



THE CENTRAL COUNCIL OF CHURCH

BELL RINGERS

UK Registered Charity No. 270036

Central Council of Church Bell Ringers

**Procedures of the Council ('Procedures')
(for adoption at the Council's Meeting on 27th/28th May 2018)**

**EDITION 1 – DRAFT
OCTOBER 2017**

Procedures of the Council ('Procedures') (adopted on 28th May 2018)

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1 INTERPRETATIONS AND DEFINITIONS

- 1) In this document those terms which are capitalised have the same meanings as shown in the Rules of the Central Council of Church Bell Ringers adopted on 28th May 2018.
- 2) In the event of any conflict between the provisions of this document and the Council's Rules, the Council's Rules shall prevail.

2 FINANCE AND ACCOUNTING PROCEDURES

2.1 FIN-001 Annual Subscription

- 1) Effective Date : 1st January 2018
- 2) End Date : None
- 3) Governing Rule : 4.5 – Annual Subscription
- 4) The Annual Subscription for Affiliated Societies shall be £40 for each Representative Member to which that Society is entitled under the Rules.

2.2 FIN-002 Register of Significant Assets

- 1) Effective Date : 28th May 2018
- 2) End Date : None
- 3) Governing Rule : 7.11 – Powers of the Executive
- 4) The Council's Significant Assets are :-
 - (a) The Rolls of Honour
 - (b) The Carter Ringing Machine Collection
 - (c) The Dove directory of towers and its associated electronic database
 - (d) The Council's Library

2.3 FIN-003 Maximum Contract Value

- 1) Effective Date: 28th May 2018
- 2) End Date : None
- 3) Governing Rule : 7.15 – Executive Meetings
- 4) The Maximum Contract Value is £1,000 sterling.

3 GOVERNANCE PROCEDURES

3.1 GOV-001 Governance Review

- 1) Effective Date: 28th May 2018
- 2) End Date : None
- 3) Governing Rule : 10.1 - Procedures

- 4) Every three years commencing May 2019, the Executive shall undertake a review of the Council's Rules, Procedures and governance to assess whether they continue to be effective and aligned with best practice.

- 5) In the event that eligibility to vote at Council Meetings remains vested wholly or in part with Representative Members, each such review shall explicitly include an assessment and recommendation as to whether it would be appropriate to transfer some or all of the powers of Representative Members to Individual Members.

3.2 GOV-002 Independent Examiners

- 1) Effective Date: 28th May 2018
- 2) End Date : None
- 3) Governing Rule : 10.1 - Procedures

- 4) The Independent Examiners shall at each Annual Council Meeting be elected from amongst the Council's Representative Members.

- 5) An Independent Examiner may not simultaneously be an Executive Member, Workgroup Leader or Officer of the Council and shall be deemed to have retired as an Independent Examiner on becoming such an Authorised Official.

- 6) The Independent Examiners acting together shall have power to employ the services of a professional accountant at the expense of the Council in pursuit of their duties.

- 7) In the event of an Independent Examiner vacating their office before expiry of their term, the Executive shall have the power to make a temporary appointment to fill the vacancy, which shall be valid until the start of the next Council Meeting.

4 MEMBERSHIP PROCEDURES

4.1 MBE-001 Ex-officio Members

- 1) Effective Date : 28th May 2018
- 2) End Date : None
- 3) Governing Rule : 5.1 - Membership Types

- 4) The Council shall have the following Ex-Officio Members :
 - (a) The Chairman of The Ringing World Limited, company number 01722963.

- 5) There is no membership subscription.

- 6) Ex-officio Members shall be appointed for the term of their office, except in the event that such membership is rescinded by a Decision of the Executive.

4.2 MBI-001 Fellows

- 1) Effective Date : 28th May 2018
- 2) End Date : None
- 3) Governing Rule : 5.1 – Membership Types

- 4) The Council shall have a class of Individual Member, named “Fellow” reserved for those who have given distinguished service to the Council or the the ringing community, and which the Council wishes to recognise.

- 5) Each Fellow shall be appointed by Resolution agreed at a Council Meeting, except that the first Fellows shall be those life members of the Council at the close of the meeting at which this Procedure was agreed.

- 6) There is no membership subscription.

- 7) Fellows shall be appointed for life, except in the event that their fellowship is rescinded by a Decision of the Executive.

- 8) The Secretary or their designate shall maintain a register of all Fellows.

5 OFFICER AND WORKGROUP PROCEDURES

5.1 OFF-001 Officers

- 1) Effective Date : 28th May 2018
- 2) End Date : None
- 3) Governing Rule : 8.2 – Creation, Amendment or Removal of Officers & Workgroups

This procedure will contain the Terms of Reference for each Officer which the Council proposes to appoint or elect with effect from 28th May 2018.

The Terms of Reference for each Officer are currently being prepared and will be included in the Second Edition of this document, due to be published in December 2017.

5.2 WRK-001 Workgroups

- 1) Effective Date : 28th May 2018
- 2) End Date : None
- 3) Governing Rule : 8.2 – Creation, Amendment or Removal of Officer & Workgroups

This procedure will contain the Terms of Reference for each Workgroup which the Council proposes to establish with effect from 28th May 2018.

The Terms of Reference for each Workgroup are currently being prepared by the Council's Officers and will be included in the Second Edition of this document, due to be published in December 2017.