

CUGCR Rules

1. Name

The society shall be known as the Cambridge University Guild of Change Ringers and in these Rules is referred to as the Guild.

2. Object

The object of the Guild is to promote the art of change ringing, particularly in Cambridge.

3. Membership

3.1. Categories of Membership

- (a) **Full Membership** shall be for life, and is open to
- (i) matriculated members of Cambridge University;
 - (ii) persons undertaking, or who have undertaken, a course of higher education based in Cambridge, at:
 - Anglia Ruskin University
 - The Cambridge Theological Federation.
- (b) The Committee may also, at its discretion, propose for full membership
- (i) persons undertaking, or who have undertaken, a course of higher education at an institution based in Cambridge not mentioned above;
 - (ii) non-matriculated members of Cambridge University.
- (c) **Associate Membership** is open to any ringer who is not eligible for Full Membership but who wishes to support the activities of the Guild and shall be for life.
- (d) Ordinary and Life members of the Oxford University Society of Change Ringers shall automatically be **Reciprocal Members** of the Guild.
- (e) The Guild may elect as an **Honorary Member** any person who is deemed to have made a significant contribution to the Guild in meeting its object.

3.2 Privileges of Membership

All Members of the Guild shall have the same entitlements with respect to any activity or business conducted by the Guild, excepting that only Full Members shall be entitled to vote at meetings of the Guild, hold office within the Guild or ring in a recognized Guild peal.

3.3 Election to Membership

- (a) Full and Associate Members may be elected at any meeting of the Guild. Every candidate shall be proposed by one Full Member and seconded by another Full Member. Election shall require the approval of a majority of Full Members present at the meeting.

(b) A Full Member may be elected immediately prior to a Guild peal attempt by the unanimous vote of the Full Members present, subject to ratification at the next meeting of the Guild.

(c) Honorary Members may be elected at an AGM by approval of a majority of Full Members present. Honorary Members must be proposed by one Full Member and seconded by another Full Member, and must be discussed at a General Meeting not less than one month before the AGM.

3.4 Subscriptions

Full and Associate Members shall on election pay a single subscription of such amount as may be determined by the Guild at a general meeting. No subscriptions are due from other categories of members.

3.5 Expulsion

The Officers may expel or suspend any member whose conduct or actions are considered by the Officers to be likely to bring the Guild into disrepute. Such expulsion or suspension shall be undertaken in accordance with Section 11, and is subject to confirmation at the next General Meeting of the Guild. Any person expelled or suspended shall have the right of appeal to the Senior Treasurer.

4 Meetings

4.1 Calling and holding meetings

(a) The Guild shall hold an Annual General Meeting in Cambridge early in each Easter Term. Notice of this meeting shall be given by the last day of Lent Full Term.

(b) General Meetings shall be held in Cambridge early in each Michaelmas and Lent Term. At least fourteen days' notice of these meetings shall be given.

(c) A General Meeting shall be held during the annual Guild Week. Notice of this meeting shall be given by means of inclusion in the programme for the week.

(d) Other General Meetings may be called in Cambridge at the request of no fewer than six Full Members. At least fourteen days' notice shall be given of such meetings.

(e) Notice shall be given of meetings by means which are appropriate to Members both within Cambridge and elsewhere. For the meetings under 4.1(a), (b) and (c) which follow an annually repeating pattern this may include a calendar posted on the Guild website and advance notice in minutes of Guild meetings. For notification of meetings under 4.1(d) additional means must be used, which might include an e-mail message to a comprehensive list of Full Members.

4.2 Conduct of meetings and Voting

- (a) The quorum for a meeting shall be six Full Members.
- (b) The meeting shall be chaired by the President, failing whom the Master, failing whom a Full Member nominated by the President, failing whom a member of the Committee, failing whom a Full Member elected from amongst those present.
- (c) In the case of equality of votes at any meeting, the chairman of the meeting shall have a second or casting vote.

5. Officers

5.1. The Officers of the Guild shall be the President, Senior Treasurer, Accounts Examiner, Master, Assistant Master, Secretary, Librarian, Steeple-keeper and such other officers as may be elected by the Guild.

5.2.

- (a) The officers shall normally be elected by the Annual General Meeting and shall hold office until the next Annual General Meeting unless they resign, are disqualified, or are removed from office by a General Meeting.
- (b) The President, Senior Treasurer and Accounts Examiner shall be members of the Senate.
- (c) The Senior Treasurer shall be a member of the Regent House, or other person approved by the Junior Proctor of the University of Cambridge (referred to in these Rules as the “Junior Proctor”). The Senior Treasurer shall not be liable for any financial debt or other obligation of the Guild unless he or she has personally authorised such a debt in writing.
- (d) Officers other than the President, Senior Treasurer and Accounts Examiner shall be Full Members who are resident in Cambridge and engaged in a full time course of study.
- (e) A majority of officers other than the President, Senior Treasurer and Accounts Examiner shall be matriculated members of Cambridge University.

5.3.

- (a) Every candidate for election as an officer shall be nominated by one Full Member and seconded by another Full Member.
- (b) Nominations for the offices of President, Senior Treasurer and Accounts Examiner shall close at midnight on the last Friday of Lent Full Term.
- (c) Nominations for offices other than those in 5.3(b) shall close at midnight on the Friday immediately preceding the AGM.
- (d) Nominations under 5.3 (b) shall be made accessible to members of the Guild by means which are appropriate to members of the Guild both in Cambridge and elsewhere.

5.4. In the event of a vacancy in any of the offices, the Committee shall fill such a vacancy from among the eligible members until the next General Meeting in Cambridge, when an election should take place. Rule 5.3 shall apply in respect of such an election, with any necessary substitution of dates if the election does not take place at an AGM.

6. The Committee

6.1. The Committee is responsible for and empowered to take any action necessary to maintain the activities of the Guild which falls outside the normal course of events. Any decisions of the Committee should be ratified at the next General Meeting.

6.2. The Committee shall be drawn from current officers of the Guild, the Central Council Representatives, and such former officers of the Guild who continue to be active students.

6.3. The quorum for meetings of the Committee shall be three, one of whom shall normally be the President or Master. In the event of vacancies in the offices of both President and Master a committee meeting may take place in their absence.

6.4. The committee may make or amend any necessary regulations for the conduct of its business.

7. Central Council

7.1. The Guild shall be affiliated to the Central Council of Church Bell Ringers and shall elect Full Members as its representatives in accordance with the rules of that Council.

7.2. Subject to Rule 7.1:

(a) The Guild's Central Council Representatives shall be elected at the Annual General Meeting of the Guild.

(b) Every candidate for election as a Central Council Representative shall be nominated by one Full Member and seconded by another Full Member.

(c) Nominations shall close at midnight on the last Friday of Lent Full Term.

(d) Nominations shall be made accessible to Full Members of the Guild by means which are appropriate to Full Members of the Guild both in Cambridge and elsewhere.

8. Guild Peals

8.1. No peal shall be recorded as a Guild Peal unless every ringer in the peal is a Full Member of the Guild.

8.2. Peal fees shall be determined by the Guild at a General Meeting.

8.3. The conductor of the peal shall be responsible for passing peal fees and information about the peal to the relevant Guild officers.

8.4. The Guild shall maintain a list of Guild peals.

9. Data Protection

Personal data relating to the Guild, whether in manual or electronic form, shall only be held or processed by the Guild or on its behalf in accordance with data protection legislation.

10. Amendment of Rules

10.1. These rules may be amended only at an Annual General Meeting of the Guild with the consent of not less than two-thirds of the Full Members present, and only after advance notice of the alteration has been given at a previous General Meeting, when the proposal may be discussed. Details of the proposed rule change shall be included in the notice of the AGM under rule 4.1 (e)

10.2. No amendment to these rules intended to remove the position of Senior Treasurer, to alter its prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer shall be put to a vote without the prior written agreement of the Junior Proctor.

10.2. The rules shall be available to all Members of the Guild.

11. Disciplinary Processes

The Guild's only disciplinary sanctions are to expel or to suspend (for such period as the Officers think fit) a member whose conduct or actions are considered by the Officers to be likely to bring the Guild into disrepute, or to adversely affect the smooth running of the Guild in a significant way. Such expulsion or suspension shall only be effected by a majority vote of all Officers, excluding the Senior Treasurer, shall take effect immediately and be confirmed by a majority vote at the next General Meeting of the Guild. In the event of an expulsion, the expelled member shall return all equipment, documents and finances belonging to the Society within seven days. The expelled or suspended member will not be entitled to full or partial refund of any subscriptions paid. If the expelled or suspended member wishes to appeal against the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of expulsion or suspension, but not a further investigation into the facts, may be lodged with the Junior Proctor.

12. Dissolution

The Guild may be dissolved only at an Annual General Meeting of the Guild with the consent of not less than two-thirds of the Full Members present, and only after twenty-one days' written notice of the intention to dissolve the Guild has been given to the members under rule 4.1(e). Provision shall be made for remote participation in any such vote. Any motion for the dissolution of the Guild shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society or to the Societies Syndicate.