

PART 1: CONSTITUTION

A Name and object

- 1.1 This Society shall be called the Peterborough Diocesan Guild of Church Bell Ringers (the Guild) and registered as a charity with the Charity Commission.
- 1.2 It shall aim to be of service to the Church in the Diocese of Peterborough by:
 - a Ringing for Divine service
 - b Recruiting and training ringers
 - c Encouraging the art of change ringing
 - d Helping ringers to improve their standard of ringing
 - e Care and restoration of bells and their fittings.
- 2.1 The Guild shall be:
 - a A constituent body of the Peterborough Diocesan Synod
 - b Affiliated to the Central Council of Church Bell Ringers.
- 2.2 The Guild shall maintain close links with the Diocesan Advisory Committee and the Diocesan Bell Advisor.

B Membership

- 3.1 Membership of the Guild shall be in the following categories:
 - a Ringing member: a person who can ring rounds
 - b Associate member: a member who does not meet the criteria of a ringing member but wishes to support the Guild
 - c Life Honorary member: a ringing or associate member who has given outstanding service to the Guild
 - d Non-resident member: a person who is qualified to be a ringing member but is resident outside the Diocese and does not ring frequently at a tower within it.
- 3.2 Ringing, associate and life honorary members only shall have voting rights and be permitted to hold office in the Guild.

C Branches

- 4.1 The main activity of the Guild shall be carried out by its branches.

D Governance

- 5.1 Members shall be elected to fulfil the following Executive offices:
 - a President
 - b Master
 - c Secretary
 - d Treasurer
 - e Steward.
- 5.2 The Guild Executive officers are the Trustees of the Guild.
- 5.3 The Guild Executive is responsible for the day-to-day running of the Guild.
- 5.4 The Guild shall identify and fill from its membership additional officers as it sees fit to conduct its activities in line with its charitable objectives. This must include a nominated safeguarding officer.
- 5.5 The Guild Annual General Meeting which shall normally be held on the second Saturday in June, shall be the final decision-making body of the Guild.
- 5.6 The Guild Annual General Meeting shall:
 - a Elect all Trustees.
 - b Appoint an independent examiner
 - c Set subscriptions for the following year
 - d Set peal fees for the following year.
- 5.7 For the efficient running of the Guild, and the implementing of its objects, there shall be a minimum of two committees:
 - a Guild management committee
 - b Restoration and maintenance committee
 - c Finance committee.

5.8 Every branch shall be represented on each of these committees.

E Finance

6.1 All money in the Guild's General Fund not required for working purposes may be transferred to the bell fund or to another fund as directed by the Guild Management Committee.

6.2 Any money may be invested to the benefit of the Guild as directed by the Guild Management Committee.

6.3 All payments shall be approved by any two of the Trustees.

F Bell Fund

7.1 There shall be a separately constituted bell fund

7.2 The Fund shall be known as the PETERBOROUGH DIOCESAN GUILD OF CHURCH BELL RINGERS BELL FUND (the bell fund) and shall be registered as an associated Charity with the Guild.

7.3 The bell fund shall exist to assist the Diocese of Peterborough in:

a The preservation of redundant bells

b The repair, restoration, and augmentation of existing bells

c The provision of new bells

d The provision of sound insulation and management directly associated with ringing the bells

e Other work directly associated with the repair, restoration, augmentation, or provision of bells.

7.4 Responsibility for the administration of the bell fund lies with the Trustees of the Guild (as defined in 5.2).

7.5 The Guild Treasurer and independent examiner of the Guild are also the treasurer and independent examiner for the bell fund.

PART 2: GUILD RULES

A Election of members and subscriptions

- 1.1 Ringing and Associate Members may be elected at any branch meeting, (including committee meetings) by a majority of those present when proposed and seconded. Membership shall be exercised through only one branch at a time. First subscriptions are due on election and subsequent subscriptions are due in advance on the first day of January each year. Membership shall cease if such subscriptions are not paid within one year of becoming due. The subscription of members elected in or after October shall cover the remainder of the current year and the whole of the next year.
- 1.2 The subscription rate of ringing and associate members, and peal publication fees, shall be fixed for the following year at the Guild Annual General Meeting. Unless a change is agreed, the existing rate shall continue. Full-time students shall pay one half of the full subscription. From the age of 75 subscriptions shall be at the member's discretion.
On election members shall complete an application form including contact details and preferably Gift Aid permission for processing by the branch secretary.
Members shall complete a renewal form at intervals to confirm their details and whenever they wish to amend their details.
- 1.3 The Guild may waive for periods of one year at a time the subscription of ringing members who suffer from prolonged illness or unemployment, and associate members who assist with the Guild's work.
- 1.4 Life honorary members shall only be elected at a Guild Annual General Meeting.
- 1.5 Nominations must be received for consideration by the Guild Secretary 14 days in advance of the Guild Management Committee meeting. Once elected, life honorary members pay no further subscriptions.
- 1.6 Persons who have been Ringing or Associate Members for at least two years may, upon moving out of the Diocese, inform the Branch that they wish to become Non-Resident Members. No subscription is payable during the period of non-residence.
- 1.7 A person resident outside the Diocese who wishes to be associated with the Guild may be elected a Non-Resident Member at a Guild or Branch Meeting as an alternative to Ringing or Associate Membership. A single payment, which shall be the current adult ringing membership subscription, shall be paid at the time of the election.
- 1.8 For the purpose of peal ringing new members may be provisionally elected in the belfry to the appropriate category of membership. Their election is subject to confirmation at a business meeting of the appropriate branch, in the case of a ringing member, or at a meeting of the Guild Management Committee, in the case of a non-resident member. If election is not confirmed the subscription will be refunded.
- 1.9 A member failing to conform to the objects and rules of the Guild may be expelled by the Guild Management Committee, which shall report the matter to the next Guild general meeting. Such a member shall forfeit any payments made to the Guild.

B1 Election of trustees

- 1.1 As per Constitution D 5.1, all Trustees shall be members of the Guild.
- 1.2 All trustees shall retire annually at the Guild's Annual General Meeting but shall be eligible for re-election. All nominations for Trustees should be made in writing to the Guild Secretary, prior to the Annual General Meeting, provided always that they are proposed and seconded by members. Election shall be made by ballot, the successful candidate being that one with the highest number of votes.
- 1.3 Trustee nominations should include a brief CV and a statement from the Nominee that they are willing to stand and are not barred from being a Trustee under Charity Law.

B2 Additional Guild Officers

- 2.1 All additional Officers shall retire annually at the Guild's Annual General Meeting (AGM) but shall be eligible for re-election. All nominations for additional Officers should be made in writing to the Guild Secretary, prior to the Annual General Meeting, provided always that they are proposed and seconded by members. The Guild Management Committee shall make

nominations where none are forthcoming for election at the AGM to each of the following offices:

- a 100 Club officer
- b Newsletter editor
- c Peal secretary
- d Public relations officer
- e Report editor
- f Safeguarding officer
- g Webmaster
- h Any other officer

2.2 The AGM shall propose for election its Central Council representatives on an annual basis.

B3 Independent examiner

3.1 The Guild Annual General Meeting shall appoint one independent examiner (in line with Charity Commission's requirements), as appropriate, who shall not be a member of the Guild Management Committee and need not be a member of the Guild.

C Committee structure

- 1.1 The Guild Management Committee shall consist of all Guild officers and two representatives from each branch.
- 1.2 Twelve members shall constitute a quorum.
- 1.3 The Guild Management Committee shall co-ordinate all guild activities, prepare and publish a printed annual report, and independently examined accounts, and to convene sub-committees as required – one of which is responsible for the Guild's finances.
- 1.4 This committee shall meet at least once a year normally on the first Saturday in March
- 1.5 Any member can propose an item for discussion at the next meeting of the Guild Management Committee through the Guild Secretary not less than 14 days before the date of the next Guild Management Committee meeting.
- 1.6 The President shall take the Chair at all business meetings of the Guild and the Guild Management Committee. In their absence the Chair will be taken by the Master, or in their absence by a person elected at the meeting.
- 1.7 The Finance Committee shall consist of the Guild Treasurer as convenor and one representative from each branch.
- 1.8 The Restoration and Maintenance Committee shall consist of the Guild Steward as convenor and the steward from each branch.
- 1.9 The Restoration and Maintenance Committee shall meet at least once a year in February.
- 1.10 The President, Master, Secretary, Treasurer and Steward shall form the Guild Executive. In the event of a Guild office being vacated between Annual General Meetings, they shall make an appointment until the next Annual General Meeting.
- 1.11 A virtual meeting is an acceptable alternative to a meeting in person.

D Expenses

- 1.1 The following expenses relating to achieving the objectives of the Guild shall be paid by the Treasurer out of the general fund:
 - a The cost of printing the Annual Report and any other publications authorised by the Guild Management Committee
 - b The expenses of Guild General Meetings
 - c Stationery, postage, telephone, notices of meetings and other incidental expenses
 - d Merchandise and marketing costs
 - e Insurance of Guild property
 - f Central Council fees
 - g A contribution towards of the representatives' expenses in attending each Central Council meeting as determined by the Guild Management Committee
 - h Transfers to other funds within the Guild.

E Peal records

- 1.1 Peals rung for the Guild must conform to the framework for method ringing of the Central Council.
- 1.2 Where peals are rung for the Guild at towers within the Guild boundary the band must wholly consist of members of the Guild.
- 1.3 Where peals are rung for the Guild at towers outside the Guild boundary, the band must all be members of the Guild with at least half of the band being life honorary or ringing members.
- 1.4 Conductors shall forward the following to the Peal Secretary as soon as possible and in any case not later than the 15 January of the following year:
 - a Note of the performance
 - b The composition, if not previously rung for the Guild or its peal number if already used
 - c The names of the towers to which members ringing their first peal belong
 - d The names, addresses and subscriptions of any Ringing Members elected in the belfry
 - e The names, addresses and subscriptions of any Non-Resident Members elected in the belfry
 - f The peal fees.
- 1.5 Ringing members' fees must be passed on by the peal secretary to the branch treasurer.
- 1.6 The peal secretary shall forward details and monies received under Rules E1.4.e. and E1.4.f to the Guild Treasurer annually.
- 1.7 The peal secretary shall ensure that all peals and new compositions shall be included in full in the annual report.

F1 Alteration of the constitution

- 1.1 Alterations and additions can only be made to the Constitution at an Annual or Special General Meeting and shall require at least two thirds of those members present to vote in favour of the change. Notices of such alterations and of the date and place of the general meeting at which changes are to be proposed shall be published on the Guild's website and in 'The Ringing World' at least four weeks before the meeting.
- 1.2 Following acceptance, amendments to the constitution are passed to the Charity Commission.
- 1.3 A general meeting can be called either by the Guild Management Committee or by written request to the Guild Secretary by 20 voting members.

F2 Alteration of the rules

- 2.1 Alterations and additions can only be made to the Guild's rules at a formal meeting of the Guild and shall require a simple majority of those voting in favour of the change.
- 2.2 Notices of such alterations and of the date and place of the meeting at which changes are to be proposed will be posted on the Guild's website and in 'The Ringing World' at least four weeks before the meeting.

F3 Alteration of branch boundaries

- 3.1 Any reconfiguration of the branches must be preceded by suitable consultation with the affected branches, and subsequent discussion and agreement at a Guild general meeting.
- 3.2 The movement of a tower between branches shall require the agreement of branches, incumbents, and ringers concerned and shall be submitted to the Guild Management Committee for ratification.

G Dissolution of the Guild

- 1.1 A decision to dissolve the Guild may only be taken at a General Meeting under the same conditions for notice and voting as those prescribed in Rule F1.1 above. The net assets of the Guild shall then be disposed of to either, or between both of, the following:
 - a Any successor charitable body or bodies with similar objectives, covering all or part of the same geographical area
 - b Such charitable funds as the Guild may select.

PART 3: BRANCH RULES

- 1 Each branch shall hold its Annual General Meeting in January for the purpose of receiving a report and independently examined accounts for the previous year, electing officers and arranging a programme of activities for the ensuing year. Members shall be eligible to vote or stand for office only in accordance with Guild Rule A1.1, in the branch through which they exercise their membership.
- 2.1 The Branch Committee will consist of the following officers, which shall be elected annually: chairman, ringing master, secretary, treasurer, steward, press correspondent (in line with the branch roles and responsibilities document).
- 2.2 Two members of the branch committee (who are not there in any other capacity) will represent the branch on the Guild Management Committee.
- 2.3 A branch may also elect additional working officers at its discretion to assist in the running of the branch.
- 3 Each branch shall appoint an independent examiner at its Annual General Meeting. The independent examiner shall not be a member of the branch committee and need not necessarily be a Guild member.
- 4 The branch officers shall collect all subscriptions due from branch members. Any donations in lieu of subscriptions shall be treated as subscriptions.
- 5 75% of subscriptions to the branch shall be remitted to the Guild Treasurer, the remainder being retained for the branch's own use.
- 6 Any donations to the Guild bell fund but received by the branch shall be passed to the Guild Treasurer in their entirety.
- 7 A statement of accounts shall be prepared for submission to the branch Annual General Meeting and subsequently to the Guild treasurer by the end of January. All monies held by, or on behalf of, the branch shall be included in these accounts and there shall be no special funds in existence other than those included in the accounts.
- 8 A directory of towers and correspondents shall be maintained by the Guild Secretary as informed by the branches. It is the responsibility of the branches to inform the Guild Secretary of any changes.
- 9 The branch shall maintain their own list of members to submit to the Report Editor by 15 February each year. The Branch should issue application forms to new members, and issue renewal forms to all members periodically.
- 10 The branch shall separately identify members as:
 - a Over 75
 - b Adult
 - c Full time student.
- 11 The branch committee shall report to the branch Annual General Meeting and the Guild Management Committee on the year's work. A synopsis of the report shall be submitted to the Guild Secretary by the end of January of each year.

PART 4: TRAINING FUND RULES

1 Purpose of the fund

- 1.1 The Training Fund shall be used for the following purposes:
 - a Funding the running of training courses/ events
 - b Sponsoring an individual to attend a recognised training course (subject to a written application to the Guild Master and acceptance)
 - c The production of advertising and training materials to support training courses/ events
 - d Funding wholly or in part training aids – for example, simulators
 - e Any necessary expenses required to further training within the Guild.

2 Sources of income

- 2.1 The responsibility for raising income for the Fund shall rest with the Guild Management Committee. Methods shall include:

- a Transfers from the general fund
- b Collections at appropriate meetings and practices of the Guild
- c Donations
- d Bequests
- e Other means including fundraising.

3 Limits

- 3.1 The Guild Master has discretion to spend up to a limit determined at the Guild Management Committee and authorised at a guild meeting each year without reference to the Guild executive.
- 3.2 The Guild Management Committee can authorise additional expenditure as required.

4 Report and accounts

- 4.1 As part of the general fund, the Guild Treasurer shall prepare accounts for each year ending 31 December and submit them to the independent examiner. The independently examined accounts together with a report by the administrators shall be submitted to the Guild Management Committee at its first meeting of the calendar year for inclusion in the Guild's annual report.

5 Dissolution of the fund

- 5.1 Any decision to dissolve the Fund shall be made by the Guild Management Committee.

PART 5: BELL FUND RULES

A Name and object

Peterborough Diocesan Guild of Church Bell Ringers Bell Fund Rules

B Sources of income

- 1 The responsibility for raising income for the Fund shall rest with the Guild Management Committee. Methods shall include:
 - a Covenanted subscriptions
 - b Collections at meetings and practices of the Guild and its branches
 - c Donations from affiliated churches
 - d Bequests
 - e The 100 club
 - f Other means.

C Investments

- 1 All money in the fund shall be invested in any manner the administrators think fit in the best interests of the fund.

D Grants

- 1 Application forms are obtainable from the Guild Steward. Completed forms, together with a specification of proposed work, estimates of the costs for grants, and details of how the work is to be financed, shall be sent to the Guild Steward.
- 2 The Restoration and Maintenance Committee shall consider the application and forward it with their suggestions to the administrators.
- 3 Any grant recommended by the administrators shall be voted on without amendment at a Guild General Meeting. The Guild Steward shall notify the applicant of the meeting's decision.
- 4 A Guild General Meeting may also authorise a maximum sum of money that may be spent annually at the discretion of the administrators to assist with minor repair work, provided that such work is eligible for a grant under Constitution reference 13.3.
- 5 The applicant shall notify the Guild Steward as soon as work has commenced. If the work has not commenced within two years of the grant being made, the grant will lapse.
- 6 Application for payment of the grant shall be made to the Guild Steward after the completion of the work. The application, on the form provided, shall be accompanied by a copy of the final account and details of any variation from the original specification.

- 7 Authority to pay the grant shall be vested in the administrators, who may also reduce the amount approved after consideration of the work carried out and its final cost.
- 8 The administrators may at their discretion authorise an increase the value of the grant where there is a significant increase in costs, up to a maximum of 10% of the value of the original grant.
- 9 Only one grant will be paid in respect of each completed proposal.

E Report and accounts

- 1 The Guild Treasurer shall prepare accounts for each year ending 31 December and submit them to the independent examiner. The independently examined accounts together with a report by the administrators shall be submitted to the Guild Management Committee at its first meeting in the new year for inclusion in the Guild's annual report.

F Dissolution of the fund

- 1 Any decision to dissolve the Fund shall be made in accordance with the procedure set out under Guild Rule G1.5.