



**GLOBAL COFFEE
PLATFORM**
for a sustainable coffee world

STATUTES OF THE GLOBAL COFFEE PLATFORM

Doc_004_Statutes_v1.2_en



Version 1.2: October 2017

Document history

Version	Effective date / as of	Details of Change
V1.1 en	September 2016	
V1.2 en	October 2017	Added second sentence in Section 5 (I).

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1. NAME AND LOCATION

- (1) The association is named Global Coffee Platform, an association under Swiss law.
- (2) The name and the logo are registered trademarks. Any use without the permission of the association is strictly prohibited.
- (3) The association is legally registered in Geneva, Switzerland.
- (4) The operational year of the association is the calendar year.

2. FUNCTION AND OBJECTIVES

- (1) Objective of the Global Coffee Platform is to foster sustainability in the coffee sector and to increase and orchestrate collaborations, activities and investments by members and public & private partners, leading to increased positive impact on all three dimensions of sustainability and enabling the resilience of coffee farming communities. Encouraging sustainability for green coffee and improving the enabling environment in a productive, pre-competitive and efficient way to enhance the economic conditions of the individuals employed and engaged in the growing, post-harvest processing and trading of green coffee.
- (2) Vision of Global Coffee Platform is to be the global multi-stakeholder sustainable coffee platform that unites stakeholders in a non-competitive approach working towards a thriving, sustainable sector for generations to come.
- (3) The sustainability understanding of the Global Coffee Platform builds on the social, environmental and economic dimension of sustainability according to the definition of the World Commission for the Environment and Development which says “It is in the hands of humanity to make development sustainable, that is to say, seek to meet the needs and aspirations of the present without compromising the ability of future generations to meet their own.” It also builds on the Sustainable Development Goals.
- (4) To achieve its objective and to accomplish its mission, the Global Coffee Platform follows primarily the listed activities:
 - Provision of a dynamic and neutral Global Platform that articulates the common vision and shared commitment to sustainability in the coffee sector and aligns with sector-wide strategies;
 - A Global Progress Framework through which the sector can transparently report and compete on sustainability efforts and drive improvements.
 - Ownership and maintenance of the “Common Code for the Coffee Community (“Baseline Common Code”) as a global baseline reference code of conduct to drive out Unacceptable Practices and identify urgent needs for improvement, guide coffee farmers worldwide in the application of basic good agricultural and management practices and reach 100% coffee production meeting a minimum set of good practices by integrating the code into national sustainability strategies and being recognised as a global reference; together with an outsourced Assurance System, and an Equivalence Mechanism for independent operators to offer Baseline Common Code assurance and equivalency services.



- Monitor compliance of members of the Global Coffee Platform with the defined „Terms of Participation“ to enforce the responsibility for and commitment to sustainable development within the entire sector of all actors along the supply chain;
 - Providing access to services such as with knowledge sharing, capacity building activities, skills development and training courses;
 - Establishment of a global network of practitioners and producers to share learnings and increase the access to information, tools, practices and methods to enable sustainability in the production, post-harvest processing and trading of green coffee through collaboration;
 - Dissemination of and communication on the benefits, implications and impact of sustainable coffee production and processing;
- (5) The Global Coffee Platform cooperates with initiatives and organizations which follow the concept of sustainable development for the coffee sector and creates networks to strengthen the concept on a broad scale.

3. STATUS OF THE GLOBAL COFFEE PLATFORM

- (1) The Global Coffee Platform is a not-for profit organization.
- (2) The Global Coffee Platform does not follow a commercial interest and focusses on non-competitive activities.
- (3) Monetary resources of the Global Coffee Platform must be spent in accordance with the framework of these statutes.
- (4) No person or organization shall receive resources from the Global Coffee Platform’s budget that are not within the scope of the activities and objectives of the association as stated in these statutes.
- (5) The Global Coffee Platform is allowed to receive external financial contributions additional to the membership fee of its members and shall spend this money in accordance with these statutes and for the benefit of the sustainable development of the sector.
- (6) All activities of the Global Coffee Platform will be conducted in accordance with the relevant competition and antitrust laws. All members of organs of the association shall sign the Global Coffee Platform’s anti-trust statement.

4. THE ORGANS OF THE GLOBAL COFFEE PLATFORM

- (1) The Global Coffee Platform shall have the following governance organs:
 - a) The **Membership Assembly** of all members, including the stakeholder groups representing Producers, Trade, Industry and Civil Society, and other members,
 - b) The **Board**;
 - c) The **Technical Committee**.
- (2) The representatives of all organs within the Global Coffee Platform (the Membership Assembly, the Board, the Technical Committee) act voluntarily and are entitled to claim compensation for their actual expenses and travel expenses. The Chair of the Board is also entitled to claim per diems if being a representative of producers, NGOs and small national companies. Any attendance fee will not



exceed those paid by official commissions. Each representative of the organs will be entitled to receive appropriate indemnification for any activity exceeding the usual scope of their duties. The Global Coffee Platform's annual accounts shall be audited in accordance with Swiss law as it pertains to the Global Coffee Platform. The appointment of the audit company is performed by the Membership Assembly.

- (3) The operations of the Global Coffee Platform are run by the Secretariat, led and managed by the Executive Director who is the main operational counterpart of the governance organs. His or her responsibilities and tasks shall be defined in a job description, approved by the Board.

5. MEMBERSHIP

- (1) The Global Coffee Platform welcomes membership of every individual person (from the age of 18 onwards as individual member), organization, company or legal entity. Groups of entities which may not be formally registered as organizations, companies, corporations or legal entities may become members. In order to become a member the individual/organisation either has to have credible interest in the sustainability of the coffee sector or is acting as an active participant in the coffee supply chain as producer, producer organization, cooperative, processing entity, marketing agent, exporter, trader, importer, agent, broker, coffee institution, roaster, soluble manufacturer, retail, active civil society group.
- (2) Registration within the Global Coffee Platform is the declaration for membership. All applicants and actual members of the association have to mandatorily comply and accept the "Terms of Participation". The Board can refuse a request for membership
 - a. if a significant contradiction with the Global Coffee Platform's sustainability concept is evident
 - b. If the reputation of the Global Coffee Platform is put at risk
 - c. if the board decides that the requested membership for any other important reason would be detriment to achieving the objectives of the Global Coffee Platform
- (3) The Global Coffee Platform shall maintain a register of its members which shall be publicly available.
- (4) Members shall provide periodic financial contributions to the Global Coffee Platform through membership fees set by the Board.

6. FORMS OF MEMBERSHIP

Organizations and/or individuals opting for membership have to be involved in the coffee chain itself either through business activities, through support / facilitation of the sector as a non-governmental organization or have credible interest in the sustainability of the coffee sector. The application for membership is subject to acceptance by the Board (see §5 (3)).

Members are categorized as producers, trade, industry, civil society and other organizations. Each group can form a stakeholder group representing their constituency within the Global Coffee Platform. Other stakeholder groups maybe formed according to members' needs

The character of the applying organization / individual will determine the affiliation with relevant stakeholder group(s).



7. TERMINATION OF MEMBERSHIP

- (1) The membership terminates through exclusion from the Global Coffee Platform, withdrawal of members or end of the existence of the legal entity of the member (in case of bankruptcy and insolvency) / death of the member.
- (2) Re-entry into the Global Coffee Platform through application for membership is possible, if the respective reasons for ending the membership are no longer valid.
- (3) The intention to withdraw from membership must be submitted to the Secretariat in written format. Withdrawal from membership is possible at the end of every calendar year and must be submitted with a lead time of at least three months.

8. EXCLUSION FROM THE GLOBAL COFFEE PLATFORM

- (1) Exclusion from the Global Coffee Platform is valid, if a member or a member organization is in conflict with these Statutes, does not comply with the “Terms of Participation”, actively acts against the interests of the Global Coffee Platform, does not pay its membership fee or ignores its duties as member of the Global Coffee Platform. A member who is facing exclusion shall receive a written warning by the Executive Director of the Secretariat before being excluded from the Global Coffee Platform. A period of at least four weeks must lie between the warning and the exclusion.
- (2) Members may be excluded from the Global Coffee Platform once it has been confirmed that one or more of the listed conflicts with the Global Coffee Platform are apparent. The exclusion becomes effective, if the member does not prove to follow all duties and responsibilities as listed in these Statutes in a given time frame after receiving the written warning (1st request at maximum 10 calendar days after having received the written complaint and 2nd request 28 calendar days after having received the written complaint). An exclusion of members must be confirmed by a majority decision of the Board.
- (3) The Executive Director on behalf of the Board will inform the member of its exclusion in a written document at maximum 10 calendar days after the decision. The exclusion becomes effective with submission of the written document. The member may refuse the exclusion in a written manner 10 days after having received the written document. Only in this case, the Board will decide on a case by case basis in its next meeting. At least 2/3 of the Board have to confirm the exclusion of the respective member. The exclusion becomes effective once the written documentation of the Board’s decision has been submitted to the member in question.
- (4) Furthermore, the Membership Assembly has the ultimate power to decide on an expulsion of a member, if a serious conflict with these Statutes has become evident and is endorsed by the Board in conformity with the civil code.

9. MEMBERSHIP FEE

- (1) Members and associated members of the Global Coffee Platform pay an annual membership fee.
- (2) Details concerning the fee and the process are defined by the Board and listed in “Doc_026_Membership categories and fees”.



- (3) Additional to the membership fee, donations of individual members or external non-members are highly appreciated and will be incorporated in the budget of the Global Coffee Platform to be used for activities in line with the vision and mission of the association, as long as it serves the basic purpose of the association as laid down in §2.

10. RIGHTS OF MEMBERS

- (1) All members of the Global Coffee Platform will be regularly informed about the activities of the Global Coffee Platform.
- (2) All members are encouraged to participate in the Membership Assembly and have the right to elect representatives to the Board. These statutes may only be changed by the Membership Assembly with procedures as defined in the by-laws of the Membership Assembly.
- (3) All members have access to tools that have been developed or adopted by the Global Coffee Platform. Extra Services have to be paid for separately.
- (4) All members have equal votes in the Membership Assembly. In all organs each representative represents one vote at equal terms.
- (5) Further rights of members are defined in respective by-laws.

11. DUTIES AND OBLIGATIONS OF MEMBERS

- (1) Members of the Global Coffee Platform are requested to actively contribute to the development and growth of the Global Coffee Platform. Since the Global Coffee Platform understands itself as a learning network and a catalyst to sustainable coffee production and positive impact on coffee farming communities, all members are requested to share respective pre-competitive learnings and experience which aim towards sustainability, including training opportunities offered at farm level.
- (2) Members have the duty to respect the principles of the Global Coffee Platform and to follow its objectives.
- (3) To enable a continuous development of the Global Coffee Platform, members are required to pay their respective membership fee as laid down in the document “Doc_026_Membership categories and fees” in the respective latest version.
- (4) Further duties of members are defined by the Board in respective by-laws.

12. THE MEMBERSHIP ASSEMBLY

- (1) The entirety of members of the Global Coffee Platform and composes the Membership Assembly.
- (2) The framework, decision making processes, tasks and responsibilities and procedures are laid down in the by-laws of the Membership Assembly.
- (3) The Membership Assembly is the highest organ of the Global Coffee Platform. It has the ultimate decision power through



- providing strategic guidance in the annual Membership Assembly meetings,
 - defining the governance structure and in electing the members of the Board (with the exception for members of the board who are appointed according to § 5.6.3 of the By-Laws of the Membership Assembly)
 - the only organ that has the powers in approving and changing the statutes of the Global Coffee Platform
 - performing referendums on important issues. The realization of a referendum has to build on the support of 30% of the votes in the Membership Assembly.
- (4) The Membership Assembly is responsible for the establishment and modification of the By-laws of the Board.
- (5) The Membership Assembly meets at least once a year, and as required.
- (6) Any member may be represented at the general assembly by a third party who needs not to be a member, but must be duly authorized by a written proxy to represent the member.
- (7) The resolutions of the general assembly may be adopted by votes cast by way of written consent (letter, fax or electronically signed email).

13. THE BOARD OF THE GLOBAL COFFEE PLATFORM

- (1) With reference to the Swiss Civil Rights law Art. 69 the Global Coffee Platform has a Board which acts on behalf of the Global Coffee Platform.
- (2) The framework, decision making processes, tasks and responsibilities and procedures are laid down in the by-laws of the Board. At its inaugural meeting a newly elected Board shall elect a Chairperson, a Vice-Chairperson and a Treasurer whose term of office, responsibilities and duties are defined in the Board by-laws.
- (3) The Board is the operational, political and strategic decision making body of the Global Coffee Platform, acting under the overall mandate and guidance established by the Membership Assembly. It acts in the interest of the Global Coffee Platform as a whole, on behalf and with the mandate of the Membership Assembly.
- (4) The Board Chair represents the Global Coffee Platform in and to the public, together with the Executive Director.
- (5) The Board determines its own internal working structures and processes, which may include the allocation of specific responsibilities to individual members and the creation of Board Sub-committees and Advisory Boards. The Board will lay down the area of competency, the internal processes and the authority of such Sub-committees and Advisory Boards. The Board appoints, hires, dismisses and defines the Terms of Reference for the Executive Director of the Global Coffee Platform. The Board can also appoint a Deputy to the Executive Director, who is to be proposed by the Executive Director.
- (6) The Board is the keeper of the Base Line Common Code and all essential documents related to the Base Line Common Code.
- (7) The Board approves the annual budget of the Global Coffee Platform in the year prior to the next calendar year.



- (8) The Board approves the priority activities proposed annually by the Executive Director for each respective calendar year.
- (9) The Board determines the long-term strategy of the Global Coffee Platform. It develops the strategy with input from and in cooperation with the Executive Director. Stakeholder representatives shall also seek to provide input to and feedback on the strategy from their respective stakeholder groups, being supported in this by the Executive Director and the Secretariat.
- (10) The Board approves recognition of equivalency against other codes, standards or sustainability indices based on the defined accreditation mechanism.
- (11) The Board may call for extraordinary meetings of the Membership Assembly.

14. THE TECHNICAL COMMITTEE

- (1) The Technical Committee is the expert organ of the Global Coffee Platform and the first counterpart in the association for the Executive Director in all main processes related to technical matters.
- (2) The framework, decision making processes, tasks and responsibilities and procedures are laid down in the by-laws of the Technical Committee.

15. NOMINATION OF AN OMBUDSMAN

- (1) In case of a conflict within the board or within the members, the conflicting parties can call for the involvement of an independent ombudsman. The ombudsman will be nominated after a selection process by the board of the Global Coffee Platform. The ombudsman will be appointed for a 3 years term, starting after the formal nomination by the board of the Global Coffee Platform.

16. NATIONAL PLATFORMS

- (1) National Platforms are public-private dialogue forums to discuss coffee sector issues, including sustainability, in coffee producing countries.
- (2) New National Platforms or National Platforms cooperating with GCP can be recognised and / or supported by GCP after decision by the board of GCP.
- (3) The framework, relation between national platforms and global platform, decision making processes regarding co-investment into agreed activities at national level by members of the Global Coffee Platform, and related tasks, responsibilities and procedures can be laid down in separate TORs.

17. PROCEDURES OF THE GLOBAL COFFEE PLATFORM

- (1) All procedures dealing with the linkages of the entire governance structure of the Global Coffee Platform and its organs are defined in by-laws of the organs.



18. LIQUIDATION OF THE GLOBAL COFFEE PLATFORM

- (1) To liquidate the Global Coffee Platform, it needs an extraordinary meeting of the Membership Assembly with exactly this purpose. Details of the procedures to be followed are laid down in the by-laws of the Membership Assembly
- (2) In case of liquidation of the Global Coffee Platform, the available assets will be entirely assigned to an institution of public interest, pursuing a goal that is similar to that of the Global Coffee Platform and enjoying tax exemption. Under no circumstances will the properties be returned to the physical founders or to the members, or be employed for their profit, in whole or in part, in any manner whatsoever.