM] at any time in writing to the Chair where the purpose is also stated.

Annual Accounts: Group accounts shall be presented by the Treasurer and considered for adoption at the AGM, following independent inspection. Also account signatories will be reviewed and approved or removed by vote.

Annual written report: on the activities of the group for the year shall be presented by the Chair at the AGM.

Notification of Meetings: The Secretary shall notify the Officers and Member representatives of meetings with agenda and any supporting papers in writing at least 1 (one) week ahead of each meeting. Best endeavours will be made to agree at least one forward meeting date. Individuals, not being members of the committee, requests to attend a meeting are to be made to the Secretary so they can be added to the invitation notice.

Agenda: All notices of meetings must detail the matters to be discussed in the agenda. All Members have the right to place items on the agenda via request to the Secretary, having given at least two weeks’ notice, the Secretary shall finalise the agenda with the Chair before circulation.

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Decision Process: Every matter requiring a decision shall be determined by a majority of votes of the members present. In the case of an equality of votes, the Chair shall have a casting vote.

Quorum: The Ordinary Meeting shall be deemed to be quorate in order to transact business if a minimum of 3 [three] Members are present including 2 [two] Officers.

Recording of Proceedings: Meeting notes must be taken and retained by an Officer in attendance unless the Secretary is in attendance, the method of recording proceedings will be through the use of minutes and/or actions logs with the exception of the AGM or EGM where formal minutes will be made, and retained by the Secretary. Meeting notes shall be circulated to all Members of the group not more than 2 weeks after each meeting.

Record Safe Keeping: The Group (i.e. the secretary & chair) shall keep a record of all meetings in paper and electronic form for security & scrutiny.

8. **Working parties:** The Group may appoint such working parties as it considers necessary. It is recognised that the Group’s development action plan can only be successfully maintained through additional support of people and organisations that may not normally be able to attend the Group’s meetings.

Working parties shall have no power to authorise expenditure unless through authorisation delegated and defined by the Group Committee at one of its meetings. Working parties shall also be bound by any terms of reference set out for them by the Committee.

9. Activities:

In order to achieve and maintain the above objectives [Section 3. above] the Group will:

- a. organise directly or partner special events for Fairtrade Fortnight
- b. be responsible for an annual assessment to monitor whether the group is meeting its development action plan timeline consistent with Fairtrade Town status
- c. organise other events throughout the year to maintain and increase public awareness of Fairtrade
- d. maintain a strong relationship with the local press and other media to ensure that the local campaign retains integrity and a high profile
- e. seek to use sponsorship where possible to raise awareness of Fairtrade activity
- f. support events that help organisations achieve Fairtrade status in their own right, e.g. Fairtrade schools
- g. acknowledge success by rewarding Fairtrade achievement through ‘awards’.

10. Finance:

Financial records: The appointed Treasurer shall keep a clear record of income and expenditure, supported by transaction receipts, [receipts book],

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bank statements and receipted invoices, ensuring that these are kept safe and made available for inspection when required.

VAT: The Group does not envisage being VAT registered therefore no separate VAT record is required.

In-Kind Income: A record of all **in-kind** income, income and expenditure shall be maintained by the Treasurer and made available at formally convened meetings as well as being recorded in the accounts. A written financial summary will be prepared, circulated and approved at the AGM. For the avoidance of doubt in-kind income is defined as any gifts received (other than monetary) for the use of the Group in its work in pursuance of Fairtrade. For example, tea, coffee, raffle prizes, equipment, etc .etc.

In line with increasing voluntary sector society contributions, the value of in-kind contributions is increasing particularly with supporting grant applications. The Group shall agree what constitutes in-kind and the record held by the Treasurer.

Restricted Funds: Furthermore, where grant income (e.g. restricted funds) is specifically provided, evidence as defined by the grant sponsoring organisation shall be maintained and made available to the sponsor if reasonably requested.

Income: All income shall be notified to the Group Committee regularly and sponsorship [with their agreement] shall be formally acknowledged and recorded by letter of thanks and identified in the accounts.

Expenditure: Expenditure must be authorised by written approval of the Committee. However, small amounts may be expended by the cheque signatories (see spending limits table at Appendix 1).

Signatories: There shall be two authorised to sign each cheque in order to access funds from the account. Signatories shall normally be the three officers.

Reimbursements: May be made by cheque, or for small amounts by petty cash. Expenditure shall never be reimbursed directly from cash receipts. All cash receipts must be paid into the group bank account.

Bank Account: A Bank Account shall be set up in the Groups' name; the Treasurer will act as the Group's appointed day to day contact, addressee and account administrator for correspondence and account management purposes. The Group's Chair shall have rights to oversee the transactions on the account and inspect the income and expenditure at any time. A second signature of approval for transactions is **not** required but banking income and expenditure will have been approved by some other means e.g. meeting minute or approved email authority supported by 2 committee officers.

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11. Changes to the Constitution:

This Constitution may be altered and additional clauses may be added or amended with the consent and majority approval of the Officers and Membership present at the AGM or at an Extraordinary Meeting.

12. Dissolution:

If the membership should decide to dissolve Calne Community Area FAIRTRADE Group and it ceases to exist, then:

Management: The winding up meeting shall agree the Officer Group of at least 2[two] Members [drawn from the whole Membership] that will oversee the Dissolution process

Funds: Any funds held by the Group shall be donated to the FAIRTRADE Foundation after all creditor liabilities are met.

Assets: Any assets, e.g. stock remaining after all debts and liabilities have been discharged shall not be distributed among the members but shall again be transferred to: The Fairtrade Foundation, to be administered in a manner which is exclusively charitable at law.
Any Assets in-kind remaining shall be distributed to Calne voluntary groups chosen at the Steering Groups discretion.

13. Approval:

This Constitution has been agreed/reviewed/updated as the current Constitution for **Calne Community Area FAIRTRADE Group** for the period commencing:

August 1st 2017 to 31st March 2018

Name	Position	Signature	Date
Stan Woods	Chair		
Colette Som	Vice Chair		
David Evans	Treasurer		
Steven Colby	Secretary		

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Appendix 1 – Spending Limits Table

Amount	Authority to Spend
Up to £25	Treasurer
Up to £50	Any two officers
Over £50	The committee by resolution in meeting.
All cheques MUST bear two signatories	

Appendix 2 – Officers for 2017/18

Officer’s Name	Position
Stan Woods	Chair
Colette Som	Vice Chair & Media Lead
David Evans	Treasurer & Cherhill Parish Councillor
Steven Colby	Secretary

Appendix 3 – List of Steering Committee Members for 2017/18

Member’s Name	Position/Organisation
Adrienne Darts	Steering Group
Caroline Foster	Steering Group
Jenny Colby	Steering Group
Jenny Woods	Steering Group
Cllr Robert Merrick	Steering Group/Town Councillor
Cllr John Boaler	Steering Group/Town Councillor

Appendix 4 – Group Fiscal Year

The Group’s fiscal year shall be	April 1st – 31st March