

Constitution of Fair Trade, September 23, 2018

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Article I – Purpose:

Fair Trade Campaigns is a powerful grassroots movement mobilizing thousands of conscious consumers and Fair Trade advocates at schools, on campuses and in communities across the United States. We are part of a global effort to normalize Fair Trade as an institutional practice and consumer preference across 24 countries and on six continents. Our mission is to grow a nationwide community of passionate, lifelong Fair Trade advocates. As advocates, their commitment will inspire others to support the Fair Trade movement in its efforts to seek equity in trade and create opportunities for economically and socially marginalized producers. Fair Trade Towns, Colleges, Universities and other communities embed Fair Trade values and purchases into mainstream business and institutional practices.

Article II – Membership:

A. UI Human Rights Clause

- a. *In no aspect of its programs shall there be any difference in the treatment of persons on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons. Eighty percent (80%) of this organization's membership must be composed of UI students.*

B. Classes of Membership

a. Steering Committee:

- i. Chairperson
- ii. Campus Outlet Coordinator
- iii. Campus Organization Coordinator
- iv. Social Media Coordinator
- v. Graphic Design Coordinator
- vi. PR / Event Coordinator
- vii. Treasurer / Fundraising Coordinator

b. General Members:

- i. UI Students (must comprise 80% of the total organization membership) are eligible to vote and hold office within the Organization.
- ii. Non-UI Students (cannot exceed 20% of total organization membership) are not eligible to vote or hold office within the organization.

c. Membership Selection:

Membership in this chapter is open to anyone officially connected to the University of Iowa as students, faculty, or staff as well as those from the community such as alumni and the general public, as long as 80% of the active members of this organization are currently enrolled UI undergraduate or graduate and professional students.

d. Membership Addition or Revocation:

i. Addition:

The organization shall admit as a member any person who expresses interest, contacts the organizations officers, and provides their name and contact information.

ii. Revocation:

Membership will be revoked if a member resigns from Fair Trade at Iowa or if The Steering Committee sees fit a member be removed. Members may be removed for consistent display of inappropriate behavior including but not limited to: disrespectful behavior towards other members, use of hate speech, racial slurs, sexism, or any other inflammatory behavior. The Steering Committee will make decisions on member revocation if the situation is presented.

iii. Process of Removal:

The Steering Committee may decide a member is disruptive or imposing on the well-being of other members OR general members may bring to the attention of The Steering Committee possible issues with a member. In both instances, The Steering Committee will decide whether the member in question has in fact displayed consistent inappropriate behavior. A member will not be removed from Fair Trade at Iowa without first having had an interview with The Steering Committee. The purpose of this interview will be to give the member in question the opportunity to explain their point of view and to give The Steering Committee the opportunity to evaluate and consider the member's intentions and behavior. A decision will be made by The Steering Committee no more than 5 days post-interview.

iv. Removal of a Steering Committee Member:

A member of the Steering Committee may be removed if unanimous consensus is reached by all other members of The Steering Committee.

Article III – Steering Committee and Duties

Members of the Steering Committee will be:

- a. Chairperson: The duties of the Chairperson include calling and directing all meetings, preparing agendas, representing the official position of the organization to the University and all external individuals and groups, delegating responsibilities, directing the vision and mission of Fair Trade at Iowa, coaching and mentoring all Steering Committee Members and General Members and any other duties that the membership must assign. The Chairperson will also coordinate directly with Fair Trade Campaigns USA to ensure proper collaboration is taking place between Fair Trade at Iowa, Fair Trade Iowa City, and Fair Trade Campaigns USA.
- b. Campus Outreach Coordinator: The duties of the Campus Outlet Coordinator include working with food service providers and University Catering to increase the availability of Fair Trade products on campus.
- c. Campus Organization Coordinator: The duties of the Campus Organization Outreach Coordinator include working with and reaching out to the UI Student Government and other groups on campus that share similar goals and visions to explore opportunities for partnership and collaboration.
- d. Social Media Coordinator: The duties of the Social Media coordinator include posting on various social media outlets daily or weekly as necessary including Instagram and Facebook to promote fair trade and to educate the campus on fair trade, as well as updating the Fair Trade at Iowa page on fairtradecampaigns.org.
- e. Graphic Design Coordinator: The duties of the Graphic Design Coordinator include working with the Chairperson to brand Fair Trade at Iowa, designing advertisements for events, designing educational materials, and working with other members of the Steering Committee to maintain the Fair Trade at Iowa

Website.

- f. Public Relations & Event Coordinator: The public relations and event coordinator will work to connect with local and on campus media outlets to gain attention for events held by Fair Trade at Iowa and will work to organize which facilities will be utilized for various events.
- g. Treasurer / Fundraising Coordinator: The treasurer shall handle all financial transactions, keep the financial records of the organization, ensure the organization is meeting all University policies, and federal and state laws. The treasurer will also make periodic reports to membership.
- h. All Steering Committee Members will be given the option to continue in their position or to resign and offer their position open for fulfillment by election.

Article IV – Advisors:

The position of advisor may be filled by the steering committee. The duties of the advisor will include attending 1 general membership meeting and 1 steering committee meeting per month, attending events held by Fair Trade at Iowa, and collaborating and offering advice to the steering committee as well as participating in group discussions during meetings. The Advisor will also work directly with the Campus Outlet Coordinator to discover additional opportunities to increase availability of Fair Trade Products in offices and on campus.

Article V – Meetings:

- a. Steering Committee Meetings: Held Bi-Monthly, every other week
- b. General Member Meetings: Held Bi-Monthly, every other week, opposite the Steering Committee Member Meetings
- c. Meetings will be held Monthly in the Summer
- d. $\frac{3}{4}$ of the Steering Committee must be present to convene meetings
- e. The Chairperson shall call all meetings to order

Article VI – Elections:

**Steering Committee Elections will be held for any anticipated vacancies due to member resignation or upon a member's graduation

** Founding Member Exception: In order to ensure the success and longevity of Fair Trade at Iowa, the initial term for the position of Chairperson will be two years in length and will be granted to the founding member, Zachary Rochester. An election for the Chairperson will not be held until Spring of 2020. At this time, Zach Rochester will resign from the position as Chairperson but will stay on as the founding member to train, coach, and facilitate the transition of the new Chairperson, as well as the integration of the new Chairperson with Fair Trade Campaign USA.

**Steering Committee terms will last for a term of 1 year

**Elections will be held each Spring semester prior to the commencement of the academic year

**The term of newly elected Steering Committee Members will begin the week following elections

**Exiting Steering Committee Members will work alongside newly elected members until the commencement of the academic year to aid in training and transition

Article VII – Finances

- a. There are no dues for membership
- b. The Treasurer shall be responsible for all collection of dues, budget application processes, disbursement of funds, and payment authorization. The Treasurer is also responsible for following all University of Iowa cash-handling and accounts payable policies are followed.

c. Financial Clause:

Fair Trade at Iowa is required to deposit all receipts in and make disbursements through the Student Organization Business Office, Fraternity Business Services, or Recreational Services. Upon dissolution, state money and mandatory student fees revert back to the granting organization. Inactive organizations will be considered dissolved after five years of no account activity. Revenue generated dollars or "00 funds" must be divided as stated in this Constitution and carried out by our leadership. Our organization's remaining revenue generated dollars or "00 funds" will be divided or disbursed to University of Iowa Student Government. If this organization has dissolved and revenue generated dollars or "00 funds" have not been divided as stated in this Constitution by five years from last account activity, funds in our "00 account" will revert to an account specified for this purpose within student government(s). These funds will then be available for distribution through student government(s) guidelines in accordance with University of Iowa policy.

Article VIII – Amendments:

- a. Proposed amendments to this constitution must be submitted in writing by membership to the Executive Board. Amendments shall not be acted upon during a general meeting of the organization membership. Amendments should be read again at a specified number of subsequent general meetings and then the general meeting in which votes will be taken.
- b. There will be three readings of a proposed amendment before a vote will be taken to adopt changes to the organization's constitution.
- c. Members will be notified of a proposed amendment by two consecutive readings at a general membership meeting.
- d. A 2/3 vote is required by members to ratify amendment

Article IX – Ratification:

This constitution is ratified on [end of transcription]