

PLASTIC-FREE DUNFERMLINE MEMBERSHIP DOCUMENT

Plastic-Free Dunfermline is an unincorporated community group run by the members. A management committee will be elected by the members to execute the member's wishes and fulfil the group's objectives defined within the constitution. The group's constitution is available on request.

As a member of Plastic-Free Dunfermline you will be invited to attend meetings and have a voice in decisions. We hope that you will also become involved in one of our sub-groups - social media, schools and business groups.

To become a member an annual fee should be paid. These fees will allow us to fund activities that raise awareness around single-use plastic and plastic pollution and spread the plastic-free message. Activities will include the following:

- Buying equipment and resources for events.
- Raising awareness through hosting and taking part in events.
- Running initiatives to spread the plastic-free message
- Purchase insurance to protect the public and volunteers during the events we run.
- Creating, hosting and maintaining a Plastic-Free Dunfermline website

GDPR

In signing this membership form you confirm that you are happy for Plastic-Free Dunfermline to retain your information to be processed in accordance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR).

We will use this information only for the purposes of administering and recording your membership, to let you know when future Plastic-free Dunfermline meetings and events will take place and to make you aware when your annual membership should be renewed. Data may be retained for up to 8 years, after which time it will be destroyed in accordance with typical data retention policies.

We wish to take good care of personal data, and only process personal data necessary for our purposes. Information that is provided in excess of our application will not be read, and will be destroyed on receipt, in order to assist us in managing data securely and appropriately.

Members' Code of Conduct

As a member of **Plastic-Free Dunfermline**, you are expected to abide by the following code of conduct:

- 1) Members must follow Plastic-Free Dunfermline's Constitution (available to view on www.plasticfreedunfermline.org.uk)
- 2) All members must respect the management committee and their decisions. Members **must** inform Committee Officers if there has been a breach of the members' code of conduct.
- 3) All members must follow Plastic-Free Dunfermline's Code of Ethics (available to view on www.plasticfreedunfermline.org.uk)
- 4) Members should always act in the best interests of Plastic-Free Dunfermline and not bring it into disrepute.
- 5) Members must pay membership fees set out as shown by Plastic-Free Dunfermline's committee.
- 6) Members may not consume or be under the influence of drugs of any kind (except medication) or alcohol whilst representing the organisation.
- 7) Any communication with the press shall be made the via the management committee.

- 8) Members should, at all times, show respect and understanding for the safety, welfare and opinions of others.
- 9) Members are encouraged to be open at all times and to share any suggestions, concerns or complaints that they may have about any aspect of the organisation with the committee via the email address hello@plasticfreedunfermline.org.uk

Guidelines for Members

As a member of Plastic-Free Dunfermline you will be joining us in helping to raise awareness around single-use plastic. Here are some guidelines we hope you will follow

- 4) Members are encouraged to attend meetings and event days organised by Plastic-Free Dunfermline.
- 2) Members are encouraged to help spread the plastic-free message by sharing experiences, advice and information to encourage others to begin or progress on their plastic-free journey.
- 3) Members are strongly encouraged to be actively seeking to reduce their single-use plastic usage.

Management Committee Contacts

The list below comprises the name of Plastic-Free Dunfermline's management committee. They can be contacted via the Plastic-Free Dunfermline email address - hello@plasticfreedunfermline.org.uk

Convenor / chair – James Daw : Secretary – Pat Doran : Treasurer – Roddy Graham

Revision – Original : Date - 21st March 20