University of St Andrews Fairtrade Committee
Constitution

Title & Aims
The Committee shall be called the University of St Andrews Fairtrade Committee, and shall have the following aims:

- To maintain the University’s Fairtrade status by submitting a biennial renewal application for approval by the Fairtrade Foundation
- Increase awareness, access, and availability of Fairtrade products offered within the University
- To work with the St Andrews Fairtrade Town Group in offering support, joint promotion and positive and pro-active engagement

In doing the above, the Committee aims to meet the objectives of the University's Fairtrade Policy: http://www.st-andrews.ac.uk/media/estates/University%20Fairtrade%20Policy%20signed%29%202014.pdf

Affiliations
The Committee shall be affiliated with the University of St Andrews, and shall report twice yearly to the University's Sustainable Development Working Group.

Membership
Any matriculated student of the University of St Andrews shall be eligible to stand for elected committee positions.

Committee Members
There shall be the following elected members, who shall constitute the elected representatives of the Committee:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Publicity Officer
- Ordinary Member(s) (unlimited)

There shall be at least 1 appointed member from each of the following departments/groups, who shall constitute the appointed representatives of the Committee:

- Environment Team
- Procurement
- RBS/Catering
- Students Association/BESS
- St Andrew Fairtrade Group

All elected members shall be elected at a General Meeting or co-opted by the Committee if no candidate is elected at a General Meeting or in the case of casual vacancy. All appointed members shall be appointed by their representative departments/groups. The Committee may co-opt additional members to the Committee, if doing so is expedient to the good governance and organisation of the Committee.

The Chair, Vice Chair or Secretary shall call Committee meetings on his/her own volition or upon presentation to him/her of a written request by two-fifths of the voting members of the Committee. At
least 24 hours’ notice of a Committee meeting shall be provided to all voting members of the Committee. The quorum for a Committee meeting shall be at least 3 voting members, provided that one of them is the Chair or Vice Chair.

No member shall derive any financial profit or gain by reason of his/her affiliation, including favourable rates on goods or services.

The Committee reserves the exclusive authority to:
- Authorise expenditures
- Co-opt additional members to the Committee
- Constitute any subcommittee of its own members

The Committee shall not delegate these powers to any other person or groups, including a subcommittee of its own members.

Any elected member may resign at any point by submitting written notice thereof to the Chair, Vice Chair or Secretary. Such resignation shall take effect at the time specified in the notice therefore or, in the absence of a specified time, upon receipt of the notice.

Duties of Elected Representatives
The Chair shall:
- Serve as the primary point of contact between the University of St Andrews and the Committee
- Chair Committee meetings
- Oversee the smooth operation of the Committee
- Be a signatory on the bank mandate if Treasurer position remains unfilled
- Maintain the University of St Andrews Fairtrade webpages to reflect accurate and up to date information

The Vice Chair shall:
- Serve as the secondary point of contact between the University of St Andrews and the Committee in the absence of the Chair
- Chair Committee meetings in the absence of the Chair
- Oversee the smooth operation of the Committee

The Secretary shall:
- Maintain a full and accurate membership roll
- Be responsible for organising and minuting Committee meetings

The Treasurer shall:
- Maintain records of the Committee’s financial activity in accordance with Association Guidelines
- Be a signatory on the bank mandate
- Provide an annual financial budget for review at the Committee’s AGM

The Publicity Officer shall:
- Maintain the Committee’s Facebook webpages to reflect accurate and up to date information
- Promotion Committee events and campaigns through University and Town media outlets (e.g., local and student newspapers, internal memos, social media sites).

Duties of Appointed Representatives
Environment Team
- Maintain presence on Committee of at least 1 member of staff
- Advise on all matters relating to the University's sustainable operations and policies

Procurement
- Maintain presence on Committee of at least 1 member of staff
- Advise on all matters relating to the University's procurement policies and practices

RBS/Catering
- Maintain presence on Committee of at least 1 member of staff
Advise on all matters relating to the University's catering and hospitality services
Students Association and BESS
- Maintain presence on Committee of at least 1 member
- Advise on all matters relating to the Students Association policies and practices
- Advise on all matters relating to the Students Association Shop

St Andrew Fairtrade Group
- Maintain presence on Committee of at least 1 member
- Advise on all matters relating to the St Andrews Fairtrade Group

Finances
Any debt incurred by the Committee shall be satisfied by an equal subscription from the Environment Team, RBS/Catering, and Procurement budgets. The bank mandate must include either the Chair or Treasurer as signatory, as well as one appointed member of the committee who must be a full time University staff member.

Constitution
The Constitution of the Committee may be amended by a General Meeting on the advice and consent of the Committee or by a duly proposed and seconded motion. A copy of this Constitution shall be made available for public view on the University Fairtrade webpage, http://www.st-andrews.ac.uk/fairtrade/.