

## Scoop and Scales Buyers' Club constitution

The Scoop and Scales buyers' club is a group of people who have come together to buy goods collectively. The aim of the group is to reduce waste and buy environmentally friendly products.

### **Principles**

1. All members are expected to be active within the group, this includes attending meetings and buying items.
2. The group will operate initially as an informal Buyers' Club cooperative while considering the most appropriate structure to adopt for the long-term (e.g. Cooperative, Community Interest Company etc).
3. The structure and functioning of the group including the draft constitution to be reviewed within 6 months of starting to operate.
4. Decisions will be made ideally by consensus, or if necessary, by majority vote.
5. Buying from, and working with other ethical groups (eg Cooperatives, Fair Trade, CIC) will be prioritised.
6. The Buyers' Club aim to reduce consumption, and will therefore avoid purchasing new items where possible.
7. Longer term goals of the group are the establishment of a market stall and eventually a shop to succeed and replace the Buyers' Club. Changes to the structure and functioning of the group will be needed at these points.

### **Membership**

1. All members of the group are equal and have one vote each.
2. Members will pay a one-off membership fee of £30, this will give the club some working capital and funds to invest in future. The fee may be amended in future.
3. Members can leave the group by informing the Membership Secretary in writing.
4. Members may, by resolution passed at a meeting, terminate or suspend the membership of any individual, if in its opinion their conduct is prejudicial to the interests and objects of the association. However, the individual member shall have the right to be heard by the members before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.
5. The Group will retain the membership fee.

### **Committee and Officers**

1. Members will elect a group of officers who will work together to run the Buyers' Club
2. The initial officers group will comprise:
  - Joint Chairs (Andy Burgon and Matt Todd)
  - Secretary (Beth Rushton)
  - Marketing and social media (Lucy Allaby, Andrea Hendry)
  - Buyers (Trish Halloran, Chris Kennerley, Emily Bartram)
  - Membership Secretary (Chris Milburn)
  - Treasurer (Fabienne Donbavand)
3. Decisions will be made by the members or by the officer group, no decisions shall be taken by individuals.
4. The officers group have the power to set up sub-groups which would be accountable to the members.

### **Meetings**

1. In the initial stages, member meetings will be held approximately every month. The quorum for a member meeting will be 50% of the membership base.

2. Officer group meetings will be held as necessary. The quorum for an officers group meeting will be 50%.
3. An AGM will be held every year, with at least 2 months notice.

### **Finances**

1. The group will set up a bank account with spending to be authenticated by any 2 of the registered signatories (Andy, Fabienne, Trish, Beth)
2. All money will go into the Buyers' Club bank account either as cheques or electronically, there will be no cash handled.
3. The Treasurer will be able to view the bank account online.
4. The Treasurer will report on the account at each officer and member meeting.
5. Items will be sold at buying cost plus a 5% premium, this will cover operating costs and generate a surplus for future investment. The members will review this rate periodically.

### **Dissolution**

It is intended that the Buyers' Club will be a forerunner to a stall and eventually a shop. If the group ceases to operate all assets will be donated to The Hope Centre.

### **Changes to the constitution**

Once the constitution is agreed, proposals for amendments to this constitution must be delivered to the secretary in writing. The secretary in conjunction with the officers group shall then decide on the date of a meeting to discuss such proposals, giving at least four weeks (28 days) clear notice. Any changes to this constitution must be agreed by at least two thirds of members present and voting at any meeting.