

# St Salvator's Society of Bell Ringers

## 1 Title

The Society shall be called the *St Salvator's Society of Bell Ringers*, hereinafter the *Society*; it replaces the St Salvator's Society, which incorporated the University of St Andrews Bell Ringers.

## 2 Objects

The objects of the Society shall include (but not necessarily be limited to):

1. ringing for Sunday Services in St Salvator's Chapel, St Andrews;
2. ringing (as agreed with the Chaplain) for graduations, weddings, royal visits, installations, memorial services, Remembrance Days and other special events in the Chapel or the University;
3. the promotion of the art and science of change ringing both in the University of St Andrews and in the town of St Andrews;
4. liaison with other ringers through affiliation to the Scottish Association of Change Ringers (and through the SACR to the CCCBR) and by welcoming visiting ringers.

## 3 Membership

1. Membership shall be available to all who show an active interest in ringing in St Andrews and pay such annual subscription as the Committee may from time to time determine, the subscription year being 1 October to 30 September;
2. Membership shall be on application to the Secretary, by decision of the Committee (to be ratified at the next General Meeting).
3. The Secretary shall keep a list, with e-mail addresses, of known members of the Society; members who change their e-mail addresses without notifying the Society may be removed from membership after reasonable efforts to make contact have failed.

## 4 Officers

1. The *Officers* of the Society shall be a Tower Captain, a Vice-Captain, a Secretary, a Steeple-Keeper, a Treasurer, a Training Officer, a Publicity Officer and a Social Secretary; it shall be possible for a person to hold up to two Officer posts simultaneously;

2. The Tower Captain shall be a member of the University of St Andrews; his or her election shall be ratified by the University Chaplain before coming into force;
3. Officers need not be members of the University of St Andrews, but all elections of non-members of the University must, before coming into force, have been ratified by the University Chaplain, who shall take into account the advice of the Tower Captain;
4. Officers shall be elected at a General Meeting of the Society and shall retire at the Annual General Meeting next after their election;
5. A retiring Officer may be re-elected;
6. An Officer may be removed from office by the vote of not less than three-quarters of the members present at a General Meeting, provided that the Meeting's agenda includes the issue of the Officer's removal from office.

## 5 Committee

1. The *Committee* shall consist of the Officers of the Society, together with up to two others (not necessarily members of the University) co-opted for purposes such as training;
2. It shall meet at least once a term; a quorum shall be five members;
3. Members of the Committee shall be notified of its meetings by e-mail from the Secretary at least forty-eight hours in advance;
4. The Committee shall be responsible, through the Tower Captain, to the University Chaplain for the proper and safe conduct of ringers and use of the Chapel, its Tower and its Bells;
5. The Committee shall, in consultation with the Chaplain, determine the rates for visiting ringers, the fees to be charged for ringing for weddings and the honoraria to be paid to wedding ringers.

## 6 General Meetings

1. An Ordinary General Meeting shall be held each term, notice being given by the Secretary to members by e-mail not fewer than four weeks in advance;
2. The Ordinary General Meeting in the Martinmas Term, normally to be held near St Andrew's Day, shall serve as the Annual General Meeting;

3. The Committee shall arrange an Extra-ordinary General Meeting at any time, if it deem it expedient, or within fourteen days of the receipt by a member of the Committee of a requisition signed by five members. Notice of such meetings shall be sent, so far as possible by e-mail, to all members not less than seven days in advance of the meeting; it shall also be announced at practices and Sunday Service ringing;
4. A quorum at General Meetings shall be ten members, or (if less) three quarters of the members.

## 7 Procedure at General Meetings

1. The Chaplain shall be invited to chair the Meeting if the election or the removal of Officers is on the Agenda; otherwise the Tower Captain, or a deputy appointed by the Tower Captain, shall chair the Meeting;
2. The chairman shall have no vote other than a casting vote in the case of a tie;
3. The business shall include the reading of the minutes of the previous meeting, which shall be subject to confirmation by the Meeting;
4. At Ordinary General Meetings, an account of the Society's finances shall be given, with a full report being given at the Annual General Meeting;
5. Voting shall be by a show of hands, unless a majority of members present wishes otherwise.
6. Election of Officers shall take place in the order in which the Officers are listed in 4 above.

## 8 Responsibilities

1. The *Tower Captain* shall be generally responsible, to the Chaplain and to the University, for the proper and safe conduct of the ringers and for the provision of quality ringing when reasonably so required; he or she will also endeavour to arrange, so far as possible, for the maintenance and improvement of the standard of ringing by arranging striking competitions, advanced training sessions, ringing excursions and other educational events and by appointing if necessary a Ringing Master to take charge of the ringing on each occasion where bells are rung; he or she will chair the Committee Meetings, except where because of absence he or she has authorised another Officer to do so; he or she should endeavour to represent the Society by attendance at SACR meetings where possible, especially when they are nearby (i.e. Dundee, Edinburgh, Stirling, Dunkeld and Dunblane);

2. The *Vice-Captain* shall assist the Tower Captain, and also be particularly responsible for recruitment of novice ringers, both from the University and from the local community;
3. The *Secretary* shall maintain correspondence and minutes, co-ordinate arrangements for service and practice ringing, act as a Tower Correspondent for liaison with the SACR, visiting ringers and weddings; he or she will ensure that wedding fees are received; he or she will, in conjunction with the other Officers, submit an annual report to the Society's AGM about the Society's activities and a report based thereon to the Chaplaincy and to the SACR; he or she will arrange General Meetings and notify members thereof, and will maintain an e-mail account for correspondence, access to be shared with other Officers as required;
4. The *Steeple-Keeper* shall be responsible for arranging for the inspection and maintenance of the bells and related equipment such as the frame, clappers, wheels, ropes, headstocks and rope guides, for the reporting of requirements to the University's Estates Unit and for the provision of notices advising visitors about safety issues in the tower and requirements for managing the clock chime hammer; he or she will also liaise with the University's Estates Unit about issues of access, keys and cleaning;
5. The *Treasurer* shall be responsible for managing the Society's finances, including any bank or building society accounts, and for reporting the financial situation to General Meetings; he or she will ensure the collection of visiting band donations and arrange for the payment of honoraria to wedding ringers, for payment to the SACR of the membership fees of those ringers nominated by the Committee for SACR membership, and for other expenses approved by the Committee, save where (as with bell, belfry, ringing chamber and tower maintenance) the University is responsible;
6. The *Training Officer* shall be responsible for arrangement of basic training sessions and overseeing the training of novice ringers;
7. The *Publicity Officer* shall be responsible for publicising the Society and its achievements, by means including but not limited to the maintenance and extension of a website recording and publicising the Society, including a copy of the Secretary's annual report;
8. The *Social Secretary* shall arrange the social life of the Society, including (where possible) pub evenings, quizzes, feasts, picnics, parties and all other appropriate forms of entertainment.

## 9 Alteration

This Constitution shall not be altered except at an Annual General Meeting of the Society, or at an Extra-ordinary General Meeting called for the purpose, and any alteration shall be subject to the approval of the Chaplain.