



THE CENTRAL COUNCIL OF CHURCH

**BELL RINGERS**

UK Registered Charity No. 270036

## **Central Council of Church Bell Ringers**

**Standing Orders of the Council ('Standing Orders')  
(for adoption at the Council's Meeting on 27<sup>th</sup>/28<sup>th</sup> May 2018)**

**FINAL EDITION - APPROVED FOR SUBMISSION TO THE COUNCIL'S MEETING  
ON 27<sup>TH</sup>/28<sup>TH</sup> MAY 2018**

**14<sup>TH</sup> APRIL 2018**

# Standing Orders of the Council ('Standing Orders')

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Standing Order	Subject	Effective Date	End Date (if applicable)
<b>INTRODUCTION</b>			
I1	Interpretations and Definitions	28/5/2018	None
<b>COUNCIL MEETINGS</b>			
C1	Subject of Motions	28/5/2018	None
C2	Notices of Motion	28/5/2018	None
C3	Consideration of Motions	28/5/2018	None
C4	Recording	28/5/2018	None
C5	Chairman	28/5/2018	None
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<b>THE EXECUTIVE</b>			
E1	Executive Meetings	28/5/2018	None
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<b>FINANCIAL AND AUDIT</b>			
F1	Annual Subscription	28/5/2018	None
F2	Register of Significant Assets	28/5/2018	None
F3	Maximum Contract Value	28/5/2018	None
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<b>GOVERNANCE</b>			
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M2	Fellows	28/5/2018	None
<b>GENERAL PROVISIONS</b>			
N1	Notices	28/5/2018	None
N2	Personal Benefit	28/5/2018	None
<b>SOCIETIES</b>			
S1	Society Membership	28/5/2018	None
<b>REGULATIONS - WORKGROUPS AND STEWARDS</b>			
W1	Terms of Reference	28/5/2018	None
W2	Length of Service	28/5/2018	None
W3	Size of Workgroups	28/5/2018	None
<b>TERMS OF REFERENCE FOR STEWARDS</b>			
XS1	Carter Ringing Machine	28/5/2018	None
XS2	Dove	28/5/2018	None
XS3	Library	28/5/2018	None
XS4	Rolls of Honour	28/5/2018	None
<b>TERMS OF REFERENCE FOR WORKGROUPS</b>			
XW1	Terms of Reference for Workgroups	28/5/2018	None

## **INTRODUCTION**

### **I1 Interpretation and definitions**

- I1.1 In these Standing Orders those terms which are defined by the Rules of the Central Council of Church Bell Ringers shall have the have their meanings so defined, unless the Standing Order in which the term appears states otherwise.

## **COUNCIL MEETINGS**

### **C1 Subject of Motions**

- C1.1 A Motion may be submitted for consideration at a Council Meeting where its purpose :
- a) is explicitly provided for by a Rule or Standing Order; or
  - b) is to express the views of members relating to the business of the Council.

### **C2 Notices of Motion**

- C2.1 Each notice of Motion for consideration at a Council Meeting (which may be accompanied by a supporting statement of up to 200 words) shall be given to the Secretary with the names of a proposer and seconder (each being a Council Member) not less than six weeks before the meeting, and such Motions and statements shall appear on that meeting's agenda paper.
- C2.2 The number of Motions submitted for consideration at any Council Meeting shall be limited to two per proposer.

### **C3 Consideration of Motions**

- C3.1 For each Motion duly submitted to a Council Meeting its proposer or their delegate may at their discretion (but subject to the time limits stated in Standing Order C3.3) address the meeting in connection with their Motion, invite and respond to questions, amend their Motion or withdraw it entirely.
- C3.2 Notwithstanding Standing Order C2 members present at a Council Meeting may :
- a) discuss other business; and
  - b) submit and determine other Motions not shown on the agenda paper, (whether procedural or substantive);
- by agreement of a majority of those Representative Members present and voting provided that in the reasonable opinion of the chairman such business or Motions relate to the genuine business of the Council and do not change its Rules, Standing Orders or Policies.

- C3.3 The time for consideration of a Motion at a Council Meeting shall not exceed 30 minutes (at which time the Motion if undecided shall be put to the vote) or such longer time as may be agreed by a majority of those Representative Members present and voting.
- C3.4 Notwithstanding Standing Order C3.3 consideration of a Motion shall always end and the Motion shall be put to the vote if agreed by two thirds of those Representative Members present and voting.

## **C4 Recording**

- C4.1 The Executive shall keep minutes of all Council Meetings; including:  
a) the names of all Council Members present; and  
b) details of business transacted including the results of all elections and the details of all Motions agreed.
- C4.2 Within four months of each Council Meeting the Secretary or their delegate shall send a copy of that meeting's minutes to each Council Member and Society Contact.

## **C5 Chairman**

- C5.1 The President (or in their absence or incapacity the Deputy President) shall normally preside as chairman of each Council Meeting.
- C5.2 In the absence or incapacity of both the President and Deputy President, those Representative Members present shall elect a chairman for that meeting.
- C5.3 The chairman of each Council Meeting shall conduct its business in accordance with the Rules and Standing Orders.

## **C6 Adjournment**

- C6.1 Any Council Meeting may be adjourned to a later sitting if a Motion for adjournment (stating the date, time and place of the adjourned meeting) is agreed by no less than two thirds of those Representative Members present and voting.
- C6.2 No business shall be conducted at an adjourned Council Meeting unless it could properly have been conducted at such a meeting had the adjournment not taken place.

## **C7 Nominations**

- C7.1 Each appointment made at a Council Meeting shall be on the basis of a Nomination made in accordance with Standing Orders C7.2 and C7.3, except that in the absence of sufficient Nominations the chairman of the meeting shall accept Nominations which are made in person by Representative Members present.
- C7.2 Notice shall be given to the Secretary not less than six weeks before the Council Meeting at which a Nomination is to be considered, and shall include:  
a) the names of its proposer and seconder, each being a Representative Member;  
b) confirmation of the nominee's agreement to be nominated; and

c) optionally, a supporting statement of up to 200 words.

C7.3 All nominations received in accordance with Standing Order C7.2 together with any supporting statements shall appear on the agenda paper of the Council Meeting at which they are to be considered.

## **C8 Elections**

C8.1 Each appointment made at a Council Meeting shall be by election in which each Representative Member present may vote for as many candidates as there are vacancies (with the candidates receiving most votes being elected), except that :

- a) where the number of candidates is equal to or less than the number of vacancies, those candidates nominated shall be deemed elected;
- b) where more than two candidates stand for a single vacancy, voting shall take place under the Alternative Vote system of the Electoral Reform Society; and
- c) in the event of a tied vote between the highest placed candidates for a vacancy, a candidate shall be selected by the drawing of lots.

C8.2 The term of each person elected shall start at the end of the Council Meeting at which they are elected and shall continue until the end of the Council Meeting at which their successor is elected.

## **THE EXECUTIVE**

### **E1 Executive Meetings**

E1.1 The Executive may conduct its proceedings as it thinks fit, subject to the Council's Rules, Standing Orders and Policies; but decisions on the following matters may be made only at an Executive Meeting which has been called and conducted in accordance with Standing Order E1.2:

- a) appointing or removing a Trustee, Workgroup Leader or Steward;
- b) delegating any powers or functions of the Executive;
- c) creating, replacing or withdrawing any Policy or Standing Order;
- d) appointing or changing the Executive Sponsor of a Workgroup or Steward;
- e) entering into any contract relating to landed property or paid employment, or any contract whose value exceeds such Maximum Contract Value as may be stated in the Standing Orders;
- f) agreeing the date, venue or agenda of any Council Meeting;
- g) agreeing or adopting any annual report, statement of accounts or forward plan;
- h) any matter relating to a Conflict of Interest ;
- i) rescinding or suspending any Council membership; or
- j) any matter likely to delay or frustrate the implementation of a Council Resolution.

E1.2 Each Executive Meeting shall be called and conducted as follows:

- a) An Executive Meeting may be called:
  - (1) by any Trustee on giving 28 days notice, setting out the matters to be agreed, to all other Trustees; or

- (2) without notice on agreement of a majority of all Trustees.
- b) On any matter to be determined, each Trustee present may exercise one vote.
- c) Where an Executive Meeting has been called with 28 days notice as required by this Standing Order all matters set out in that notice shall be decided by a majority of votes and in the case of a tied vote, the person who chairs the meeting shall have a second vote.
- d) On all matters other than those referred to in paragraph c) of this Standing Order, all questions arising at such a meeting shall be decided only if more than half of all Trustees (whether present or not) are in agreement.
- e) Each Executive Meeting shall be chaired by one of the following persons, in descending order of precedence (who are present, able and willing to exercise this function):
  - (1) the President;
  - (2) the Deputy President;
  - (3) the Treasurer; or
  - (4) a Trustee appointed by a majority of those present.
- f) No business shall be transacted at an Executive Meeting unless a quorum of four Trustees is present, except that where the number of current Trustees is less than four, those serving Trustees may act for the purpose of appointing candidates to vacant Executive positions.
- g) A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- h) Trustees may attend (and shall be deemed present at such parts of) any Executive Meeting in which they participate by means of telephone or communications equipment which allows everyone participating to hear each other.
- i) All decisions made at a meeting of the Executive shall be minuted and a copy of such minutes shall within 14 days of the Executive Meeting be sent by the Secretary or their delegate to all Council Members.

## **E2 Length of Service**

- E2.1 Unless otherwise approved by Resolution at a Council Meeting, all serving Trustees shall be required to retire at the end of the sixth Annual Council Meeting after joining the Executive and may not become eligible to rejoin the Executive until the Annual Council Meeting next after such retirement.



## FINANCIAL AND AUDIT

### F1 Annual Subscription

F1.1 The Annual Subscription for Affiliated Societies shall be £40 for each Representative Member to which that Society is entitled under the Rules.

### F2 Register of Significant Assets

F2.1 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 contents of the Council's libraries  
e) Intellectual property rights (including publication copyrights) vested in the Council.

### F3 Maximum Contract Value

F3.1 The Maximum Contract Value is £1,000 sterling.

### F4 Independent Examiners

F4.1 Two Independent Examiners shall at each Annual Council Meeting be elected from amongst the Council's Representative Members for a term of one year.

F4.2 An Independent Examiner may not simultaneously be an Office Holder and shall be deemed to have resigned as an Independent Examiner on becoming an Office Holder.

F4.3 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.

F4.4 If an Independent Examiner vacates their office before expiry of their term, the Executive shall have the power to make a temporary appointment to fill the vacancy.

## GOVERNANCE

### G1 Governance Review

G1.1 Every three years commencing May 2019, the Executive shall review the Council's Rules, Standing Orders and governance to assess whether they continue to be effective and aligned with best practice.

G1.2 If eligibility to vote at Council Meetings remains vested wholly or partially with Representative Members, each such review shall include an assessment as to whether it would be appropriate to transfer some or all of the powers of Representative Members to one or more classes of individual members.

## **MEMBERSHIP**

### **M1 Ex-officio Members**

- M1.1 The Council shall have a class of Individual Member named “Ex-Officio Member” reserved for officers of partner or supporter organisations.
- M1.2 The Ex-Officio Members shall be :
- a) The Chairman for the time being of The Ringing World Limited, company number 01722963, or their delegate.
- M1.3 There is no membership subscription for an Ex-Officio Member.
- M1.4 Once created, Ex-officio memberships shall continue until removed from the Standing Orders or rescinded by an Executive Decision.

### **M2 Fellows**

- M2.1 The Council shall have a class of Individual Member, named “Fellow” reserved for those who have given distinguished service to the ringing community, which the Council wishes to recognise.
- M2.2 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 the Rules were adopted.
- M2.3 There is no membership subscription for a Fellow.
- M2.4 Fellows shall be appointed for life, except in the event that their fellowship is rescinded by an Executive Decision.
- M2.5 The Secretary or their delegate shall maintain a register of all Fellows.

## **GENERAL PROVISIONS**

### **N1 Notices**

- N1.1 Any communication required by a Rule, Standing Order or Policy shall be made to the stated addressee either:
- a) in writing, by delivering it either by hand or by first class post in a prepaid envelope to their postal address; or
  - b) via electronic communication to their electronic address.
- N1.2 For the purposes of Standing Order N1.1:
- a) where the recipient is the Council itself or an Office Holder, their address is that most recently published by the Council ; and

- b) in other circumstances, the recipient's address is that most recently notified to the Secretary.
- N1.3 For the purposes of Standing Order N1.1 any communication shall be deemed as served:
- a) 48 hours after its sent date and time if sent electronically; or
  - b) 2 days after its date of posting if sent by post.
- N1.4 For the purposes of Standing Order N1.3 the following conclusive evidence that a communication was served shall be acceptable:
- a) for communications by post, proof that an envelope containing the communication was properly, addressed, prepaid and posted;
  - b) for deliveries by hand, such evidence that indicates the communication was delivered;
  - c) for electronic communications, proof that the communication was sent by the sender's systems, which may comprise in the case of electronic mail the receipt by the sender of a blind copy of their own message.
- N1.5 Any communication required by a Rule, Standing Order or Policy may be withdrawn and shall have no effect, provided each of its addressees receive notice of such a withdrawal from the person (or persons) who sent the communication.

## **N2 Personal Benefit**

- N2.1 Any person authorised by the Executive is entitled to be compensated from the property of the Council such reasonable expenses properly incurred by them when acting on the Council's behalf, as may be determined by the Council's Policies.
- N2.2 A Trustee may benefit from trustee indemnity insurance cover purchased at the Council's expense.

## **SOCIETIES**

### **S1 Society Membership**

- S1.1 For the purposes of the Rules the membership of a bell ringing society at any time (its "Society Membership") shall be defined with reference to the preceding calendar year (or that society's equivalent membership year) as follows :-
- a) where a society has a membership subscription, its Society Membership shall be the number of its members paying (or exempted from paying) membership subscriptions; or
  - b) where a society has no membership subscription, its Society Membership shall be the number of its members who either :-
    - (1) appeared on that Society's membership list, received one or more member notices from the Society and are considered by that Society to be participating members; or
    - (2) attended at least one event (including meetings, practices, peal attempts, dinners and other gatherings of members) organised by that Society.

## **REGULATIONS - WORKGROUPS AND STEWARDS**

### **W1 Terms of Reference**

- W1.1 Each terms of reference for a Workgroup or Steward position shall state at least :
- a) its title and principal areas of activity;
  - b) for a Steward, the method of appointment or election and the term of office.
- W1.2 Where more than one Steward has the same responsibilities, a single terms of reference may cover all such positions.

### **W2 Length of Service**

- W2.1 Workgroup Leaders and Workgroup Members shall retire at the end of the sixth Annual Council Meeting after their appointment and may not become eligible for appointment to the same role until the Annual Council Meeting next after such retirement.
- W2.2 Unless otherwise approved by Resolution at a Council Meeting, Stewards shall retire at the end of the sixth Annual Council Meeting after their appointment or election and may not become eligible for appointment or re-election to the same role until the Annual Council Meeting next after such retirement.

### **W3 Size of Workgroups**

- W3.1 At all times the number of members of a Workgroup shall be subject to the approval of its Executive Sponsor.

## TERMS OF REFERENCE – STEWARDS

### XS1 Terms of Reference – Carter Ringing Machine Stewards

<b>Principal Areas of Activity:</b>
<ol style="list-style-type: none"><li>1. Responsible for the hosting, care and maintenance of the Carter Ringing Machine Collection.</li><li>2. To seek opportunities to make the Collection as widely known and appreciated as possible.</li></ol>
<b>Number of Positions:</b>
<ol style="list-style-type: none"><li>3. Up to 3 positions of Steward.</li></ol>
<b>Method of appointment (or election) and term of office:</b>
<ol style="list-style-type: none"><li>4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.</li></ol>

### XS2 Terms of Reference – Dove Stewards

<b>Principal Areas of Activity:</b>
<ol style="list-style-type: none"><li>1. Responsible for the hosting, care and maintenance of the Dove database.</li><li>2. To seek opportunities to make the Dove database as widely used and appreciated as possible.</li></ol>
<b>Number of Positions:</b>
<ol style="list-style-type: none"><li>3. Up to 3 positions of Steward.</li></ol>
<b>Method of appointment (or election) and term of office:</b>
<ol style="list-style-type: none"><li>4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.</li></ol>

### **XS3 Terms of Reference – Library Stewards**

<b>Principal Areas of Activity:</b>
<ol style="list-style-type: none"><li>1. Responsible for the hosting, care and maintenance of the Council's physical and digital libraries.</li><li>2. To seek opportunities to make the libraries as widely used and appreciated as possible.</li></ol>
<b>Number of Positions:</b>
<ol style="list-style-type: none"><li>3. Up to 3 positions of Steward.</li></ol>
<b>Method of appointment (or election) and term of office:</b>
<ol style="list-style-type: none"><li>4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.</li></ol>

### **XS4 Terms of Reference – Rolls of Honour Stewards**

<b>Principal Areas of Activity:</b>
<ol style="list-style-type: none"><li>1. Responsible for the hosting, care and maintenance of the Rolls of Honour.</li><li>2. To seek opportunities to make the Rolls of Honour as widely used and appreciated as possible.</li></ol>
<b>Number of Positions:</b>
<ol style="list-style-type: none"><li>3. Up to 3 positions of Steward.</li></ol>
<b>Method of appointment (or election) and term of office:</b>
<ol style="list-style-type: none"><li>4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.</li></ol>

## TERMS OF REFERENCE - WORKGROUPS

**XW1** The council shall have the following Workgroups, whose principal areas of activity are shown below :

### XW1.1 Volunteer & Leadership

- a) To mobilise bell ringers to create and develop for themselves the teams, knowledge, resources and skills to enable ringing to flourish
- b) To promote life long learning in ringing both for individuals and teams and the development of support mechanisms for ringers and bands of all abilities.
- c) To promote excellence in ringing through relevant technical and leadership training

### XW1.2 Historical & Archive

- a) To develop and manage a comprehensive historical and reference resource relating to ringers and all aspects of ringing.
- b) To make these resources as widely known and appreciated as possible within the ringing community and more generally.

### XW1.3 Communications & Marketing

- a) To co-ordinate Communications and Marketing activity to :
  - (1) Encourage the growth and public appreciation of bell ringing
  - (2) Represent the interests of bell ringing and ringers
  - (3) Foster the recruitment and retention of ringers.
- b) To provide Communications and Marketing support for the Council's work
- c) To promote the Council's trusted reputation
- d) To support the Executive's efforts to develop strong relationships with key partners.
- e) To encourage the adoption of complementary communications strategies by ringing societies.

### XW1.4 Stewardship & Management

- a) To support ringers, the owners of bells, and other interested parties in all matters relating to the care of bells, ringers and those who visit bell towers in the areas of:
  - (1) statutory compliance, safety and governance in relation to ringing
  - (2) funding, products, expertise and facilities to support ringing and the availability of bell installations
  - (3) best practice relating to maintenance, and improvement of bell installations and training facilities
  - (4) research and innovation in the advancement of bell ringing, its methodologies, tools and technologies

### XW1.5 Technical & Taxonomy

- a) To maintain and publish for the Council authoritative reference standards for change ringing.
- b) To ensure that authoritative records and analysis of published methods, published compositions and significant tower & handbell peals are available.

- c) Where requested to provide guidance on methods, compositions and aspects of ringing theory.
- d) To promote innovation and interest in the theory of ringing and the use of technology to support ringing.
- e) To develop and maintain technology platforms:
  - (1) to support the Council's work and the objectives of its other Workgroups and Stewards.
  - (2) to support individual ringers and ringing societies where this will deliver significant benefits to the ringing community.