



UEBT
SOURCING[®]
WITH RESPECT

GOV11
Membership Committee
Terms of Reference

17-04-2017

UEBT

UEBT

UEBT is a non-profit association that promotes sourcing with respect. We work to regenerate nature and secure a better future for people through ethical sourcing of ingredients from biodiversity. We aim to contribute to a world in which all people and biodiversity thrive.

GOV11 – Membership Committee Terms of Reference		
Changes	Changes on the objectives and tasks of the Membership Committee, according to decision taken at the UEBT BoD in December 2016	
Approval of the original document:	BoD	10-10-2018
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Last Updated		

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I. Period of validity and modifications

This document has been approved by the UEBT BoD on 7 April 2017. Any modification of these terms of reference shall be approved by the UEBT BoD or its Executive Committee. This document remains valid until such a revision occurs.

II. Appointment and Duration of Terms of officers

The UEBT Membership Committee is composed of 3-5 representatives of the UEBT BoD. Board members may delegate this function to other staff of their organization, on the understanding that this is a long-term delegation.

The BoD appoints committee members for a period of 1 year. The UEBT BoD can renew the terms without any restriction. The BoD shall seek to assure that participants to the Membership Committee reflects as much as possible the different stakeholder groups of which the UEBT BoD is composed, including different geographies, supply chain positions and types of organization.

III. Purpose

The purpose of the Membership Committee is to ensure the integrity of the UEBT membership and provide support to the UEBT Secretariat.

IV. Tasks and decision power

The Membership Committee has the following tasks:

- Review quarterly membership compliance reports to be prepared by the UEBT Secretariat with the purpose of:
 - › Periodically verifying that the UEBT Secretariat has duly followed UEBT's procedures on membership applications;
 - › Providing general oversight of UEBT's membership compliance status.
- Provide advice to the UEBT Secretariat and/or BoD regarding the following issues:
 - › Actions to be taken when a member does not comply with the membership application process or other membership obligations and conditions;
 - › Complaints received by UEBT about membership issues (UEBT PRO07 – Appeals procedure);
 - › Modifications of membership criteria, as required;
 - › Modifications to membership fees, as required;
 - › Any other matter related to membership.
- Issue a formal recommendation to the BoD on the ending of membership.

Meeting facilitation and reporting

The UEBT Secretariat facilitates the meetings of the Membership Committee. As such it prepares the agenda, background documentation on agenda points, and elaborates the minutes of each meeting. The UEBT Secretariat also prepares meeting reports to the BoD and General Assembly.

Meetings are convened by the UEBT Secretariat every quarter. Both UEBT and the committee members may request additional meetings, or that additional issues be put on the agenda.

V. Meeting format, and decision-making

The Committee discusses issues by e-mail and/or teleconferences, as preferred by the Committee. Committee members normally have 10 working days to react on issues raised, unless indicated differently. Members may request a different deadline.

The Membership Committee will endeavour to take its decisions by consensus. Consensus is defined as the absence of sustained opposition but does not require unanimity. In case consensus cannot be achieved, or when a vote is needed, a simple majority is required.

VI. Confidentiality and conflict of interest

Committee members are bound by confidentiality, and any issue discussed at the Membership Committee, as well as any information regarding UEBT members should be treated as confidential. Conflicts of interest should be declared before each Committee meeting.

VII. Contact Information

Any inquiry about this document of UEBT should be addressed to:

UEBT- Secretariat

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1013 AA Amsterdam
Netherlands

Or via email: membership@ethicalbiotrade.org