



Central Council of Church Bell Ringers

2025 Governance Review

Background papers

**Including background to Motion regarding changes to Rules and
Standing Orders**

(for agreement at the Council's Meeting on 6th September, 2025)

July 23rd, 2025

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Report to the Executive of the Governance Review 2025

Introduction

This Review is required by the Executive under Standing Order G1.1 of the Central Council as “an independent review of the Council’s Rules, Standing Orders and governance to assess whether they continue to be effective and aligned with best practice”. It has been conducted by Mr Peter Harrison, a member of the Executive, and The Hon. David Bleby SC, a retired Judge of the Supreme Court of South Australia and a member of ANZAB, who also assisted in the 2022 Governance Review.

The context of the Review

This is the second Review since the new Rules and Standing Orders were adopted in 2018. The first Review in 2022 resulted in a number of amendments of substance which, not surprisingly, had arisen in the course of experience of the major changes made to the governance of the Council which had occurred in 2018. For the purposes of the present Review the Executive was not aware of any suggestions which might require changes of substance. Indeed, it was only aware of one request for a minor change of name to one of the Work Groups. The Executive has, however, set up a small task group to review the categories of Council membership, with any changes recommended to be the subject of a motion before the Annual Council Meeting in September. Proposals for what could be significant changes would require careful drafting and would necessarily have to be considered at a future Council meeting. In that regard, Standing Order G1.2 has some relevance:

G1.2 If eligibility to vote at Council Meetings remains vested wholly or partially with Representative Members, each 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.

The reviewers are not aware of any changes in UK legislation which would require a review of the Rules and Standing Orders.

The process of the Review

Although no changes of substance have arisen, the Review must also consider whether the Rules and Standing Orders “continue to be effective and aligned with best practice”. To that end the Review has concentrated on identifying and recommending for amendment Rules and Standing Orders which are unclear, leave room for argument or are very clumsily expressed. Some proposed alterations speak for themselves and no commentary is needed, e.g. Rules 3.2 and 3.6. Some are merely errors in grammar, syntax, input or layout where opportunity has been taken to make corrections without commentary.

Procedural matters

As a result of that process there are numerous suggested alterations. For that reason the form of the relevant motion to amend the Rules incorporates a Schedule comprising the existing Rules showing track changes for every proposed amendment, thereby simplifying the process of amendment to one single motion. In case there are objections or proposed amendments to any of the proposals the reviewers suggest that the proponents should be asked to identify the relevant Rule number and proposed amendment (if any) in writing prior to the Annual

Council Meeting so that any necessary amendments to the Schedule can be resolved before a vote on the motion is taken.

Any alterations to the Standing Orders need to be made by the Executive (Rule 10). Some of the recommended changes in this Review require amendments to both the Rules and the Standing Orders. A Schedule of proposed amendments to the Standing Orders in similar format to that required for the Rules should also be circulated to Council Members. Both Schedules are appended to this Report.

Where explanations are required for particular amendments, in the case of the Rules they are contained in Table 1, and in the case of the Standing Orders they are contained in Table 2. Both Tables are annexed to this Report and should be made available to Council Members. For ease of comparison, clean copies of the existing Rules and Standing Orders will be made alongside clean copies of both documents containing all proposed amendments.

Peter Harrison

David Bleby

23 July 2025

Motion

That the existing Rules of the Council as amended by the changes indicated in The Schedule – Annexure 1 (attached) be adopted as the Rules of the Council in lieu of the existing Rules, and that the Executive be requested to amend the Standing Orders as recommended by the Review.

Proposed: Peter Harrison

Seconded: David Smith

The Schedule – Annexure 1 – Proposed amendments to the Rules



Central Council of Church Bell Ringers

Rules of the Council (the 'Rules')

EDITION ~~4-5~~ – ~~TO BE~~ ADOPTED AT THE COUNCIL'S MEETING
ON ~~6TH~~ ~~3RD~~ -SEPTEMBER ~~2022~~2025

~~3RD~~ ~~6TH~~ SEPTEMBER, ~~2025~~2022

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INTERPRETATIONS AND DEFINITIONS

1.1 In these Rules, the following terms have the meanings shown below unless the context otherwise requires the Rule in which the term appears states otherwise:-

<i>Affiliated Society</i>	A bell ringing society affiliated to the Council in accordance with Rule 3.
<i>Annual Council Meeting</i>	Any meeting held under Rule 5.1.
<i>Annual Subscription</i>	A subscription defined by Rules 4.10 3.9 or 4.11 3.10.
<i>Charities Act</i>	The Charities Act 2011, or any statutory re-enactment or modification of its provisions.
<i>Charity Commission</i>	The Charity Commission for England and Wales or its successors.
<i>Chartered Institute of Arbitrators</i>	The Chartered Institute of Arbitrators, registered charity number 803725, or its successors.
<i>Conflict of Interest</i>	Any actual or potential conflict between an Office Holder's duty to act in the best interests of the Council, and their personal interest (whether direct or indirect) as may be defined more specifically in the Standing Orders and Policies.
<i>Connected Person</i>	A person connected with an Office Holder (or an institution or corporate body in which that person or the Office Holder has a substantial interest) as may be defined more specifically in the Standing Orders and Policies.
<i>Council</i>	The unincorporated charitable association (registered number 270036) referred to in Rule 2.1.
<i>Council Member</i>	A member of the Council as defined in Rule 4.
<i>Council Meeting</i>	A meeting of the Council's members convened in accordance with the Council's Rules.
<i>Decision</i>	A Policy of the Council which relates to the art of ringing, its conduct, or the conduct of ringers or ringing societies.
<i>Deputy President</i>	The holder of the office of Deputy President elected under Rule 6.2.
<i>Electoral Reform Society</i>	The Electoral Reform Society Limited, registered company number 958404 or its successors.
<i>Executive</i>	The body appointed to manage the business of the Council in accordance with Rule 6.
<i>Executive Decision</i>	A decision agreed by the Executive at an Executive Meeting in accordance with these Rules and Standing Orders.
<i>Executive Meeting</i>	A meeting of the Executive held in accordance with the Rules and Standing Orders.
<i>Executive Member</i>	A Trustee elected or appointed under the Rules.
<i>Executive Officer</i>	A Trustee who holds one of the positions of President, Deputy President, Secretary or Treasurer.
<i>Executive Sponsor</i>	A Trustee responsible the activities of a Steward or Workgroup.

<i>Independent Examiner</i>	A person elected to examine and report upon the Council's annual accounts in compliance with the Council's statutory obligations and in accordance with its Rules and Standing Orders.
<i>Individual Member</i>	Any legal or natural person appointed or elected to a class of individual membership in accordance with the Standing Orders, as provided by Rule 4.1.
<i>Maximum Contract Value</i>	The maximum expected value of a contract above which the decision of an Executive Meeting is required, as may be stated in the Standing Orders.
<i>Motion</i>	A proposal submitted in accordance with the Rules for consideration at a Council Meeting.
<i>Nomination</i>	A proposal made in accordance with the Rules that an eligible person should be considered for election at a Council Meeting.
<i>Office Holder</i>	A person holding office as a Trustee, Workgroup Leader, Workgroup Member or Steward under these Rules.
<i>Ordinary Trustee</i>	One of four Trustees who are not Executive Officers, but are elected in accordance with Rule 6.2b).
<i>Policy</i>	A statement, whether advisory or mandatory defining principles of action, issued in accordance with Rule 9.4.
<i>President</i>	The holder of the office of President elected under Rule 6.2.
<i>Representative Member</i>	A voting member <u>person</u> appointed to represent an Affiliated Society in accordance with Rules 4.4, 4.5 and 4.6.
<i>Registered Small Society</i>	A bell ringing society which appears on the Council's Register of Small Societies in accordance with Rule 3.
<i>Resolution</i>	Any Motion agreed at a Council Meeting.
<i>Rule</i>	A rule of the Council contained in this document as modified by any additions, deletions or amendments agreed at a Council Meeting in accordance with the Rules extant at the time of such agreement.
<i>Secretary</i>	The holder of the office of Secretary elected under Rule 6.2.
<i>Significant Asset</i>	Any asset (regardless of monetary value) whose custody is considered fundamental to the Council's objectives or important to the Council's membership, as specifically defined in the Standing Orders.
<i>Small Society Representative</i>	A non-voting person <u>member</u> appointed to represent a Registered Small Society in accordance with Rules 4.7 and 4.8.
<i>Society Contact</i>	The contact of an Affiliated Society or Registered Small Society, whose details have been notified by that society to the Secretary <u>in accordance with any requirement of the Standing Orders, and to whom notices to that society in connection with the Council's business shall be sent.</u>

<i>Society Membership</i>	The number of members of a bell ringing society determined in accordance with any requirement of the Standing Orders as may be determined by the Standing Orders.
<i>Special Council Meeting</i>	A Council Meeting called under Rule 5.2.
<i>Standard</i>	A form of Policy defining or adjudicating on a level of quality or attainment, issued in accordance with Rule 9.4.
<i>Standing Order</i>	A regulation governing the business of the Council introduced in accordance with Rule 9.
<i>Steward</i>	The holder of an office of Steward as stated in Standing Orders in accordance with Rule 7.
<i>Trustee</i>	A member of the Executive elected or appointed under the Rules.
<i>Trustee Board</i>	An alternative name for the Executive.
<i>Treasurer</i>	The holder of the office of Treasurer elected under Rule 6.2.
<i>Workgroup</i>	Any group of persons given powers under Rule 7.
<i>Workgroup Leader</i>	Any person appointed under Rule 7.9.
<i>Workgroup Member</i>	Any person appointed under Rule 7.10.

1.2 — In these Rules and in the Standing Orders the definitions of words in the singular shall apply to such words when used in the plural and vice versa where the context so permits.

2 — ADOPTION

~~These Rules were adopted at the Council's 121st annual meeting held on 27th/28th May 2018 through an adoption motion (referred to in these Rules as the "Transition Motion") agreed at that meeting.~~

~~The Council and its property shall be administered and managed in accordance with these Rules and with the provisions of the Transition Motion, except that in the event of any conflict between the two, the Transition Motion shall take precedence, and in particular:~~
~~the first Decisions;~~
~~the first Standing Orders; and~~
~~the first Trustees and Stewards;~~
~~shall be determined in accordance with the Transition Motion.~~

32 — TITLE AND OBJECTS

Title

~~3.12.1~~ The name of the Council shall be 'The Central Council of Church Bell Ringers'.

Object of the Council

~~3.22.2~~ To advance the practice, heritage and appreciation of bell ringing as an enjoyable mental and physical exercise and unique performing art for the public benefit of both church and community, in particular but not exclusively by:

Communications and Relationships

- a) encouraging the growth and public appreciation of bell ringing;
- b) representing the interests of bell ringing and ringers through promoting the development of strong relationships with the church, stakeholders, the media and others outside the bell ringing community;
- c) facilitating communication and cohesion amongst ringers and bell ringing societies to assist ringers in supporting each other and achieving their bell ringing objectives;
- d) using its efforts to foster the continuing recruitment and retention of ringers;

Learning and Development

- e) promoting excellence in ringing by encouraging relevant technical and leadership training;

Stewardship and Management

- f) encouraging sources of funding, products, expertise and facilities to support ringing and the availability of bell installations;
- g) sharing, promoting, and advising on best practice relating to the maintenance and improvement of bell installations and training facilities;
- h) promoting best practice relating to statutory compliance, safety and governance in relation to ringing;

Technical and Taxonomy

- i) defining and publishing technical standards in bell ringing;
- j) encouraging research and innovation in the advancement of bell ringing, its methodologies, tools and technologies;

~~Historical~~ *History and Archive*

- k) promoting the availability and appreciation of historic resources, publications and artefacts relating to the heritage of bell ringing and the role of individual ringers.

43 AFFILIATION TO THE COUNCIL**Affiliated Societies**

4.13.1 Subject to Rule 3.4 the following bell ringing societies shall be affiliated to the Council:

- a) bell ringing societies affiliated to the Council at the date on which these Rules were adopted; and
- b) any society whose application for affiliation has been approved under Rules 3.2 and 3.3.

4.23.2 An Application from a bell ringing society to become an Affiliated Society shall be made to the Secretary not less than six weeks before the Council Meeting at which the application is to be considered and shall be accompanied by a certificate signed by at least two of the society's officers confirming that:

- a) its Society Membership is not less than 75 (25 in the case of societies operating wholly outside the British Isles);
- b) its purpose is to promote the ringing of bells by a group or association of bell ringers; and
- c) it undertakes to abide by the Council's Rules, Standing Orders and Decisions.

4.33.3 A bell ringing society making an application under Rule 3.2 shall become an Affiliated Society when its application has been approved at a Council Meeting.

4.43.4 A society shall cease to be an Affiliated Society if:

- a) its Society Membership falls below 50 (25 in the case of societies operating wholly outside the British Isles); or
- b) it becomes a Registered Small Society; or
- c) its Annual Subscription under Rule ~~4.10~~ 3.9 is more than 12 months in arrears; or
- d) a Motion for disaffiliation is agreed by no less than two-thirds of Representative Members present and voting at a Council Meeting; or
- e) notice of disaffiliation is given to the Secretary by at least two of the society's officers.

Registered Small Societies

4.53.5 Subject to Rule 3.8 any bell ringing society whose application has been approved under Rules 3.6 and 3.7 shall be listed on the Council's Register of Small Societies.

4.63.6 Applications from smaller bell ringing societies to become Registered Small Societies shall be made to the Secretary accompanied by a certificate signed by at least two of the society's officers confirming that:

- a) its Society Membership is less than 75 (25 in the case of societies operating wholly outside the British Isles);
- b) its purpose is to promote the ringing of bells by a group or association of bell ringers; and
- c) it undertakes to abide by the Council's Rules, Standing Orders and Decisions.

4.73.7 A bell ringing society making an application under Rule 3.6 shall become a Registered Small Society and shall be entered on the Register of Small Societies when its application has been approved by decision at an Executive Meeting provided that:

- a) the Executive is satisfied that the application meets such requirements as may be stated in the Standing Orders;
- b) notice of such a decision including details of the society's objects, membership and activities shall have been given to Representative Members;
- c) such notice shall indicate the date from which the decision shall take effect;
- d) the decision shall take effect no earlier than two months from the date on which such notice was served; and
- e) if, within two months of the date of service of such notice the Secretary receives a request (or requests) from 10 or more Representative Members for such a Resolution to be considered by the Council, the decision of the Executive shall continue to be ineffective unless ratified by Resolution at the first Council Meeting thereafter the decision shall not take effect until such time as it has been approved by Resolution at a Council Meeting if, within two months of such notice, the Secretary receives a request (or requests) from 10 or more Representative Members for such a Resolution to be considered by the Council.

4.83.8 A society shall be removed from the Register of Small Societies if:

- a) it becomes an Affiliated Society; or
- b) its Society Membership rises above 100; or
- c) any Annual Subscription due under Rule ~~4.11~~ 3.10 is more than 12 months in arrears; or
- d) a Motion to remove the society's registration is agreed by a majority of Representative Members present and voting at a Council Meeting; or
- e) a decision to remove the society's registration is made by the Executive in accordance with the Standing Orders; or
- ~~f) a request to remove the society's registration is given to the Secretary by at least two of the society's officers.~~
- ~~g) —~~

~~An Executive Decision made in accordance with Rule 4.8e) shall cease to have effect unless ratified by Resolution at the first Council Meeting thereafter.~~

Annual Subscription

4.93.9 Each Affiliated Society shall pay, according to its Society Membership, an annual subscription as prescribed from time to time by the Standing Orders. Each year's subscription shall become due on 1st January, ~~of such sum as may be determined by the Standing Orders in relation to its affiliation.~~

4.103.10 ~~Where determined by the Standing Orders, each~~ Each Registered Small Society shall pay an annual ~~subscription~~ subscription of a fixed sum as prescribed ~~from time to time by the Standing Orders.~~ Each year's subscription shall become due on 1st January ~~which shall become due on 1st January and shall be of such sum as may be stated by the Standing Orders in relation to that society's registration.~~

54 MEMBERSHIP OF THE COUNCIL

Membership Types

5.14.1 The Council shall consist of the following members:

- a) Representative Members;
- b) Small Society Representatives;
- c) Individual Members enrolled or appointed as may be determined by in accordance with the Standing Orders; ~~and~~
- d) the Council's Trustees, Stewards and Workgroup Leaders, who shall be ex-officio members; ~~and~~
- d)e) An officer of a partner or supporter organisation of the Council appointed at the discretion of the Executive who shall be an ex-officio member until such as they resign, relinquish their office or are removed by the Executive.

5.24.2 At Council Meetings, all members shall be entitled to speak and to move motions, but only Representative Members shall be entitled to vote.

5.34.3 A single individual may act in the capacity of both a Representative Member and one or more other types of member.

Representative Members

5.44.4 Each Affiliated Society shall be entitled to send one or more Representative Members to attend each Council Meeting provided that no later than six weeks before that meeting's date:

- a) ~~its the Society's~~ Annual Subscription for the year in which the Council Meeting takes place and notice of its Society Membership shall have been received by the Treasurer; ~~and;~~
- a)b) notice of the Society's Membership shall have been received by the Secretary.

5.54.5 The number of Representative Members to which each Affiliated Society is entitled under Rule 4.4 shall be based on its Society Membership as follows:

- a) Society Membership up to 150 members = one Representative Member;
- b) Society Membership 151-300 members = two Representative Members;
- c) Society Membership 301-450 members = three Representative Members;
- d) Society Membership 451-1000 members = four Representative Members;
- e) Society Membership 1001-2000 member = five Representative Members;
- f) Society Membership over 2000 members = six Representative Members.

5.64.6 Subject to Rule 4.5 :

- a) an Affiliated Society may register or amend the names and contact details of its Representative Members at any time by giving notice to the Secretary;
- b) each Representative Member shall be deemed appointed from the point at which their name is confirmed in accordance with these Rules, and shall remain appointed until the Affiliated Society notifies the Secretary of a change; and
- c) unless otherwise stated in that society's constitution, the election of Representative Members by Affiliated Societies shall take place triennially.

Small Society Representatives

5.74.7 Each Registered Small Society shall be entitled to send one Small Society Representative to attend each Council Meeting provided that no later than six weeks before that meeting's date:

- a) where determined by the Standing Orders, that society's Annual Subscription for the year in which the Council Meeting takes place has been received by the Treasurer; and
- b) ~~its notice of the~~ Society's Membership ~~has shall have~~ been ~~notified to received by~~ the Secretary.

5.84.8 Subject to Rule 4.7:

- a) a Registered Small Society may register or amend the name and contact details of its Small Society Representative at any time by giving notice to the Secretary;
- b) each Small Society Representative shall be deemed appointed from the point at which their name is confirmed in accordance with these Rules, and shall remain appointed until the Registered Society notifies the Secretary of a change; and
- c) unless otherwise stated in that society's constitution, the election of a Small Society Representative by a Small Society shall take place annually.

Membership Audits

- ~~5.94.9~~ The Council may from time to time take reasonable steps to confirm through enquiries that its criteria for membership and representation have been met.

65 COUNCIL MEETINGS

Annual Council Meetings

- ~~6.15.1~~ An Annual Council Meeting shall be held once each calendar year for the purpose of conducting the following business:
- a) to elect one or more Trustees and Stewards of the Council where required by the Rules and Standing Orders;
 - b) to receive and consider:
 - (1) the Executive's annual report (which shall include an account of the activities of each Workgroup and Steward);
 - (2) the statement of accounts of the Council for the year ended 31st December previous, together with the report of the Independent Examiner or Examiners thereon;
 - (3) the Executive's forward plan and budget for the next year;
 - c) to elect one or two Independent Examiners;
 - d) to deal with such other business as may be required by the Standing Orders; and
 - e) to consider and, if thought fit, agree such other Motions as are submitted in accordance with the Rules.

Special Council Meetings

- ~~6.25.2~~ The Executive may at other times convene a Special Council Meeting for the purpose of conducting the following business:
- a) to consider and, if thought fit, ~~agree-pass~~ one or more Motions submitted in accordance with the Rules;
 - b) to deal with such other business as may be determined by the Standing Orders; or
 - c) to make appointments to vacant positions in accordance with Rule 5.11.
- ~~6.35.3~~ The Executive shall always call a Special Council Meeting to take place within ten weeks of a request to this effect to the Secretary, Deputy President and President by at least two Trustees or 25 Representative Members.

Notice of Council Meetings

- ~~6.45.4~~ Provisional notice of each Council Meeting shall be given to each Society Contact and Council Member not less than eight weeks before the date of each Council Meeting. The notice shall include details of its date, venue, summary details of its business and any elected position for which nominations are invited.
- ~~6.55.5~~ Full notice of each Council Meeting shall be given to each Society Contact and Council Member not less than four weeks before the date of such meeting. The notice shall contain full details of its date and venue together with a copy of its agenda paper, copies of any documents submitted for consideration and full details of any submitted Motions and Nominations.

Conduct and Recording of Council Meetings

- 6-65.6 The conduct and recording of business at Council Meetings, including the consideration and agreement of Motions shall be in accordance with the Standing Orders.

Quorum

- 6-75.7 No business shall be transacted at any Council Meeting unless a quorum of 50 Representative Members is present.

Voting

- 6-85.8 Unless otherwise stated in these Rules or the Standing Orders:
- a) decisions at Council Meetings shall be made by a simple majority of those Representative Members present and voting;
 - b) in any vote taken at a Council Meeting each Representative Member may exercise one vote;
 - c) if there is a tied vote the person who is chairing the meeting shall have an extra vote in addition to any other vote they may have; and
 - d) a Representative Member who abstains, whether that abstention is recorded or not, shall be regarded as present, but not voting.

Appointments

- 6-95.9 Each appointment made at a Council Meeting shall be on the basis of a Nomination and election in accordance with the Standing Orders.

Temporary Appointments

- 6-105.10 If an elected position is vacant after the end of a Council Meeting or falls vacant between meetings, the Executive shall as soon as reasonably practical make a temporary appointment valid to the end of the next Council Meeting.
- 6-115.11 Where an elected position is vacant at a Council Meeting or has been filled with a temporary appointment, Representative Members shall elect a replacement person whose term or terms of office shall be subject to the provisions of Rule 6.3.

Use of Technology

- 6-125.12 The Council may hold a General Meeting using any technology such as video, teleconferencing and electronic voting subject to the following conditions:-
- a) that the technology gives Council Members as a whole a reasonable opportunity to participate, including to hear and be heard by other Council Members and to vote where entitled;
 - b) that a Council Member using the technology remotely is taken to be present in person at the meeting;
 - c) that the use of such technology is otherwise in accordance with the Standing Orders.
- 6-135.13 Nothing in Rule 5.12 or in the Standing Orders prevents the use of technology which does not comply with the requirements of Rule 5.12 for the live streaming or recording of the whole or part of a Council Meeting.

76 THE EXECUTIVE

Purpose of the Executive

- 7.16.1 The Executive shall be the trustees of the Council and shall manage and administer the Council's property and affairs in pursuit of the Council's objects and in accordance with:
- a) its Rules, Standing Orders and Policies; and
 - b) their statutory obligations, including but not limited to those under the Charities Act.

The Elected Trustees

- 7.26.2 The Executive shall comprise the following members, elected at a Council Meeting:
- a) four Executive Officers, elected individually:
 - (1) a President;
 - (2) a Deputy President;
 - (3) a Secretary;
 - (4) a Treasurer; and
 - b) four Ordinary Trustees, ~~with any vacancies to be filled at a Council Meeting~~, and if ~~there is~~ more than one vacancy, by being elected together.

- 7.36.3 Unless otherwise approved in a particular case by Resolution at a Council Meeting and subject to Rule 6.6, each elected Trustee shall retire at the end of the third Annual Council Meeting after their election but shall be eligible for re-election at that meeting for one further term expiring at the end of the third Annual Council Meeting thereafter.

The Appointed Trustees

- 7.46.4 The Executive may include up to two additional non-elected persons who may be appointed at any time by the Executive where this is (in its judgement) necessary to secure an appropriate balance of skills.

- 7.56.5 Each appointment made under Rule 6.4 shall end:
- a) unless terminated earlier by the Executive, at the end of the next Annual Council Meeting after the appointment; or
 - b) if approved at that Council Meeting, at the end of the third Annual Council Meeting thereafter or at such earlier time as the Executive or the Council may by Resolution agree.

Length of Service

- 7.66.6 Unless otherwise approved in a particular case by Resolution at a Council Meeting:
- a) any serving Trustee shall be required to retire at the end of the sixth Annual Council Meeting after joining the Executive and is not eligible to re-join the Executive before the Annual Council Meeting next after such retirement;
 - b) a serving Trustee who leaves the Executive at any time earlier than that referred to in Rule 6.6a) shall not be eligible to re-join the Executive:
 - (1) before the Annual Council Meeting next after their leaving date, where their leaving date coincides with the date of an Annual Council Meeting; or
 - (2) within 12 calendar months of their leaving date, in all other circumstances.

~~7.76.7~~ ~~for~~ **For** the purposes of this Rule a person who is appointed to a temporary appointment under Rule 5.10, unless that person is already a member of the Executive, shall not be taken to have joined the Executive during the period of that temporary appointment.

Eligibility for office

~~7.86.8~~ No Trustee may simultaneously serve as either a Workgroup Leader or Steward.

~~7.96.9~~ Only persons over 18 years of age at the date of their election or appointment may become Trustees.

~~7.106.10~~ No person may serve simultaneously in more than one Executive position.

Disqualification and removal of Trustees

~~7.116.11~~ A person shall cease to be a Trustee and shall be deemed to have resigned if they:

- a) are disqualified from acting as a trustee by virtue of the Charities Act;
- b) resign as a Trustee in accordance with Rule 6.12; or
- c) are absent from all Executive Meetings held within a period of nine consecutive months and the Executive resolves that their office is to be vacated.

~~7.126.12~~ A Trustee may resign by notice to the Council, but only if two or more Trustees will remain in office after the notice of resignation is to take effect.

~~7.136.13~~ A Trustee shall cease to hold office immediately if a Motion requiring them to resign is agreed by no less than two-thirds of those Representative Members present and voting at a Council Meeting.

Powers of the Executive

~~7.146.14~~ The property, funds and assets of the Council shall be vested in the Executive, who shall in furtherance of the Council's objects (but not for any other purpose) have the power do all lawful things that are not in conflict with the Council's Rules, Standing Orders and Decisions.

~~7.156.15~~ The Executive shall ~~only~~ exercise the following powers **only** with the specific approval of Representative Members in the form of a Motion agreed at a Council Meeting:

- a) to buy, sell, lease, let or otherwise acquire or dispose of any landed property;
- b) to borrow money;
- c) to change the Annual Subscription;
- d) to create, acquire, merge with or dispose of any trading subsidiary or other legal entity;
- e) to dispose of or mortgage any Significant Asset;
- f) to make any decision which reduces or places at risk the Council's total assets by more than 30% of their value as reported to the most recent Annual Council Meeting; or
- g) to create a new class of Council Member under Rule 4.1c).

Executive Meetings

~~7.166.16~~ The Executive may conduct its proceedings as it thinks fit, subject to the requirements of the Rules and Standing Orders.

Executive Committees

7.176.17 The Executive may delegate some of its powers to named Trustees or committees of two or more Trustees except where the Rules forbid it. Such delegation must be made through an Executive Decision which states:

- a) the powers and (where relevant) budgets which are delegated;
- b) the requirements to report to the Executive; and
- c) whether such powers are to be exercised exclusively by the Trustee or committee to which they have been delegated.

7.186.18 No decisions that the Rules or Standing Orders require to be made at an Executive Meeting may be delegated but their implementation may be.

Insurance

7.196.19 The Executive shall keep the Council's assets safe and in repair (to the extent that it is reasonable to do so), insuring them at all times to their full value against fire, theft and other commonly insurable risks.

7.206.20 The Executive shall insure at all times in respect of public liability (and to the extent that it has a legal duty as employer, employer's liability).

87 WORKGROUPS AND STEWARDS

Purpose

8.17.1 The Executive may, subject to the Rules and Standing Orders, delegate some of its powers to groups of persons ("Workgroups") or to individuals ("Stewards"), who are not Trustees.

Creation, Amendment or Removal

8.27.2 A position of Steward or a Workgroup may be introduced at any time provided:

- a) the Standing Orders have been amended to include its terms of reference; and
- b) its commencement date has been determined by an Executive Decision.

8.37.3 The content of all terms of reference shall be in accordance with such requirements as may be stated in the Standing Orders.

8.47.4 The Executive may amend any terms of reference by replacing the relevant Standing Order ~~which refers.~~

8.57.5 The Executive may remove a position of Steward or a Workgroup which is no longer required by withdrawing its terms of reference from the Standing Orders through an Executive Decision which also states:

- a) the date on which its term shall end;
- b) the rules under which its responsibilities are to be transferred or terminated; and
- c) the terms on which any assets currently managed are to be transferred or disposed of.

Sponsorship

8.67.6 Each Workgroup shall be accountable to an Executive Sponsor – a named Trustee.

~~8-77.7~~ Each Steward shall be accountable either to an Executive Sponsor or to a Workgroup as stated in that Steward's terms of reference.

~~8-87.8~~ If an Executive Sponsor is unable or unwilling to perform their duties, resigns or is otherwise removed, the Executive shall promptly appoint a replacement.

Workgroup Management

~~8-97.9~~ Each Workgroup shall be led and managed by a Workgroup Leader accountable to its Executive Sponsor. Workgroup leaders shall be appointed by, and may be removed by the Executive.

~~8-107.10~~ Each Workgroup Leader may (with the prior approval of their Executive Sponsor) appoint and remove Workgroup Members:

- a) to whom they may delegate some or all of their powers; and
- b) who shall be accountable to the Workgroup Leader.

Powers

~~8-117.11~~ Any decisions on matters which either the Rules or Standing Orders have reserved for deliberation at an Executive Meeting may not be delegated to a Workgroup or Steward, but their implementation may be delegated.

Delegation

~~8-127.12~~ Each Workgroup and Steward may at any time delegate some or all of their powers to named sub-groups, committees or individuals, provided that such delegation must be approved by an Executive Decision which states:

- a) the powers and (where relevant) budgets which are delegated; and
- b) whether such powers are to be exercised exclusively by the sub-group, committee or individual to whom they have been delegated.

Steward Appointments

~~8-137.13~~ Each Steward shall be either :

- a) appointed and removed by the Executive; or
- b) elected for a fixed term by Representative Members at a Council Meeting;

as stated in that Steward's terms of reference.

Length of Service

~~8-147.14~~ The maximum length of service for Workgroup Leaders, Workgroup Members and Stewards shall be subject to such limits as may be stated in the Standing Orders.

~~8-157.15~~ At the expiration of their term of office Stewards shall continue in office until a successor has accepted full responsibility for all of the Council's assets which are under their care.

98 GENERAL PROVISIONS

Conflicts of Interest

- 9.18.1** Office Holders shall ensure that their conduct complies with the Council's requirements regarding Conflicts of Interest as may be stated in its Standing Orders and Policies, and shall always use their best endeavours to ensure:
- that their conduct of Council business is performed wholly in furtherance of the Council's objects; and
 - that any Conflicts of Interest relating to their work for the Council are promptly and openly declared.

Personal Benefit

- 9.28.2** Office Holders shall ensure that any personal benefit or compensation they receive in connection with their work for the Council is in accordance with the Standing Orders and Policies, and relates solely to their sacrifice, costs and expenses properly incurred as a consequence of such work.
- 9.38.3** Unless stated otherwise by the Rules or Standing Orders, no Trustee or any Connected Person may:
- buy or receive goods or services from the Council on terms preferential to those applicable to Council Members;
 - sell goods, services or any interest in land to the Council;
 - be employed by, or receive any remuneration from the Council; or
 - receive any financial benefits from the Council other than those specified in Rule 8.2.

Meeting Irregularities

- 9.48.4** Any decision taken at a Council or Executive Meeting shall be valid despite any defect in giving notice of that meeting or any irregularity in its conduct, unless it can be shown that such a defect or irregularity has materially prejudiced one or more Representative Members in a way which could reasonably be expected to have affected the decision.
- 9.58.5** If a quorum is not present at the time appointed for a Council Meeting then:
- the Executive shall re-convene the meeting, giving Representative Members at least 28 days' notice of the time and place of the re-convened meeting; and
 - if no quorum is present at the time appointed for the re-convened meeting those Representative Members present at that time shall constitute the quorum for that meeting.

Disciplinary Matters

- 9.68.6** Council Members shall ensure that they do nothing which could directly or indirectly frustrate the proper conduct of the Council's business, bring the Council into disrepute or damage its reputation.

9-78.7 In the event that the Executive in its absolute discretion determines that the actions of a Council Member (other than a Representative Member) are in conflict with Rule 8.6, it shall have the power to act in accordance with the Council's Standing Orders and Policies as follows:

- a) to suspend the Council Member until the time of the next Council Meeting, provided that it must promptly consider any representations made by the suspended member and answer their reasonable questions regarding the grounds for suspension and any allegations made against them;
- b) to extend the suspension for a longer period or to rescind membership entirely provided:
 - (1) the suspended member is first given the opportunity to state their case in writing to Council Members; and
 - (2) such action has been approved in the form of a Council Resolution agreed by no less than two thirds of those Representative Members present and voting.

9-88.8 Any Council Member suspended under Rule 8.7 shall at the Executive's request promptly return any materials held by them and belonging to the Council into the care of the Executive or their delegate.

Disputes

9-98.9 If a dispute relating to the Council's business arises between those elected, enrolled, affiliated or appointed in accordance with the Rules and such a dispute cannot be resolved by agreement, then the parties shall use all reasonable efforts to ensure that the matter is resolved quickly and reasonably, including:

- a) by submitting it for determination at a Council Meeting; and
- b) if the matter is still unresolved, submitting it promptly for determination by a single arbitrator to be appointed by the president or a vice president of the Chartered Institute of Arbitrators (or such successor body as shall perform a similar function).

Notices

9-108.10 All notices shall be sent and received in accordance such regulations as may be stated in the Standing Orders.

Irregularities in Council Resolutions

9-118.11 No Resolution shall have any force to the extent that (in the Executive's reasonable opinion) it will following implementation be incompatible with:

- a) the Rules and Objects of the Council;
- b) all relevant legal and regulatory obligations;
- c) the duties the Executive as charity trustees; or
- d) the obligations imposed on the Council by virtue of its charitable status.

109 STANDING ORDERS AND POLICIES

Standing Orders

10-19.1 The Executive may create, replace or withdraw one or more Standing Orders:

- a) where a Rule allows for a Standing Order;
- b) to apply a Rule by regulating matters of detail on which such a Rule is silent; or
- c) to regulate the business of the Council on matters on which the Rules are silent.

10-29.2 Each Standing Order shall be equally as effective as the Rules, but if there is any conflict between a Rule and a Standing Order, the Rule shall prevail.

10-39.3 Where any conflict exists between two Standing Orders, that with the earliest effective date shall prevail.

Policies

10-49.4 The Executive may create, replace or withdraw one or more Policies relating to principles of action or standards of attainment in respect of:

- a) those conducting the Council's business; or
- b) the art of ringing, its conduct, or the conduct of ringers or ringing societies.

10-59.5 If there is any conflict between a Policy (on the one hand) and the Rules and Standing Orders (on the other hand), then the Rules and Standing Orders shall always prevail.

10-69.6 Each new Policy shall clearly state the extent to which it is advisory or mandatory.

10-79.7 Where ~~this~~ there is any conflict between two Policies, that with the earliest effective date shall prevail.

General Provisions for Standing Orders and Policies

10-89.8 Any power conferred on the Executive by Rules 9.1 and 9.4 may only be exercised by decision at an Executive Meeting provided that :-

- a) notice of such a decision including a full copy of the Standing Order or Policy referred to shall have been given to Representative Members; and
- b) such notice shall indicate the date from which the decision shall have effect; and
- c) the decision shall take effect no earlier than three months from the date on which such notice was served; and
- d) the decision shall not take effect until such time as it has been approved by Resolution at a Council Meeting if, within two months of such notice, the Secretary, President and Deputy President receive a request (or requests) from 25 or more Representative Members for such a Resolution.

10-99.9 Rules 9.8c) and 9.8d) shall not apply where the decision in question has previously been approved by a Council Resolution.

11.10 AMENDMENT OF THE RULES

11.10.1 These Rules may be amended only by the passing of a Resolution at a Council Meeting by no less than two thirds of those Representative Members present and voting.

11.210.2 An amendment agreed in accordance with Rule 10.1 shall take effect at the close of the Council Meeting at which it is agreed, except that no such amendment shall be valid:

- a) that conflicts with the Council's statutory obligations including but not limited to those under the Charities Act;
- b) that would have the effect of making the Council cease to be a charity at law; or
- c) that would undermine or work against the provisions of Rule 11.

11.310.3 No alteration of these Rules or any Resolution agreed at a Council Meeting shall have retrospective effect to invalidate any prior act of the Executive (or those empowered by the Executive under the Rules).

12.11 DISSOLUTION

12.111.1 The Council may be dissolved only following the passing of a Resolution to this effect at a Council Meeting by no less than two thirds of those Representative Members present and voting, in which case the Executive shall remain in office as trustees and be responsible for winding up the affairs of the Council in accordance with this Rule 11.

12.211.2 Representative Members may pass a Resolution before or at the same meeting as the Resolution to dissolve the Council specifying the manner in which the trustees are to apply the remaining property or assets of the Council and the trustees must comply with such a Resolution to the extent that it is consistent with Rule ~~11.32.3~~.

12.311.3 Following a Resolution for the Council to be dissolved:

- a) the trustees shall collect in all the assets of the Council and pay or make provision for all the liabilities of the Council;
- b) the trustees shall apply any remaining property or money:
 - (1) directly for the Council's objects;
 - (2) by transfer to any charity or charities for purposes the same as or similar to the Council; or
 - (3) in some other manner as the Charity Commission may approve in advance in writing;
- c) in no circumstances shall the net assets of the Council be paid to or distributed among Council Members (except to a Council Member that is itself a charity);
- d) the trustees shall make every effort to secure the preservation and continued availability of the Council's Significant Assets insofar as their duties to discharge the Council's debts permit; and
- e) the trustees shall notify the Charity Commission promptly that the Council has been dissolved.

Annexure 2 – Table 1: Rule Amendments Explanation

Please Note:

1. No explanation is given for changes of format; corrections of grammar, syntax or input; where the reason for the amendment is self-evident; or where the change is a consequence of a substantial alteration, e.g. renumbering.
2. Rule numbering in this Table refers to the numbering used in the Schedule to the Motion if all proposed amendments are adopted.

Rule Number	Explanation
1 HEADING	In this context “Interpretation” is singular.
1.1 Opening paragraph	The word “states” suggests that the only circumstance allowing a different meaning than the defined expression requires is when the relevant Rule specifically states. This is too restrictive, and the amendment reflects the more appropriate expression that is commonly used worldwide in English language legislation. The same amendment is suggested in Standing Order 1.1.
1.1 Definition of <i>Representative Member</i>	“Voting member” is not an expression used in the Rules. Representative Members have the right to vote in Council Meetings. “Person” is an adequate expression in the circumstances.
1.1 Definition of Small Society Representative	See explanation immediately above.
1.1 Definition of <i>Society Contact</i>	There are two references in the Rules (5.4 and 5.5) and one in the Standing Orders (SO C4.2) which impose obligations on the Executive or Secretary to notify all Society Contacts. However, there is no obligation on any ringing society, whether registered or not, to provide to the Secretary or anyone else the identity or details of its Society Contact. This defect is rectified by this amendment and by the insertion of a new proposed Standing Order S3. At the same time it also happens to remove from this definition the undesirable practice of imposing an obligation in a Definition provision.
1.1 Definition of <i>Society Membership</i>	Standing Orders should not be described as “determining” anything. Their function is to set out what has been determined by others. This amendment seeks to rectify that. This

2 Adoption – Deletion	This Rule together with the Transition Motion was essential for a sensible transition from the old Rules to the new ones adopted in 2018. All the requirements of the Transition Motion have been fulfilled except possibly one relating to the transition of former Life Members of the Council living at the time and who became Fellows. It is assumed that there are still some Fellows who were Life Members on 28 May 2018 and who would still be entitled to the privileges afforded by paragraph 9 of the Transition Motion. It is considered timely to delete Rule 2 and to preserve those privileges by inserting a new subparagraph c) in proposed Standing Order M2.2 (relating to Fellows). When it is no longer required subparagraph c) can merely be deleted. There is a complementary note in Table 2 of the Standing Orders proposal relating back to the deletion of this Rule.
2 TITLE	There is only one Object in the Rules. What follows in Rule 2.2 are the means by which that Object might be achieved.
4.7 e) Registration of a Small Society	The wording of this paragraph requires some relatively minor amendment and the incorporation of the requirement of present Rule 4.9, which is more sensibly incorporated in Rule 4.7, with the consequential deletion of present Rule 4.9.
4.9 and 4.10 Annual Subscription	These two sub-paragraphs are rather clumsily expressed. No change of substance is involved.
5.1 e) Membership Types (of the Council)	Standing Order M1 creates a special class of “ex-officio Member” to accommodate (at present) only one person. There is already a class of ex-officio members created by Rule 5.1 d). This amendment merely extends the class of ex officio members with the consequential deletion of Standing Order M1. It is not necessary to provide for relief from subscriptions as presently contained in the Standing Order. No ex officio members pay subscriptions because the obligation to pay any subscription is only imposed on Affiliated Members and Small Society Members.
5.4 a) and b) Notifications of Membership	At present there is no obligation to notify the Secretary of a Society’s Membership. This is necessary for the calculation of the number of Representative Members for an Affiliated Society and for the monitoring of Society Membership for registration purposes.
6.2 b) Elected Trustees	This amendment merely avoids repetition with the opening line of Rule 6.2 and removes any possible doubt that the qualification in 6.2 b) applies only to the Ordinary Trustees.

Annexure 3 – Proposed amendments to the Standing Orders



Central Council of Church Bell Ringers

Standing Orders of the Council ('Standing Orders')

((incorporating changes potentially agreed at the Council's Meeting on 6th September, 2025, with effect from 1st-ddth May-mmmm 20252026)

EDITION 16-17 – TO BE APPROVED BY THE COUNCIL'S EXECUTIVE

1st-ddth February-mmmm 2025

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(note End Date column has been removed)

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C3	Consideration of Motions	03/9/2022
C4	Recording	28/5/2018
C5	Chairman	TBA 28/5/2018
C6	Adjournment	28/5/2018
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C8	Elections	28/5/2018
C9	Use of Technology	TBA 03/9/2022
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E2	Length of Service	03/9/2022
FINANCIAL AND AUDIT		
F1	Annual Subscription	01/10/2024
F2	Annual Reports	01/5/2025
F3	Register of Significant Assets	28/5/2018
F4	Maximum Contract Value	28/5/2018
F5	Independent Examiners	03/9/2022
GOVERNANCE		
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M1	Ex-officio Members	28/5/2018
M2M1	Fellows	TBA 03/9/2022
GENERAL PROVISIONS		
N1	Notices	28/5/2018
N2	Personal Benefit	28/5/2018
S1	Society Membership	TBA 02/2/2023
S2	Registered Small Societies	TBA 01/1/2021
S3	Society Contacts	TBA
REGULATIONS - WORKGROUPS AND STEWARDS		
W1	Terms of Reference	28/5/2018
W2	Length of Service	01/10/2024
W3	Size of Workgroups	28/5/2018
TERMS OF REFERENCE FOR STEWARDS		
XS1	Carter Ringing Machine	28/5/2018
XS2	Dove	01/9/2020
XS3	Library	28/5/2018
XS4	Rolls of Honour	28/5/2018
XS5	Fred E. Dukes International Bell Fund	01/5/2019
XS6	Felstead Database	04/2/2025
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XW1	Terms of Reference for Workgroups	TBA 04/2/2025

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~~ context otherwise requires.

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 brief explanatory statement) 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 If a Motion is called on and the proposer is absent or unwilling to act as proposer the Meeting may give leave for another Member of the Council to propose the Motion.
- C3.2 For each Motion duly submitted to a Council Meeting:
- a) the proposer and seconder may address the meeting in connection with the Motion;
 - b) the ~~chair~~Chair may invite questions of the proposer to be responded to by the proposer or by the proposer's nominee;
 - c) when the ~~chair~~Chair declares the time for questions closed the proposer may seek leave of the meeting to amend or withdraw the Motion;
 - d) if the Motion is not withdrawn debate on the Motion may proceed; and
 - e) at any time before or during the debate the ~~chair~~Chair may impose a limitation on the time for which speakers may speak, which shall apply unless extended in a particular case by agreement of those Representative Members present and voting.

- C3.3 If, at any time during the debate on a motion a Representative Member asks: "In the opinion of the ~~chair~~Chair should the question now be put?" and if, in the opinion of the ~~chair~~Chair the question has been sufficiently debated, then:
- a) a Representative Member may move that "The question now be put.", which motion shall be put to the Meeting without further debate; and
 - b) provided that such a motion is agreed by a majority of Representative Members present and voting, no further debate shall take place on the substantive motion, which shall be put to the vote.
- C3.4 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 ~~chair~~Chair such business or Motions relate to the genuine business of the Council and do not change its Rules, Standing Orders or Policies.

C4 Recording

- C4.1 The Executive shall keep minutes of all Council Meetings; including:
- a) the names of all 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 ~~chair~~Chair 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 ~~chair~~Chair for that meeting.
- C5.3 The ~~chair~~Chair 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 ~~chair~~Chair 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) a biographical statement not exceeding 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.

C9 Use of Technology

- C9.1 It is a condition for the use of technology in accordance with the requirements of Rule 65.12 that the ~~chair~~Chair of the meeting is satisfied that the technology allows Council Members to participate in the manner described in the Rules and Standing Orders.

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;
 - j) adding or removing any entry on the Register of Small Societies; or
 - k) 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.

FINANCIAL AND AUDIT

F1 Annual Subscription

- F1.1 The Annual Subscription for each Affiliated Society shall be £0.40 per member of that Society based on its Society Membership.
- F1.2 The Annual Subscription of each Registered Small Society shall be £10.

F2 Annual Reports

- F2.1 The Annual Financial Report shall have visibility on how the Council has performed as a charity during the previous year.
- F2.2 The Annual Financial Report shall show the Executive's forward plan and budget for the next year. It will show how sustainable the finances of Council are, and how it plans to use funds to further its objects.

F3 Register of Significant Assets

- F3.1 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.

F4 Maximum Contract Value

- F4.1 The Maximum Contract Value is £1,000 sterling.

F5 Independent Examiners

- F5.1 An Independent Examiner need not be a Representative Member and shall hold office until the end of the next Annual Council Meeting following their election.
- F5.2 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.

- F5.3 An Independent Examiner acting alone after consultation with the Trustees, or 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.
- F5.4 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 request an independent 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**

~~The Council shall have a class of Individual Member named "Ex-Officio Member" reserved for officers of partner or supporter organisations.~~

~~The Ex-Officio Members shall be :~~

~~The Chair for the time being of The Ringing World Limited, company number 01722963, or their delegate.~~

~~There is no membership subscription for an Ex-Officio Member.~~

~~Once created, Ex-officio memberships shall continue until removed from the Standing Orders or rescinded by an Executive Decision.~~

~~M2~~M1 **Fe**Fellows

- ~~M2.1~~M1.1 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~~M1.2 Each Fellow shall be appointed by Resolution agreed at a Council Meeting provided that:

- a) any such appointment shall have been recommended by a unanimous resolution of the Executive; and
- b) the first Fellows shall be those life members of the Council at the beginning of the meeting at which the Rules were adopted.
- ~~b)c)~~ Former Life Members of the Council who, on 28 May 2018 became Fellows and who have remained Fellows since that day shall continue as Fellows for life under these Standing Orders, and while they remain Fellows shall be entitled to vote and shall be treated in all other respects as Representative Members for the purposes of Rules (except Rules 4.4, 4.5, 4.6 and 8.7), Standing Orders (except Standing Orders M1.5 and M1.8**Error! Reference source not found.**) and Policies of the Council.

~~M2.3~~M1.3 Any Member of the Council may inform the Executive of the name of a person to be considered for appointment as a Fellow.

~~M2.4~~M1.4 There is no membership subscription for a Fellow.

~~M2.5~~M1.5 Fellows shall be appointed for life, except in the event that their fellowship is rescinded by an Executive Decision.

~~M2.6~~M1.6 The Secretary or their delegate shall maintain a register of all Fellows.

~~M2.7~~M1.7 A Fellow may resign from their appointment by notice in writing to the Secretary.

~~M2.8~~M1.8 A Fellow does not have voting rights at a Council meeting, unless they are also a current Council Member.

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 in the absence of evidence as to when the communication was received by the addressee, any communication shall be deemed to have been 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~~ **Society 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; or
 - c) in the case of the Veronese Association, its Society Membership shall be such number as shall have been proposed by that society and approved by the Secretary.

S2 Registered Small Societies

- S2.1 The Executive may approve an application from a bell ringing society to become a Registered Small Society where such a society satisfies the following conditions to the Executive's reasonable satisfaction:
- a) it has a written constitution and duly appointed officers;
 - b) it has safeguarding arrangements (dealing with the safeguarding of children and vulnerable adults) that reflect local best practice for the jurisdiction(s) where that society operates;
 - c) it has supplied details to the Secretary of its objects, membership and activities together with contact details for at least two of its officers;
 - d) its actions will not unreasonably frustrate the activities of any Affiliated Society or Registered Small Society or the Council; and
 - e) it satisfies such other conditions as may be stated in the Council's Standing Orders and Policies.
- S2.2 ~~The Executive may not make a decision to remove a society's registration under Rule 3.8 e) unless it is satisfied that the society~~Subject to Standing Order S2.3, the Executive at its absolute discretion may determine that a bell ringing society shall be removed from the Register of Small Societies where (in the Executive's opinion) such a society:
- a) no longer meets the conditions set out in Standing Order S2.1; or
 - b) by virtue of its actions, or the actions of its members or its officers, could directly or indirectly bring the Council into disrepute.
- S2.3 ~~A decision of the Executive referred to in Standing Order S2.2 may not be made unless~~exercising its powers under Standing Order S2.2, the Executive shall ensure that a bell ringing society shall be removed from the Register of Small Societies only when:
- a) ~~that the~~ society has been given notice of the reasons for its proposed removal; and
 - b) ~~one or more of that the~~ society's representatives have had reasonable opportunity to state its case in writing to the Executive.

S3 Society Contacts

- S3.1 ~~An application for membership as an Affiliated Society or as a Registered Small Society must include the relevant details of the person who is the Society Contact:~~
- a) ~~for the purposes of the application; and~~
 - b) ~~for the purposes of the society if the application is approved and to whom notices in connection with the Council's business may be sent.~~
- ~~S2.4~~S3.2 ~~An Affiliated Society and a Registered Small Society must notify the Secretary of any change in details of its Society Contact.~~

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 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 ninth 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

Principal Areas of Activity:
1. Responsible for the hosting, care and maintenance of the Carter Ringing Machine Collection.
2. To seek opportunities to make the Collection as widely known and appreciated as possible.
Number of Positions:
3. Up to 3 positions of Steward.
Method of appointment (or election) and term of office:
4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.

XS2 Terms of Reference—Dove Stewards**Principal Areas of Activity:**

1. Responsible for the hosting, care and maintenance of the Dove database.
2. To seek opportunities to make the Dove database as widely used and appreciated as possible.

Number of Positions:

3. Up to 4 positions of Steward.

Method of appointment (or election) and term of office:

4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.

XS3 Terms of Reference—Library Stewards**Principal Areas of Activity:**

1. Responsible for the hosting, care and maintenance of the Council's physical and digital libraries.
2. To seek opportunities to make the libraries as widely used and appreciated as possible.

Number of Positions:

3. Up to 3 positions of Steward.

Method of appointment (or election) and term of office:

4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.

XS4 Terms of Reference—Rolls of Honour Stewards**Principal Areas of Activity:**

1. Responsible for the hosting, care and maintenance of the Rolls of Honour.
2. To seek opportunities to make the Rolls of Honour as widely used and appreciated as possible.

Number of Positions:

3. Up to 3 positions of Steward.

Method of appointment (or election) and term of office:

4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.

XS5 ~~Terms of Reference~~—Fred E. Dukes International Bell Fund Stewards**Principal Areas of Activity:**

1. Management Trustee for the Fred E. Dukes International Bell Fund (the “Fund”), with responsibility for the investment, operation and distribution of Fund in accordance with:
 - a. the legacy of the late Mr. F. E Dukes; as set out in the letter from Matheson Ormsby Prentice dated 16th September 1999, together with its attachments; and
 - b. any additional operating rules giving effect the above legacy which may be approved by the Executive.

Number of Positions:

2. Up to 4 positions of Steward.

Method of appointment (or election) and term of office:

3. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.

XS6 ~~Terms of Reference~~—Felstead Database Stewards**Principal Areas of Activity:**

1. Responsible for the hosting, care and maintenance of the Felstead Database.
2. To seek opportunities to make the Felstead Database as widely used and appreciated as possible.

Number of Positions:

3. Up to 4 positions of Steward.

Method of appointment (or election) and term of office:

4. Stewards shall be appointed by the Executive in such numbers and for such terms as the Executive agrees.

TERMS OF REFERENCE - WORKGROUPS

XW1 The work of the Council shall be supported by a number of Workgroups, whose current principal areas of activity are shown below:

XW1.1 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.

XW1.2 Ringing 2030 Environments

- 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; and
 - (3) best practice relating to maintenance, and improvement of bell installations and training facilities.
- b) To promote excellence in ringing through relevant technical and leadership training.
- c) To promote an environment where ringers can flourish in a safe and secure atmosphere, in pursuit of the Ringing 2030 objectives.

XW1.3 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.

XW1.4 Ringing 2030 Marketing

- a) To publicise ringing and its heritage.
- b) To provide marketing and publicity materials to promote ringing to the general public.

XW1.5 Ringing 2030 Recruitment & Development

- a) To coordinate an international recruitment network.
- b) To support excellence in ringing through relevant leadership training.

XW1.6 Technology for Ringing 2030

- a) To enable and facilitate the Ringing 2030 initiative through new digital platforms.

XW1.7 Young Ringers for Ringing 2030

- a) To establish new, long-term sustainable sources of recruits from schools and youth groups, focusing on their transition through higher education and beyond.
- b) To nurture future leaders of the exercise.

Annexure 4 – Table 2: Standing Orders Amendments Explanation

Please Note:

1. No explanation is given for changes of format; corrections of grammar, syntax or input; where the reason for the amendment is self-evident; or where the change is a consequence of a substantial alteration, e.g. renumbering.
2. Rule numbering in this Table refers to the numbering used in the Proposed Amendments to the Rules of the Council and to any renumbering in the Proposed Amendments to the Standing Orders the subject of this Explanation.

SO Number	Explanation
1.1 Interpretation and definitions	See Table 1, Rule 1.1, Opening paragraph amendment Explanation.
C5, Heading	To provide consistency with what follows in the text and with gender neutrality.
MEMBERSHIP Deletion of M1	See explanation in Table 1, Rule 5.1 e)
M1 .2 Insertion of subparagraph c)	This is a consequence of deleting existing Rule 2. See the Explanation in Table 1, Rule 2 deletion.
S1 .1 “Society Membership”	Further definition of “Society Membership” is not necessary when the definition is already in Rule 1.
S2.2 and S2.3 Removal of Registered Small Society	There is no change in substance but merely in form.
S3 Society Contacts	The insertion of this new Standing Order is complementary to the amended definition of “ <i>Society Contact</i> ” in Rule 1.1. See the Explanation in Table 1, Rule 1.1, definition of “ <i>Society Contact</i> ”.

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