



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)**

**EDITION 2 – REVISED DRAFT FOLLOWING CONSULTATION  
DECEMBER 2017**

**ALTERNATIVE FORMAT**

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

<b>INTRODUCTION</b> .....	<b>5</b>
I1 Interpretation and definitions.....	5
<b>FINANCIAL AND AUDIT</b> .....	<b>5</b>
F1 Annual Subscription .....	5
F2 Register of Significant Assets .....	5
F3 Maximum Contract Value .....	5
F4 Independent Examiners .....	5
<b>GOVERNANCE</b> .....	<b>6</b>
G1 Governance Review .....	6
<b>COUNCIL MEETINGS</b> .....	<b>6</b>
C1 Notices of Motion.....	6
C2 Consideration of Motions .....	6
C3 Recording .....	7
C4 Chairman.....	7
C5 Adjournment .....	7
C6 Nominations .....	7
C7 Elections.....	8
<b>THE EXECUTIVE</b> .....	<b>8</b>
E1 Executive Meetings .....	8
E2 Length of Service .....	10
<b>WORKGROUPS AND STEWARDS</b> .....	<b>10</b>
W1 Terms of Reference.....	10
W2 Length of Service .....	10
<b>GENERAL PROVISIONS</b> .....	<b>11</b>
N1 Eligibility for office.....	11
N2 Notices .....	11
N3 Personal Benefit .....	12
<b>MEMBERSHIP</b> .....	<b>12</b>
M1 Ex-officio Members.....	12
M2 Fellows .....	12
<b>SOCIETIES</b> .....	<b>13</b>
S1 Society Membership.....	13

**TERMS OF REFERENCE - STEWARDS ..... 13**

**TERMS OF REFERENCE - WORKGROUPS..... 13**

## Reference Table

Standing Order	Subject	Effective Date	End Date (if applicable)
<b>INTRODUCTION</b>			
I1	Interpretations and Definitions	28/5/2018	None
<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
F4	Independent Examiners	28/5/2018	None
<b>GOVERNANCE</b>			
G1	Governance Review	28/5/2018	None
<b>COUNCIL MEETINGS</b>			
C1	Notices of Motion	28/5/2018	None
C2	Consideration of Motions	28/5/2018	None
C3	Recording	28/5/2018	None
C4	Chairman	28/5/2018	None
C5	Adjournment	28/5/2018	None
C6	Nominations	28/5/2018	None
C7	Elections	28/5/2018	None
<b>THE EXECUTIVE</b>			
E1	Executive Meetings	28/5/2018	None
E2	Length of Service	28/5/2018	None
<b>WORKGROUPS AND STEWARDS</b>			
W1	Terms of Reference	28/5/2018	None
W2	Length of Service	28/5/2018	None
<b>GENERAL PROVISIONS</b>			
N1	Eligibility for Office	28/5/2018	None
N2	Notices	28/5/2018	None
N3	Personal Benefit	28/5/2018	None
<b>MEMBERSHIP</b>			
M1	Ex-officio Members	28/5/2018	None
M2	Fellows	28/5/2018	None
<b>SOCIETIES</b>			
S1	Society Membership	28/5/2018	None
<b>TERMS OF REFERENCE FOR STEWARDS</b>			
Tba	Tba	Tba	Tba
<b>TERMS OF REFERENCE FOR WORKGROUPS</b>			
Tba	Tba	Tba	Tba

## **INTRODUCTION**

### **I1 Interpretation and definitions**

- I1.1 In these Standing Orders those terms which are capitalised have the same meanings as shown in the Rules of the Central Council of Church Bell Ringers adopted on 28th May 2018.
- I1.2 In the event of any conflict between the provisions of this document and the Council's Rules, the Council's Rules shall prevail.

## **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 Council's Library

### **F3 Maximum Contract Value**

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

### **F4 Independent Examiners**

- F4.1 The Independent Examiners shall at each Annual Council Meeting be elected from amongst the Council's Representative Members.
- F4.2 An Independent Examiner may not simultaneously be an Officer Holder of the Council and shall be deemed to have retired as an Independent Examiner on becoming such 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, which shall be valid until the start of the next Council Meeting.

## 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 in part with Representative Members, each such review shall explicitly include an assessment and recommendation as to whether it would be appropriate to transfer some or all of the powers of Representative Members to Individual Members.

## COUNCIL MEETINGS

### C1 Notices of Motion

- C1.1 A Motion may be submitted for consideration at a Council Meetings where :
- provision for such a Motion is made by a Rule or Standing Order; or
  - the Motion is to express the views of members relating to the business of the Council.
- C1.2 All notices of Motion for consideration at a Council Meeting (which may be accompanied by a statement of up to 200 words) shall be given to the Secretary (with agreement noted by a proposer and seconder, each being either an Executive Member or Representative Member) not less than six weeks before such meeting, and such Motions and written statements shall appear on that meeting's agenda paper.
- C1.3 Excluding those Motions whose submission have been approved by the Executive, the number of Motions submitted for consideration at any Council Meeting shall be limited to two per proposer.

### C2 Consideration of Motions

- C2.1 In the case of each Motion submitted for consideration at a Council Meeting its proposer or their delegate shall (subject to the time limits stated in Standing Order C2.3) be allowed such time as they require to address the meeting in connection with their Motion, to respond to questions, to amend any part of their Motion and to withdraw it entirely in response to questions raised.
- C2.2 Notwithstanding Standing Order C1 members present at a Council Meeting may discuss other business and may submit and determine other Motions not shown on the agenda paper, (whether procedural or substantive) by agreement of those Representative Members present and voting; provided that in the reasonable opinion of the chairman such business or Motions:
- relate to the conduct of that meeting or the business due to be considered ; and

b) do not change the Rules of the Council.

C2.3 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) unless otherwise agreed by those Representative Members present and voting.

### **C3 Recording**

C3.1 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.

C3.2 Within four months of each Council Meeting the Secretary or their delegate shall send a copy of the Council Meeting's minutes to each Representative Member and to each Society Contact.

### **C4 Chairman**

C4.1 The President (or in their absence or incapacity the Deputy President) shall normally preside as chairman of each Council Meeting.

C4.2 In the absence or incapacity of both the President and Deputy President, those Representative Members present shall elect a chairman for that meeting.

C4.3 The chairman of each Council Meeting shall conduct that meeting in accordance with the Rules and Standing Orders.

### **C5 Adjournment**

C5.1 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.

C5.2 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.

### **C6 Nominations**

C6.1 Each appointment made at a Council Meeting shall be on the basis of a Nomination made in accordance with Standing Orders C6.2 and C6.3, 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.

C6.2 Notices of Nominations shall be given to the Secretary not less than six weeks before the Council Meeting at which they are to be considered, and shall include:  
a) the names of two Representative Members, being the proposer and seconder respectively of the nomination;

- b) confirmation of the agreement of the person who is proposed, signifying their willingness to be nominated; and
- c) optionally, a brief statement of up to 200 words supporting the nomination.

C6.3 All notices received in accordance with Standing Order C6.2 shall appear on the agenda paper of the Council Meeting at which they are to be considered.

## C7 Elections

C7.1 Each appointment made at a Council Meeting shall be by election, following the First-Past-The-Post system with each Representative Member present able to vote for as many candidates as there are positions to be elected, except that :

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

C7.2 Unless stated otherwise in the Rules or Standing Orders, where an Executive Member or Steward is elected, their term of office shall start at the end of the Council Meeting at which they are elected and shall finish no later than 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 provisions of the Rules and Standing Orders; but the following decisions may be agreed only at an Executive Meeting which has been called and conducted in accordance with Standing Order E1.2:

- a) appointing or removing an Executive Member, Workgroup Leader or Steward;
- b) approving the appointment or removal of a Workgroup Member;
- c) approving the admission of any Society;
- d) delegating any powers or functions of the Executive;
- e) creating or removing any Policy, Standard or Standing Order;
- f) creating or removing Terms of Reference of a Workgroup or Steward;
- g) appointing, changing or retiring the Executive Sponsor of a Workgroup or Steward;
- h) entering into any contract relating to landed property or paid employment, or entering into any other contract whose value exceeds such Maximum Contract Value as may be stated in the Standing Orders;
- i) agreeing the date, venue or agenda of any Council Meeting;
- j) approving any Motion to be submitted with the support of the Executive for consideration at a Council Meeting;
- k) agreeing or adopting any annual report, statement of accounts or forward plan;
- l) any matter relating to a potential Conflict of Interest; or



m) any matter relating to the implementation of a Council Resolution.

E1.2 Each Executive Meeting shall be called and conducted in accordance with the following rules:

- a) An Executive Meeting may be called:
  - (1) by any Executive Member on giving 28 days notice, setting out the purpose of the meeting, to all other Executive Members; or
  - (2) without notice on agreement of a majority of all Executive Members.
- b) On any matter to be determined, each Executive Member present may exercise one vote.
- c) Where an Executive Meeting has been called with 28 days notice as required by this Standing Order all questions arising at such a meeting 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) Where an Executive Meeting has been called without 28 days written notice as defined in this Standing Order, all questions arising at such a meeting shall be decided only if more than half of all Executive Members 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) an Executive Member appointed by a majority of those present.
- f) No business shall be transacted at an Executive Meeting unless a quorum of four Executive Members is present, except that where the number of current Executive Members is less than four, those serving Executive Members may act for the purpose of appointing candidates to vacant Executive positions.
- g) An Executive Member shall not be counted in the quorum present when any decision is made about a matter upon which that Executive Member is not entitled to vote.
- h) Executive Members 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 together with any document which is the subject of a decision shall within 14 days of the Executive meeting be:
  - (1) sent by the Secretary or their delegate to all Representative Members; and
  - (2) notified by any other means which may be specified in the Standing Orders.

## **E2 Length of Service**

- E2.1 All serving Executive Members 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.

## **WORKGROUPS AND STEWARDS**

### **W1 Terms of Reference**

- W1.1 Each position of Steward and each Workgroup shall be created through one or more Standing Orders, which shall state its Terms of Reference, including:
- a) the date on which it shall start and (if appropriate) end;
  - b) its title, purpose, objectives and scope;
  - c) the criteria on which those who serve shall be appointed or elected and shall retire;
  - d) the powers which are delegated, including any budgets and spending authorities;
  - e) the frequency and scope of reporting to the Executive and Council Meetings;
  - f) the extent (if any) to which the Workgroup or Steward may create sub-committees or other appointments in pursuit of their objectives;
  - g) any other requirements which the Executive considers appropriate; and
  - h) in the case of a Workgroup, its minimum and maximum permitted membership.
- W1.2 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
- W1.3 The Executive may remove a Steward position or Workgroup by amending its Terms of Reference to include:
- a) the date on which its term shall end and the terms on which its responsibilities are to be transferred or terminated; and
  - b) the terms on which any assets currently managed by those appointed are to be transferred or disposed of.

### **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 be required to 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.

## GENERAL PROVISIONS

### N1 Eligibility for office

- N1.1 No person may serve simultaneously in more than one of the following positions :
- a) an Executive Member;
  - b) a Workgroup Leader; or
  - c) a Steward.
- N1.2 Only persons over 18 years of age at the date of their election or appointment may become members of the Executive.
- N1.3 No person may serve simultaneously in more than one Executive position.

### N2 Notices

- N2.1 Unless the Rules or Standing Orders state otherwise, any communication required by a Rule or Standing Order shall be delivered to the stated recipient :
- 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; or
  - c) by such additional methods as are defined in the Standing Orders.
- N2.2 For the purposes of Standing Order N2.1 :
- 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.
- N2.3 Unless the Rules or Standing Orders state otherwise, 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.
- N2.4 For the purposes of Standing Order N2.3 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; or
  - d) any other form as may be stated in the Standing Orders.

### **N3 Personal Benefit**

- N3.1 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.
- N3.2 An Executive Member may benefit from trustee indemnity insurance cover purchased at the Council's expense.
- N3.3 Unless specifically stated otherwise by the Rules or Standing Orders, no Executive Member or any Connected Person may:
- a) buy or receive goods or services from the Council on terms preferential to those applicable to members of the Council;
  - b) sell goods, services or any interest in land to the Council;
  - c) be employed by, or receive any remuneration from the Council; or
  - d) receive any other financial benefit from the Council.

## **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 of The Ringing World Limited, company number 01722963.
- M1.3 There is no membership subscription for an Ex-Officio Member.
- M1.4 Ex-officio Members shall be appointed for the term of their office, except in the event that such membership is 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 Council or 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 this Standing Order was agreed.
- 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 a Decision of the Executive.

M2.5 The Secretary or their delegate shall maintain a register of all Fellows.

## **SOCIETIES**

### **S1 Society Membership**

- S1.1 In considering the affiliation of a Society and its representation, the Council shall take into account that Society's membership (its "Society Membership"), calculated as the number of members of that Society who in the preceding calendar year (or in that Society's equivalent membership year) :
- a) paid a membership subscription to that Society; or
  - b) received one or more member notices sent by or on behalf of that Society; or
  - c) attended at least one event (including meetings, practices, peal attempts, dinners and other gatherings of members) organised by that Society; or
  - d) met such other criteria as the Standing Orders may state.

## **TERMS OF REFERENCE - STEWARDS**

*The Standing Orders in this section will contain the Terms of Reference for each role of Steward which the Council proposes to appoint or elect with effect from 28th May 2018.*

*The Terms of Reference for each Steward are currently being prepared by the Council's officers and will be included in the final edition of this document, due to be published in February 2018.*

## **TERMS OF REFERENCE - WORKGROUPS**

*The Standing Orders in this section will contain the Terms of Reference for each Workgroup which the Council proposes to appoint or elect with effect from 28th May 2018.*

*The Terms of Reference for each Workgroup are currently being prepared by the Council's officers and will be included in the final edition of this document, due to be published in February 2018.*