

# **Doncaster & District Society of Change Ringers**

## **Constitution and Rules**

### **1) TITLE**

The Society shall be called "The Doncaster and District Society of Change Ringers".

### **2) AREA OF ACTIVITY**

The Society will operate within a radius of 15 miles of Doncaster Minster but may undertake any activity outside that area that is consistent with the Societies aims. These will normally include outings and joint ringing meetings with other societies.

### **3) AIMS**

The aims of the Society shall be, within the area of its operations:

- a) to support and encourage bell ringing for church services;
- b) to encourage and cultivate the art of change ringing;
- c) to increase the number of active bell-ringers and bands;
- d) to promote good fellowship amongst ringers.

These aims will be pursued through the organisation of meetings for the purpose of general ringing, instruction (but not individual teaching of children or vulnerable people), competition and outings and social events for ringers, and by ringing for services as occasion requires. Other events that further the society's aims may be arranged by agreement of the committee or at a minuted meeting of the Society.

### **4) MANAGEMENT**

The management of the society's business shall be by elected officers and a General Committee.

The officers shall be:

- a) President
- b) Ringing Master
- c) One or more Deputy Ringing Masters
- d) Secretary
- e) Treasurer/ Membership Secretary
- f) Librarian

The same person may hold more than one of these posts but will be elected separately to each.

The function of membership secretary may be delegated to any other member with the committee's agreement but such delegation shall not of itself comprise appointment as an officer or committee member and overall responsibility for membership matters will remain with the treasurer.

### **5) MEMBERSHIP**

The membership of the Society shall comprise of

- a) Ordinary members
- b) Honorary Life members
- c) Non-resident life members

## 6) GENERAL REQUIREMENTS FOR MEMBERSHIP.

The following will be eligible to be considered for ordinary membership of the Society if they satisfy one of the criteria in 7) below:

- a) ringers who are resident in the Society's area of activity, or are regular ringers at a tower within that area, or
- b) are regular or frequent ringing visitors to the Society's ringing meetings, events or practices and who contribute thereby to the pursuit of the Society's aims
- c) Non-ringers who support or serve the society.

## 7) Eligibility for Membership.

- a) **Ordinary Membership:** Any eligible person may be elected as an ordinary member who can demonstrate competence in bell ringing; that is that they shall be capable of safely ringing a bell unaided, or who, being a non-ringer actively and significantly supports the society in other ways. All ordinary members shall be allowed to vote at the society's meeting and to stand for election as an officer.
- b) **Honorary Life Membership:** Ordinary members may be elected to Honorary Life Membership as a mark of recognition of their outstanding contribution to the Society; they shall not pay annual subscriptions. Honorary Life Members shall have the same rights and benefits as Ordinary members.
- c) **Non-resident Life Membership.** Ringers who are not resident in or cease to be resident in the society's area of activity and are not otherwise eligible for ordinary membership may be elected to non-resident life membership on payment of the appropriate subscription. Such members will not have the right to vote or to be elected to any office.

## 8) ELECTION OF MEMBERS

- a) **Ordinary Members** shall be elected by a simple majority at any minuted meeting of the society upon being proposed and seconded by existing members, or at any other Society event, including prior to peal and quarter peal attempts, at which at least 4 voting members are present and voting, and the normal subscription for that year shall become due immediately.
  - i) All elections made at unminuted meetings or events shall be notified to the membership secretary as soon as possible after the election, with details of the proposer, seconder and the voting figures, and the subscription forwarded to the Treasurer. All elections made at unminuted meetings shall be announced at the next minuted meeting and will be confirmed where the conditions for election have been met.
- b) **Honorary Life Membership** shall be awarded at the AGM of the Society following proposal and seconding by two voting members and election by a simple majority. In making the proposal the proposer shall give details of the exceptional service to be honoured.
- c) **Non-resident life Membership** may be awarded to an eligible ringer by a simple majority at any minuted meeting on being proposed and seconded by two members. Provisional election may be made prior to peals or quarter peals or at other unminuted meetings and on payment of the subscription, provided that at least four members are present and voting. Such elections must be promptly notified and the

subscription passed on to the membership secretary and must be announced and confirmed by simple majority at the next general meeting. The subscription shall be equal to two years ordinary subscription.

#### **9) ELECTION OF OFFICERS**

The Officers listed in 4) above shall be elected or re-elected from the ordinary and honorary life membership of the Society. All officers shall serve for a period of three years and may be re-elected. In the event that an officer resigns a replacement may be appointed by the committee to serve until the next AGM, when a replacement shall be elected for a full term. Alternatively the committee may leave the post vacant until the next AGM.

#### **10) LAPSED MEMBERS**

Any ordinary member who fails to pay the annual subscription for two consecutive years shall be regarded as a lapsed member and will have no right to vote or stand for office until the arrears are paid, but will remain on the list of members for a further year unless they formally resign. Payment of arrears in that time will restore the membership immediately. Failure to pay the subscription for three consecutive years shall constitute the member's resignation. Membership may then be restored by payment of all arrears or by re-election in the normal way. A lapsed member may instead be elected to non-resident life membership if otherwise eligible under the relevant provisions above.

#### **11) RESIGNATION**

A Member may voluntarily resign at any time by notice to the Secretary and on payment of any unpaid subscriptions. Resignation shall not preclude re-election to membership.

#### **12) SUBSCRIPTIONS**

- a) The collection of subscriptions shall be the responsibility of the treasurer but may be carried out by any person delegated by the committee to act as membership secretary.
- b) The amount of the annual subscription for the ensuing year shall be agreed by a simple majority of those present and voting at the AGM, whether or not any change be proposed, and shall fall due at the conclusion of that meeting.
- c) There will be a single subscription rate with no concessions for any group, regardless of age or employment status.

#### **13) ROLES AND DUTIES OF OFFICERS**

- a) **The President, Master, Secretary and Treasurer** shall be ex-officio members of the Committee. With the Treasurer they shall be signatories for the society's bank accounts.
- b) The President shall be the active chairman of the Society and will take the chair at the AGM and other meetings.
- c) **The Ringing Master** or a Deputy RM shall arrange all ringing at meetings and events held by the Society and shall, with the assistance of the Secretary endeavour to organise any other ringing for special events that the Society might be requested to or wish to undertake. The Ringing Master or a deputy master shall present a written report of the year's ringing at the AGM.

- d) **The Secretary** shall administer the Society's general business including arrangement of towers for ringing meetings, convene all business meetings including committee meetings, ensure that minutes are taken of all committee and general meetings and keep a record of the Society's property and where and by whom it is held. The Secretary in conjunction with the Treasurer shall keep records of all members of the Society and their contact details, which will be made available to the Officers of the Society upon request. (Such details shall only be used for the purposes of conducting the legitimate business of the society).

The Secretary shall in conjunction with the Treasurer oversee the Society's property and funds, their whereabouts and signatories, and deal with any unforeseen contingencies, if necessary by calling an immediate meeting of the Committee or of the Society.

The Secretary shall hold petty cash sufficient for day to day expenses and shall be authorised to make small incidental payments from it. The amount of petty cash held will be agreed between the secretary and treasurer as occasion demands and shall be indicated in the secretary's annual report.

The Secretary shall submit a written report of the Society's business and activities at the AGM.

- e) **The Treasurer** shall be responsible for the general funds and shall pay out of the appropriate fund the normal running expenses of the Society and any other payments which have been agreed by a General Meeting of the Society or by the Committee. The Treasurer shall submit a report of the Society's financial affairs and an audited or reviewed statement of the accounts to the AGM. The treasurer shall keep and administer the society's bank accounts and will be one of the authorised signatories thereof. The Treasurer will provide sufficient petty cash for the secretary's use as outlined above. The treasurer shall provide all necessary records and accounts to an auditor appointed by the committee or at the AGM for the purpose of the accounts being reviewed or audited. Review will be sufficient unless otherwise directed by the committee.
- f) **The Librarian** shall be responsible for the safe keeping of the Society's books, ringing papers, records and archives, and enabling access thereto and shall submit a report at the AGM. The librarian shall ensure that any peals or quarter peals rung by the society and to be credited to it are appropriately entered into the Society's records.

#### **14) COMMITTEE**

The committee shall consist of the President, Master, Secretary, Treasurer and at least four but not more than eight other members who shall be elected annually at the AGM. These members will be eligible for re-election.

- a) The committee will undertake the routine management of the society's business.
- b) The Committee shall meet when circumstances require and at least once a year, and the quorum shall be half of the committee members.
- c) The Committee may co-opt additional members for specific purposes.
- d) Committee meetings shall be chaired by the President if present and if not then those present shall elect a chairperson from among their number.
- e) The Committee shall be responsible for any arrangements necessary to provide for auditing of the Society's accounts.

- f) The Secretary, or if not present then another member, shall record minutes of all committee meetings.

#### **15) SOCIETY FUNDS**

- a) There shall be a General Fund for the administration of the Society, and any other such funds as may be determined by a General Meeting of the Society. This fund will receive all member subscriptions and any other income.
- b) Expenditure on outings and other events which are in line with the aims of the Society may be authorised by the committee.
- c) The funds shall be held by the Treasurer in suitable bank or similar accounts, which arrangements shall be approved by the committee and confirmed at the AGM.
- d) The Treasurer shall be authorised to pay money from the society's funds to meet the legitimate expenses of the society in accordance with these rules.
- e) One signature shall be sufficient for the purpose of signing cheques and other documents relating to the society's bank accounts and the signatories shall be the President, Secretary, Treasurer, Ringing Master and one other member of the society to be appointed by the committee.

#### **16) MEETINGS**

- a) A quorum for General Meetings shall comprise of ten voting members.
- b) The Annual General Meeting of the Society shall normally be held on the last Saturday in January for the purpose of receiving the audited accounts, the reports of Officers and Committees, for the election of Officers and for any other business.
- c) Ordinary General Meetings shall be held as required and shall be convened by the Secretary and they will be minuted. If appropriate and convenient they may be combined with a Ringing Meeting.
- d) Special General Meetings may be called at any time by the Committee, or by the Secretary at the request of not fewer than ten ordinary members, for the purpose of dealing with urgent business that would otherwise have to await the AGM.
- e) Ringing meetings shall be held monthly at towers within the Society's area of activity, usually on the last Saturday of the month or as arranged by the committee, and shall be held at 6 and 8 bell towers primarily. Ringing shall normally be in the afternoon and evening but may be in the evening only if that is considered appropriate by the committee.
- f) Whenever possible and appropriate ringing meetings shall take place at different towers for the afternoon and evening sessions. Exceptionally meetings may be held at or include towers outside the normal area if the committee considers that it is consistent with the aims of the Society to do so.
- g) Notice of all ringing meetings shall be given through the "Ringing World" (or its "BellBoard" service) and may also be given through any other medium used by the society.

#### **17) PEALS AND QUARTER PEALS**

- a) A true peal or quarter peal may be credited to the Society provided that all the members of the band are members of the Society (including if they are elected in the tower prior to the attempt commencing). Quarters and peals where a majority but

not all of the ringers are members may be noted in the records if requested by the band but will not be counted as society performances.

- b) The conductor of any peal or quarter peal rung for the Society shall forward the details to the librarian so that the peal may be recorded in the society's peal and quarter peal record. The details required are the tower where the touch was rung, the method, the changes rung and composition, the time taken and the names of the conductor and other ringers and the bells rung by them, also any footnotes to be recorded with the performance details.

### **18) DATA PROTECTION**

All personal information held by the society and relating to its members or other persons will be used only for carrying out the legitimate business of the society and will not be shared with anyone other than elected officers and the web-master without the members consent. The information that will be held will consist of the members name, title, address, telephone numbers and email address. Normally this information will only be used to contact the member in relation to society business and will not be passed to any person outside of the society except where required by law. If a member is a child or young person or potentially a vulnerable adult this fact will also be noted so that the member may be accorded special protection at society events as appropriate.

### **19) SAFEGUARDING**

The society does not seek to undertake training of children or vulnerable people and any such training that members are involved in shall be under the auspices and policies of the church or organisation where the training takes place and subject to the safeguarding policies of that church or organisation. At all times members shall comply with the safeguarding policies of the churches where they are ringing and any other ringing societies or associations to which they might belong or whose activities they attend.

No vulnerable person, whether child or adult shall be permitted to engage in any society activity unless at least two adult members of the society are present and consent for the activity has been given by the person responsible for the child or vulnerable adult.

### **20) INSURANCE**

The society does not aim to provide any form of insurance cover for members. All members are recommended to ensure that they have suitable insurance cover to protect themselves against any claims against them arising from bell ringing activities.

### **21) AMENDMENT OF RULES**

- a) Amendment of the Constitution And Rules shall only be made at the Annual General Meeting or a Special General Meeting of the Society convened for that purpose.
- b) Notice of any proposed amendment must be received by the Secretary at least 28 days before the Meeting and must be circulated to Society Officers and members at least 14 days before the Meeting.
- c) Amendments to the rules shall require the support of two-thirds of all those voting at the meeting.

.....