



Constitution of The Fix It Group 23

This document serves as the governing document of The Fix It Group 23.

1. Name

The name of the organisation is The Fix It Group 23.

2. Legal Status

2.1 Organisational Status

The Fix It Group 23 is a not-for-profit, volunteer-led Community Interest Organisation.

We are:

- **Not registered with the Charity Commission**, as our annual income remains below the £5,000 registration threshold in accordance with UK charity law.
- **Not registered with Companies House** as a Community Interest Company (CIC) or limited company, as we operate as an unincorporated association, which is legally suitable for small, community-led organisations with no paid staff or formal contracts.

We use the term community interest organisation to reflect our purpose: to serve and benefit the public and our local communities, without distributing profit or personal financial gain.

All income and assets are used exclusively to advance our aims. We are governed by this constitution and a volunteer Leadership Team. We operate with transparency, public liability insurance, and financial oversight.

Funds may be reinvested in our activities or donated to other charitable groups by majority member vote.

2.2 Personal Responsibility and Liability

As an unincorporated association, The Fix It Group 23 does not have a separate legal personality. This means that legal and financial responsibility may fall on individual members or trustees in certain situations.

Trustees may be personally liable if they:

- Act outside the powers granted by this constitution
- Enter into unauthorised financial agreements
- Breach their legal duties (e.g. safeguarding, data protection, health and safety)
- Act negligently, recklessly, or dishonestly

Members (volunteers) may be personally liable if they:

- Cause harm through unsafe or negligent behaviour
- Breach any organisational policies, including (but not limited to) safeguarding, health and safety, confidentiality.
- Commit unlawful or unauthorised acts while volunteering

All members and trustees are expected to act responsibly, follow all agreed procedures, and complete relevant induction and training to minimise risk.

3. Purpose of the Organisation

The Fix It Group 23 exists for the following charitable purposes:

1. Reduce environmental impact by encouraging repair and reuse of household items, limiting landfill waste and CO₂ emissions.
2. Promote practical skill sharing by connecting people with hands-on repair knowledge and offering opportunities for learning.

3. Support social connection by bringing together people from different backgrounds through inclusive, welcoming community events.
4. Provide practical cost-of-living support by offering free repair options to help people save money.
5. Carry out any other lawful community benefit activities in line with these aims.

4. Membership

4.1 Definition

Members are those who volunteer with The Fix It Group 23 in any capacity at events or in operational support.

4.2 Eligibility

Membership is open to any individual aged 18 or over who:

- Supports the aims and values of The Fix It Group 23
- Wishes to volunteer at Repair Café events or in an operational/support capacity
- Completes the required induction process
- Agrees to follow the organisation's values, conduct expectations, and safeguarding standards

4.3 Induction Requirement

All prospective members (volunteers) must complete a mandatory induction, which includes:

- An overview of the organisational structure and governance
- Training on how Repair Café events are planned and delivered
- Core health and safety responsibilities

- Principles of inclusion and respectful behaviour
- Safeguarding awareness and procedures
- Basic data protection and privacy responsibilities (including GDPR compliance)

This ensures all members are equipped to contribute safely, confidently, and in alignment with the group's values and legal responsibilities.

5.4 Term and Renewal

Membership lasts 3 years and may be renewed with trustee approval. A member register will be kept.

5.5 Removal of Membership

The Leadership Team may revoke a person's membership if it believes this is in the best interests of the organisation.

The individual will be offered the opportunity to be heard before any final decision is made, and may be accompanied by a supporter if they wish.

5. Trustees (Leadership Team)

The organisation is governed by a Leadership Team, which serves as the Board of Trustees. It shall be made up of no fewer than three members.

5.1 Roles

The Leadership Team shall include the following core roles:

- Chairperson – John Fitzgerald
- Secretary – Joanne Liversidge
- Treasurer – Tony Mellor
- Health & Safety Officer – [Vacant]

Additional trustee roles may be added as needed.

5.2 Election and Term

- Trustees are elected at the AGM for one year
- Candidates must be seconded by a member
- Elections may be held by show of hands or secret ballot
- Chair and Treasurer may only be held by one person each; other roles may be shared with one lead

5.3 Co-opting Trustees

Up to two trustees may be co-opted mid-year to fill vacancies or build capacity. They must be approved by a majority of existing trustees and stand for election at the next AGM.

5.4 Eligibility

All trustees must be full members of The Fix It Group 23.

5.5 Powers of the Leadership Team

To fulfil the organisation's purpose, the Leadership Team may:

- Raise funds and apply for grants or donations
- Spend funds to deliver the organisation's aims
- Cooperate with other organisations that share similar goals
- Appoint volunteers or members to operational roles
- Develop and implement internal policies (e.g. safeguarding, finance, health & safety)
- Do anything lawful and necessary to further the organisation's aims

6. Meetings

The organisation recognises three types of meetings:

- The Annual General Meeting (AGM)
- Leadership Team (Trustee) Meetings
- Extraordinary General Meetings (EGMs)

The following general rules apply to all meetings:

- A quorum is three members or trustees, as applicable
- Decisions are made by majority vote unless otherwise stated
- Minutes must be taken and retained
- Conflicts of interest must be declared, and affected individuals must withdraw from related decisions

6.1 Annual General Meeting (AGM)

- Held once each year with at least 14 days' notice to all members
- The agenda must include:
 - Presentation of annual accounts and activity report
 - Election of trustees
 - Consideration of proposed changes to the constitution
 - Any other notified business
- All members may vote (one vote each)

6.2 Leadership Team Meetings

- Held at least four times per year
- Trustees may invite other members to attend in a non-voting capacity
- Co-opted trustees may vote but must stand for formal election at the next AGM

6.3 Extraordinary General Meetings (EGMs)

- May be called by a majority of trustees or by written request from a majority of members
- 14 days' notice required, including the purpose of the meeting
- If the organisation is wound up, any remaining funds shall be given to another not-for-profit group or organisation with similar aims.

7. Finance and External Agreements

7.1 Financial Management

- All income must be used to advance the organisation's aims.
- Where funds are surplus to operational needs, they may also be donated to another charitable organisation, subject to approval by a majority vote of members.
- The Treasurer shall maintain accurate financial records, which must be presented at the AGM and made available to members upon request.
- Any spending over £50 must be approved in writing by all trustees (email is acceptable).
- No trustee may receive payment from the organisation, except for reimbursement of reasonable expenses that were incurred on behalf of The Fix It Group 23. Reimbursement will only be made where:
 - The expense relates directly to the organisation's aims
 - The purchase was pre-approved by a majority of trustees
 - The trustee provides a valid receipt and brief explanation of the expense
- Anyone who commits unapproved spending is personally liable for that expenditure. Approval is not guaranteed and may be refused by the trustees. The individual remains responsible for the full amount unless

and until the expenditure is explicitly ratified by a majority decision of the trustees.

- All funds shall be held in the organisation's designated bank account.
- All payments must be authorised by two of the following signatories:
 - Chairperson
 - Treasurer
 - Secretary

7.2 Sponsorship and External Agreements

As The Fix It Group 23 is an unincorporated association, it does not have the legal capacity to enter into contracts or formal sponsorship agreements in its own name.

Any such agreements must be entered into by a named individual (usually a trustee), acting on behalf of the organisation, and with the written consent of the Leadership Team.

All agreements must:

- Clearly state that the individual is acting on behalf of The Fix It Group 23
- Be reviewed and approved by a majority of trustees before being signed
- Be used only to further the organisation's aims (e.g. funding, donated goods, promotional partnerships)
- Avoid creating personal liability for the signing individual wherever possible

The organisation may accept sponsorships or donations (financial or in-kind) under these conditions, provided they do not compromise its independence, values, or not-for-profit status.

8. Property and Equipment

As an unincorporated association, The Fix It Group 23 cannot legally own property or equipment in its own name.

Any tools, equipment, or materials purchased with the group's funds or donated to the group must be held in trust by one or more named trustees or designated members. This means that the individual(s) take legal responsibility for the items, solely for the benefit of the organisation and its aims.

Items held in trust must:

- Be used only for the group's activities
- Not be sold, loaned, or used for personal gain
- Be returned to the group or transferred to another trustee or member if requested by the Leadership Team
- Be recorded in an inventory maintained by the trustee(s) responsible

Trustees or members holding equipment in trust are personally responsible for safeguarding it, ensuring appropriate use, and acting in good faith on behalf of the group.

They may be asked to sign a simple agreement confirming their responsibilities when taking custody of items.

9. Policies and Procedures

The Leadership Team may adopt written policies to guide the organisation. These may include:

- Safeguarding
- Health & Safety
- Equality, Diversity & Inclusion

- Data Protection
- Finance and Expenses
- Volunteer Conduct

All members and trustees must follow these policies as a condition of involvement. Policies will be reviewed and made available to members.

10. Amendments to the Constitution

- May be proposed at an AGM or EGM.
- Require a two-thirds majority to pass.
- No changes may cause the organisation to lose its not-for-profit status or become privately controlled.




11. Adoption of this Constitution

This constitution was adopted by the Leadership Team on 1st January 2025 and revised on the 30th July 2025.

Current Trustees (Executive Officers)

By signing below, the undersigned Executive Officers confirm that they:

- Have read, understood, and agreed to the terms of this constitution
- Formally adopt this document as the governing framework for The Fix It Group 23
- Accept their roles as described in their respective volunteer role description documents
- Agree to carry out their responsibilities in line with the organisation's values and purpose

Print Name	Role	Signed	Date
John Fitzgerald	Chairperson (Trustee – Leadership & Governance Oversight)		08 / 01 / 2025
Joanne Liversidge	Secretary and Events & Publicity Officer (Trustee – Admin & Engagement)		07 / 30 / 2025
Tony Mellor	Treasurer (Trustee – Financial Oversight & Management)		07 / 31 / 2025
	Health & Safety Officer (Trustee – Risk, Safety & Safeguarding)		

Title	2025 Constitution (Revised) - The Fix it Group 23
File name	2025 Constitution...x it Group 23.pdf
Document ID	3a90da2ba53e429ecd83eed28688d331c54c084f
Audit trail date format	MM / DD / YYYY
Status	● Signed

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Document History



SENT

07 / 30 / 2025

19:13:27 UTC

Sent for signature to John Fitzgerald (fitzyjaz@gmail.com), Tony Mellor (tony.mellor@gmx.com) and Joanne Liversidge (joanne@liversidge.co.uk) from thefixitgroup23@gmail.com
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VIEWED

07 / 30 / 2025

22:23:28 UTC

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SIGNED

07 / 30 / 2025

22:24:07 UTC

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VIEWED

07 / 31 / 2025

09:40:13 UTC

Viewed by Tony Mellor (tony.mellor@gmx.com)
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SIGNED

07 / 31 / 2025

09:48:36 UTC

Signed by Tony Mellor (tony.mellor@gmx.com)
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Title	2025 Constitution (Revised) - The Fix it Group 23
File name	2025 Constitution...x it Group 23.pdf
Document ID	3a90da2ba53e429ecd83eed28688d331c54c084f
Audit trail date format	MM / DD / YYYY
Status	● Signed

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17:45:32 UTC

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17:46:45 UTC

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The document has been completed.