

TDGR Rules

Section 3. Officers

1. STANDING COMMITTEE

1.1 The Standing Committee shall consist of the membership elected Trustees (rule 3.4) and the Trustee appointed advisors (rule 3.5).

1.2. Members of the Standing Committee must be elected from Adult, Student, Associate or Honorary Life members of the Guild.

1.3 It can invite whomever it requires to attend committee or subcommittee meeting in a non-voting advisory or observational role.

1.4 It shall identify a suitable candidate to carry out the role of Bell Restoration Officer and trustee and nominate them for that role at the Annual General Meeting (AGM).

1.5 It shall meet at least twice each calendar year.

1.6 It shall determine the proportion of money to be transferred to each District Treasurer as a proportion of each District total membership subscription.

1.7 It shall formulate such rules and regulations as are appropriate for the administration of the Guild funds and for the running of the Guild library.

1.8 It shall administer the Bell Restoration Fund of the Guild and shall determine the rules for the application and distribution of grants and loans.

1.9 It shall maintain a membership code of conduct and act in the best interest of the Guild and membership in the event of a member or members not to adhering to it.

1.10 Draft Minutes of Standing Committee meetings shall be available on the Guild website (members section) within 4 weeks of the meeting.

1.11 It shall take such actions and decisions as are necessary and appropriate on all matters relating to the Guild between meetings of the Guild and have power to delegate particular matters to individual Committee members until such further meeting of the Committee or of the Guild.

1.12 All Membership Elected Roles of the Standing Committee (Section 2) and District Officer Roles (Section 4) shall hold an enhanced DBS check for bellringing activities. Advisory roles (Section 3) shall be required to hold enhanced DBS checks if appropriate and requested by the Standing Committee.

2. MEMBERSHIP ELECTED ROLES OF THE STANDING COMMITTEE- THE TRUSTEES

2.1 The President shall be a respected Resident member of the Guild with knowledge concerning the state of ringing within the Diocese. The President shall maintain contact with the Committees of the Guild, with the Districts and with the membership and shall promote the Guild and its objects on all appropriate occasions. No member shall normally be elected as President on more than three consecutive years.

2.2 The Guild Secretary shall keep minutes of all Guild and Standing Committee meetings and publish drafts within four weeks of the meeting. They shall direct and conduct all secretarial work of the Guild as required or as directed by the Standing Committee and shall report to each meeting of the Standing Committee and Guild Meetings.

2.3 The Guild Treasurer shall maintain such accounts and in a form that meets charity commission requirements and shall report to the Annual General Meeting (AGM) and to the Standing Committee on the finances of the Guild.

2.4 The Education Officer shall arrange courses and events to further develop the standard of ringing within the Guild and shall have responsibility for such Ringing Centres as the Guild may from time to time maintain.

2.5 Membership Secretary shall hold up to date information on Guild membership subject to data protection laws and the Guild policies and to ensure a true and accurate record of membership is maintained. They shall be responsible for the collection of subscriptions from all Ringing, Associate and Non-Resident Members; all monies collected to be forwarded to the Guild Treasurer. They will also liaise with the Guild Webmaster to ensure the required access to the website is available.

2.6 The Performance Recorder shall record all noteworthy performances including all peal and quarter peals rung for the Guild in a format agreed by the Standing Committee and report to the AGM on the peals rung for the Guild during the previous year.

2.7 The Librarian shall maintain the library, archives and other records of the Guild, acquire such books and publications as are agreed, and control lending from and access to the library in accordance with the recommendations of the Standing Committee. A report shall be given to the AGM of the state and condition of the library and of any acquisitions and losses.

2.8 The Report Editor shall, subject to the general directions of the Guild, be responsible for the editing and publication of the Annual Report of the Guild in electronic or paper format and for its distribution.

2.9 The Public Relations Officer shall promote the image of the Guild and ringing generally amongst the public, the church and all ringers.

2.10 District Representatives will act to serve the interests of their respective Districts. They will act to inform the district of the activities of the Standing Committee and will in turn communicate district matters to the Standing Committee. They will be elected by their respected District and ratified at the AGM.

2.11 Central Council Representatives are required to represent the Guild and the best interests of the Guild by attending the meetings of the Central Council. The representatives are required to report to the Guild the activities of the Central Council.

2.12 The Bell Restoration Officer shall give advice on all aspects of bell restoration and maintenance, process all Bell Restoration Fund grant applications and liaise with the appropriate diocesan officials in order to encourage the preservation, restoration, augmentation and maintenance of all bells in the diocese.

2.13 The Youth Liaison Officer shall coordinate activities for younger members of the Guild.

3. STANDING COMMITTEE APPOINTED ROLES- NON VOTING

3.1 Webmaster shall manage the Guild Website including the content. They will also hold a limited amount of personal data in accordance with the Guild Policies.

3.2 Health and Safety Officer will act to lead the Standing Committee on matters relating to Health and Safety.

3.3 Safeguarding Officer will act to advise and lead the Standing Committee on matters relating to Safeguarding. They may seek to engage outside agencies if required to do so.

4. DISTRICT OFFICER ROLES

4.1 The District Chairman shall work with the District Ringing Master and District Secretary to ensure the proper running of the District in accordance with the rules of the Guild.

4.2 The District Ringing Master shall arrange practices, competitions, courses and such other events as required, report to the District Annual Meeting on the activities of the district since the last District Annual Meeting and make proposals for the period up to the next District Annual Meeting.

4.3 The District Secretary shall organise and keep all minutes of the District Annual Meeting and of all other meetings of the district, generally conduct the secretarial work of the district and maintain contact with the district membership and towers within the district as appropriate.

4.4. The District Treasurer shall administer funds received from the Guild and report on and present to the District Annual Meeting a statement of account in respect of all monies received and paid during

the previous accounting period. They shall report and account to the Guild Treasurer for all monies as the Guild Treasurer requires.

4.5 The District Representatives (See 2.10)

5. INDEPENDENT EXAMINERS

5.1 The Independent Examiners of Accounts shall examine, as appropriate, the accounts of the Guild or of the District and shall report to the Standing Committee and the AGM or to the District Annual Meeting as appropriate. The post holders shall not be Trustees of the Guild or Officers of the District and must be elected at the AGM or District Annual Meeting