



Baughurst Repair Café



CONSTITUTION

1. Name

Baughurst Repair Café (hereinafter called BRC).

2. Status

A not-for-profit community group, run entirely by its volunteers as an unincorporated association operating in the Parish of Baughurst at Heath End Village Hall (RG26 5LU) and other places for the Baughurst community and the local communities around the parish.

3. Aims

The principal aims of BRC are:

- To provide social, economic and environmental benefits to communities in the Baughurst area by offering repair, reuse, refurbish and advice services for portable household and personal items.
- This practical monthly service is to be delivered by a team of experienced and competent volunteers, in a friendly and safe environment.
- To support the goals and reflect the Ethos of Repair Café (<https://www.repaircafe.org>) and be part of the national and international community for Repair Cafés.
- To provide a safe and sociable environment in which to offer simple refreshments (such as hot drinks and biscuits).
- To raise awareness and to update the local community about sustainability issues and solutions.

4. Objectives

BRC will fulfil its principal aims by:

- Organising regular Repair Cafés throughout the year to be held at Heath End Village Hall.
- Sourcing volunteers with appropriate skills from the local and surrounding community to run the Repair Cafés.
- Engaging and collaborating with Sustainable Baughurst, The Baughurst Society and Baughurst Parish Council on issues relating to waste reduction and reusing household items through repair.

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Joel

Chloe

- Fostering a team environment for volunteers and other supporters in their involvement of the Repair Café.
- Undertaking public awareness activities and campaigns, designed to nurture and develop the "repair culture" and to demonstrate the benefits that can be achieved through publication of its performance.
- Promoting a local 'repair culture' by offering a variety of different volunteering opportunities which are likely to increase social interaction and inclusion.
- Accepting donations to BRC that will enable it to meet its running costs. Any excess of donations may be used to support the local community via grants or donations.

5. Membership

- All active BRC volunteers are automatically deemed to be members of BRC and cease to be a member if they become inactive. To be active, a member must normally participate in at least two BRC events in any rolling twelve month period.
- Each member present shall have one vote at general meetings.
- 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 Constitution, aims, purposes or activities of BRC.
- Any member of the BRC Management Committee may resign their seat on the Management Committee by giving written notice to that effect to the Secretary of the BRC.
- 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 BRC, provided that the individual member shall have the right to be heard by the Management Committee before the final decision is made.

6. Management

- The BRC shall be administered by a Management Committee of not less than five volunteer members selected at the group's Annual General Meeting (AGM).
- Committee members must be at least 18 years old.
- The Management Committee shall comprise of the Officers, namely the Chairperson, the Secretary, and the Treasurer, plus at least two Ordinary Members.
- The Management Committee has the power to set up sub-committees and working groups as deemed necessary who shall be accountable to the Management Committee.
- To ensure the efficient running of the BRC, the Management Committee may co-opt any member onto the Management

Committee at any time. Such co-opted members shall not have voting rights at meetings of the Management Committee.

7. Management Committee Meetings

- The Management Committee shall meet at least twice each year or when needed for operational reasons.
- The quorum for a meeting shall be three.
- 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.
- The Management Committee shall be accountable to the members at all times.
- Minutes must be taken at all meetings and made available to any interested party.
- All committee members shall be given at least seven days' notice of a meeting unless it is deemed an emergency meeting.
- 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.

8. Annual General Meeting

- The BRC shall hold an annual general meeting (AGM) usually after the accounts for the previous financial year are available.
- Where possible, members shall be notified personally by email, giving at least 14 days' notice of the AGM.
- The business of the AGM shall include:
 - Receiving a report from the Chairperson of the group's activities over the year.
 - Receiving a report and presentation of the last financial year's accounts from the Treasurer.
 - Considering any other matter as may be appropriate at such a meeting.
 - Selecting the three Officers and other Management Committee members for the coming year.
- The quorum for the Annual General Meeting shall be at least five members.

9. Finance

- The BRC's financial year shall run from 1st April to 31st March.
- The Treasurer shall keep proper accounts of the finances of the BRC.
- Where appropriate, grants from bodies whose purpose is to support community-based organisations will be used initially for funding BRC start up activities.
- Subsequent funding for the BRC shall come predominantly from donations by members of the public who use the BRC service. The

Handwritten signatures: D. S. Clark, Eider, J. J. M., Chris Lloyd, M. M. M.

amount of such donations shall be made available to the Officers as soon as practical after each event.

- Any money obtained by the group shall be used predominantly for the running of BRC events. Funds may also be used for the volunteer team building and identity creation. Excess funds agreed by the Management Committee will be made available for grants or for donations as agreed by a majority of the members. The Management Committee shall maintain a process for grants.
- A bank account in the name of "Baughurst Repair Café" will be used by the BRC.
- A system for taking card payments will be used that allows payments to be taken and transferred to the BRC bank account.
- Any payment by cheque or online banking transfer from the BRC bank account shall be authorised by at least two nominated signatories. The Treasurer will hold a debit card for the bank account for purchasing goods and services agreed by the Management Committee.
- The Treasurer will maintain accurate financial accounts and ensure that BRC stays within budget. As an unincorporated body, BRC is not permitted to take on borrowings of any kind.
- The BRC shall ensure that suitable Public Liability Insurance is in force for every Repair Café event.
- An agreed system for reimbursing individuals for incidental expenses, such as spares or consumables used for repairs, shall be maintained.

10. Alteration of the Constitution

- Proposals for amendments to this constitution or dissolution (see Clause 11) must be delivered to the Secretary in writing at least 1 week before the meeting.
- The constitution may be changed at an annual general meeting (AGM) or an extraordinary general meeting (EGM).
- Any changes to this Constitution must be agreed by at least two thirds of those members present.

11. Dissolution

- The BRC may be wound up at any time, if agreed by two thirds of those members present and voting at the AGM or EGM.
- Any assets remaining after the satisfaction of any proper debts and liabilities shall be returned to their providers if they require it, or shall be passed to another group with similar aims.

Adoption of the Constitution

We are proud to announce that this revised constitution was agreed at the AGM held on 15th September 2024 as described in the minutes of the meeting. The Management Committee members representing the Baughurst Repair Café (BRC) have signed our official constitution.

Committee revised on 15th September 2024

Signature of Chair	<u>Rosemarie</u>	Name	<u>ROSEMARIE WOO</u>
Signature of Secretary	<u>R.J.C.</u>	Name	<u>20/9/20 R.J.C.-ARK</u>
Signature of Treasurer	<u>C.C. Costen</u>	Name	<u>C.C. Costen</u>
Signature of Ordinary Member	<u>Eileen Lee</u>	Name	<u>Eileen Lee</u>
Signature of Ordinary Member	<u>JOE Au</u>	Name	<u>JOE AU</u>

21/9/2025