



CONSTITUTION OF REPAIR CAFE LEDBURY

1a. Name

Repair Café Ledbury

1b. Status

A not-for-profit community interest group, run entirely by its volunteers as an unincorporated association.

2. Aims

The principal aims of Repair Café Ledbury (RCL) are:

- 2.1. To provide social, economic and environmental benefits to communities in the Ledbury area by offering a repair and advice service for portable household and personal items which have either failed to work properly or become damaged, broken or torn.
- 2.2. This practical service is to be delivered by a team of experienced and competent volunteers, in a friendly and safe environment. RCL will be predominantly funded by donations received from the general public when using the service.
- 2.3. To provide a safe and sociable environment in which to offer simple refreshments (such as hot drinks, cake and biscuits) to people using the repair service, also funded by public donations.

3. Objectives

RCL will fulfil its principal aims by:

- 3.1. Organising regular Repair Cafés throughout the year in the Ledbury area.

- 3.2. Undertaking public awareness activities to develop and embed a 'repair culture' within the Ledbury area.
- 3.3. Promoting a local 'repair culture' by offering a variety of different volunteering opportunities which are likely to increase social interaction and inclusion.

4. Membership

- 4.1. All active RCL volunteers are automatically deemed to be members of RCL and cease to be a member if they become inactive. To be active, a member must normally participate in at least two RCL events in any rolling twelve month period.
- 4.2. Every member shall have one vote at general meetings.
- 4.3. The Management Committee shall have the power to refuse membership to any potential volunteer, where it is considered such membership would be detrimental to the aims, purposes or activities of RCL.
- 4.4. Any member of the RCL Management Committee may resign their seat on the Management Committee by giving written notice to that effect to the Secretary of RCL.
- 4.5. The Management Committee may, by resolution passed at a meeting, terminate or suspend the membership of any member if, in its opinion, their conduct is prejudicial to the interests and objectives of the RCL, provided that the individual member shall have the right to be heard by the Management Committee before the final decision is made.

5. Management

- 5.1. RCL shall be administered by a Management Committee of not less than five volunteer members selected at the group's Annual General Meeting (AGM).
- 5.2. Committee members must be at least 18 years old.
- 5.3. The Officers of the Management Committee shall be:

The Chairperson
The Treasurer
The Secretary

plus at least two additional volunteer members.

- 5.4. At least three Management Committee members must be present for any Management Committee meeting to take place.
- 5.5. Voting at the Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the Chairperson shall have a casting vote and make the final decision.
- 5.6. The Management Committee has the power to set up sub-groups and working parties as deemed necessary who shall be accountable to the Committee.
- 5.7. To ensure the efficient running of RCL, The Management Committee may co-opt any member onto the Management Committee at any time.

6. Management Committee Meetings

- 6.1. The Management Committee shall meet at least twice each year.
- 6.2. The quorum for a meeting shall be three.
- 6.3. The Management Committee shall be accountable to the members at all times.
- 6.4. Minutes must be taken at all meetings and made available to any interested party.
- 6.5. All committee members shall be given at least seven days' notice of a meeting unless it is deemed an emergency meeting.
- 6.6. An Extraordinary General Meeting may be called by the Management Committee in circumstances where an urgent operational or organisational matter needs to be addressed prior to the AGM.

7. Annual General Meeting

- 7.1. RCL will hold an annual general meeting (AGM), no more than three months after the end of the financial year, therefore between the beginning of February and the end of April.
- 7.2. Where possible members shall be notified personally by email, giving at least 14 days' notice of the AGM.
- 7.3. The business of the AGM shall include:
 - a) Receiving a report from the Chairperson of the group's activities over the year.
 - b) Receiving a report and presentation of the last financial year's accounts from the Treasurer.

- c) Agreeing the 3 officers and other Management Committee members for the coming year.
- d) Selecting additional Management Committee members and considering any other matter as may be appropriate at such a meeting.
- e) The quorum for the Annual General Meeting shall be at least five persons.

8. Finance

- 8.1 RCL's financial year shall run from 1st February to 31st January.
- 8.2 Funding for RCL shall come predominantly from donations by members of the public who are using the RCL service. Where appropriate, grants from bodies whose purpose is to support community-based organisations may also be used for funding RCL activities.
- 8.3. Any money obtained by the group shall be used predominantly for the development of RCL. The Management Committee may, at its discretion, also support development of the group's wider local network, e.g. Repair Cafés within Herefordshire and Worcestershire and any other local community interest groups that it feels deserving of financial support.
- 8.4. Any bank accounts opened for use by RCL shall be in the name of "Repair Café Ledbury".
- 8.5. Any payment by cheque or online banking transfer from the RCL bank account shall be authorised by at least two nominated signatories.
- 8.6. The Management Committee will maintain accurate financial records and ensure that RCL stays within budget. As an unincorporated body, RCL is not permitted to take on borrowings of any kind.
- 8.7. RCL will ensure that suitable Public Liability Insurance is in force for each and every Repair Café event.

9. Alteration of the Constitution

- 9.1. Proposals for amendments to this constitution or dissolution (see Clause 10) must be delivered to the Secretary in writing. The Secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks clear notice.

9.2. Any changes to this Constitution must be agreed by at least two thirds of those members present.

10. Dissolution

RCL may be wound up at any time, if agreed by two thirds of those members present and voting at any Annual General Meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

11. Adoption of the Constitution

This Constitution was adopted by the members present at the Inaugural General Meeting held on Tuesday 18th January 2022 and signed by the founding Management Committee members below.

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(Signature of Chairperson)

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(Signature of Secretary)

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(Signature of Treasurer)

.....
(Member’s Signature)

.....
(Member’s Signature)