



Swanton Morley
Bell Ringers

Tower Constitution

The rules governing the
All Saints Swanton Morley Bell Ringers

Version No.01

Adopted: June 2023

Policy Area: Tower Governance

Review: Annually

DRAFT

This constitution was adopted at the Annual General Meeting held on

Signed on behalf of the All Saints Church Swanton Morley Bell Ringers	Signature:	Date:
	Name:	Role
Signed on behalf of the All Saints Church Swanton Morley PCC	Signature:	Date
	Name:	Role

A review of this policy is to be conducted **Annually**

Dates of Policy Reviews	Date	Date	Date	Date	Date
	Initial	Initial	Initial	Initial	Initial

Summary of Changes

The constitution has been revised to take into account changes in the law, guidance or via a proposed amendment put forward by one of the tower membership and approved by a majority voted at an Annual General Meeting.

Version	Date	Page	Section	Amendment	Author

All Saints Swanton Morley Bell Ringers' Constitution

1. Name

- 1.1 The band of ringers shall be formally known as the "All Saints Swanton Morley Bell Ringers".
- 1.2 The band shall also be known as the "Swanton Morley Bell Ringers" and the "Swanton Morley Ringers".

2. Objectives

- 2.1 The aims of the Swanton Morley Bell Ringers shall be to:
 - 2.1.1 **Ring the bells of All Saints Church Swanton Morley:**
 - Regularly for Sunday Services and major Christian festivals
 - for special church services such as weddings
 - for secular occasions of national and local importance such as significant royal events, national celebrations and local community events
 - at the request of local institutions and organisations as well as members of the community to celebrate important events
 - 2.1.2 **Recruit and provide training to those wishing to become a ringer**
 - Recruit and train members of the public how to ring a bell in a safe and controlled way
 - Provide a supportive ringing environment which is welcoming to all
 - Provide a structured and systematic teaching scheme which allows people to learn, practice and mastered the skills required for ringing
 - 2.1.3 **Provide on going training, advance the quality and complexity of ringing at All Saints Church**
 - Provide a structured and systematic teaching scheme which allows ringers to learn, practice and master the skills required for ringing.
 - Encourage ringers to reflect on their own ringing and take responsibility for their own development
 - Celebrate the successes made as well as learn from things which have not be as successful.
 - Provide a structured and systematic teaching scheme which allows people to learn, practice and mastered the skills required for ringing.

3. Affiliations

- 3.1 The Swanton Morley Bell Ringers are affiliated to the following organisations:
 - 3.1.1 The Parochial Church Council of All Saints Swanton Morley (PCC), which is part of the Dereham and District Team Ministry, and have delegated the role of ringing and maintaining the bells to the ringers.
 - 3.1.2 The Parochial Church Council of Saint Mary Madelene Beetley, who ask the ringers to supply bands for notable services at their church.

3.1.3 The Norwich Diocese Association of Ringers.

4 Officers

4.1 The officers of the Swanton Morley Bell Ringers shall be:

- 4.1.1 Tower Captain
- 4.1.2 Ringing Master
- 4.1.3 Deputy Ringing Master
- 4.1.4 Treasurer
- 4.1.5 Steeple Keeper(s)
- 4.1.6 Ringing Instructor(s)

4.2 A member may hold more than one of the above posts simultaneously.

4.3 The officers may co-opt a member to carry out a specific task.

4.4 Role descriptions for each officer will be outlined in the document "Tower Officers Roles".

4.5 In addition to the officers listed in 4.1, the position of Handling Instructor(s) can be held by any members who:

- 4.5.1 are competent in the teaching of bell handling (usually by completing the Association of Ringing Teachers Module One training course)
- 4.5.2 has had an enhanced DBS check
- 4.5.3 has been approved by the PCC to teach bell handling at Swanton Morley

5 Meetings

5.1 Annual General Meeting

- 5.1.1 An Annual General Meeting (AGM) shall be held once a year, generally on the first Friday in May.
- 5.1.2 All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be 50% of current tower members.
- 5.1.3 All officers retire at each AGM, with the exception of Ringing Tutors who are required to be reapproved by the PCC. All Officers are eligible to be re-elected.

5.2 Extraordinary General Meetings

- 5.2.1 An Extraordinary General Meetings (EGM) may be called with 14 days' notice by (a) any two of the officers or (b) by request of a simple majority of the members
- 5.2.2 Casual vacancies among the officers shall be filled at an EGM
- 5.2.3 All members are entitled to attend and vote.

5.3 General Meetings

- 5.3.1 General meetings (GM) may be called with 14 days' notice by the Tower Captain
- 5.3.2 General meetings will be called to vote on the spending of funds, or election of members to the All Saints' Swanton Morley Bell Ringers

6 Membership

- 6.1 Membership is open to both those who are already able to ring, those registered with the NDA at another tower and those who wish to learn. Tuition will be provided free to anyone wishing to learn to ring, subject to the Child Protection Policies of All Saints.
- 6.2 The Swanton Morley Bell Ringers are a fully inclusive band therefore membership of shall be free and open to all. Members of the Swanton Morley Bell Ringers are under no obligation to attend services for which they ring at; this is a matter for their own personal choice.
- 6.3 There are four types of membership
- 6.3.1 A Swanton Morley Ringer (Full Member)
 - 6.3.2 Swanton Morley Ringer (Cygnet)
 - 6.3.3 An Honorary Member
 - 6.3.4 Associate Member
- 6.4 Membership of the Swanton Morley Bell Ringers shall imply an obligation to attend regularly for Sunday service ringing, practices, weddings and other occasions. Regular attendance is considered to be an average attendance at two or more practices/events per month.
- 6.5 Honorary memberships may be awarded to an individual who meets one or more of the following criteria:
- 6.5.1 An active member of the band who can no longer ring at the tower.
 - 6.5.2 Non-ringer who has support the Swanton Morley Bell Ringers above and beyond.
 - 6.5.3 Any other persons who the Swanton Morley Bell Ringers feel deserve this award.
- 6.6 The election of new members of the Swanton Morley Bell Ringers takes places as follows:
- 6.6.1 **Full members** – can be elected by way of a simple vote at a practice night before being formally elected the following AGM
 - 6.6.2 **Cygnet members** – are automatically invited to become a cygnet member upon starting to learn.
 - 6.6.3 **Honorary members** – nominations are submitted to the Tower Captain prior to the Annual General Meeting, at which they are proposed and a vote taken.
 - 6.6.4 **Associate Members** – are accepted through out the year upon completion of an associate members form.
- 6.7 Membership can be terminated:
- 6.7.1 Upon notice being given to the Tower Captain from the member
 - 6.7.2 If conduct falls below what is expected or could bring the ringers into disrepute.
 - 6.7.3 It becomes apparent that the ringer is no longer intending to attend practices with the exception of those who the band wish to make an honorary member.
- 6.8 Membership fees will be agreed annually at the Annual General Meeting.
- 6.9 Further detail on each membership type including criteria, election to the band and voting rights are outlined in Appendix A

7 Finances

- 7.1 The Swanton Morley Bell Ringers hold and maintain its own funds. These shall be owned jointly by the members and shall not be part of church funds.
- 7.2 The Officers may hold and administer funds on behalf of the Swanton Morley Bell Ringers for the purpose of day to day maintenance of the bells installations and education of learners.
- 7.3 The Officers shall be empowered to open and maintain a bank or building society account, any two Officers' signatures being sufficient authority for withdrawal.
- 7.4 The ringers' accounting year shall run from April 1st of one year to March 31st the following year.
- 7.5 A statement of account shall be created each year-end on March 31st to be presented to the ensuing AGM.
- 7.6 Funds held and administered on behalf of the Swanton Morley Bell Ringers shall be accounted for separately and a report presented to the PCC.
- 7.7 Tower fees including those for visiting bands, quarter peal attempts and peal attempts shall be set at the AGM for the year. Wedding fees will be set in discussion with the Parish Office.

8 Dissolution

- 8.1 Should the Swanton Morley Bell Ringers cease to exist, then all assets, records and property shall be given to the PCC, for the upkeep and maintenance of the bells and in order that visiting ringers may continue to make use of the bells at All Saints until such time a new band is formed.

9 Alterations to the Constitution

- 9.1 The constitution shall only be changed by vote at an AGM or EGM, and shall require a two thirds majority of members present and a quorum of half of the eligible members in attendance.