

# Association of Ringing Teachers Constitution

## Name

The Association of Ringing Teachers: ART

## Objective

The object of the charity is to advance recruitment, education, and training in bell ringing, particularly but not exclusively, by:

- Developing and providing Information and Training,
- Supporting projects and events to recruit, develop skills and share good practice in the art of ringing on tower and hand bells,
- Supporting the recruitment of new ringers,
- Setting, regulating, and encouraging improved standards for teaching,
- Raising public awareness of all aspects of bells and bell ringing.

## Powers

In furtherance of these objectives, but not otherwise the Management Committee may exercise the power to:

1. Promote, deliver, and develop training schemes for ringing teachers and other ringers, their standards, curriculum, syllabus and supporting materials.
2. Embrace progress and development beyond initial training.
3. Publicise and promote work of the Association.
4. Make regulations governing accreditation under the training schemes and award accreditation and membership to those who satisfy the criteria set.
5. Issue certificates to those gaining Membership of the Association as appropriate.
6. Organise meetings, training courses, events, and seminars etc.
7. Invite and receive contributions and raise funds where appropriate to finance the work of the Association and to hold a bank account.
8. Receive contributions through Membership and other fees and to make charges for courses, publications, and other services.
9. Take out insurance as appropriate.
10. Work in partnership with other groups and exchange information, advice, and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
11. Conduct research, collect data, and hold records as appropriate to maintaining and promoting standards.
12. Recruit volunteers or employ staff as necessary to conduct activities to meet the Association's objective.
13. Make grants to support appropriate schemes and initiatives, and to give awards to recognise achievement.
14. To take any form of action that is lawful, which is necessary to achieve the objective of the Association.

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## Membership

1. Classification of Membership:
  1. Tutors
  2. Members
  3. Associate Members (non-voting)
  4. Affiliated Members (non-voting)
  1. Tutors  
Tutors may be appointed at the discretion of the Management Committee in accordance with the regulations for appointment agreed by the Management Committee.
  2. Members  
Teachers and mentors who have completed Modules in accordance with regulations may be invited to be Members at the discretion of the Management Committee.
  3. Associate Members (No voting rights)  
Teachers and mentors who have completed only one Module in accordance with regulations may be invited to be Associate Members at the discretion of the Management Committee.
  4. Affiliated Members (No voting rights)  
Affiliated Members shall consist of those who possess skills or knowledge deemed to be beneficial to the objects of the Association. These shall be appointed at the discretion of Management Committee.
2. The minimum number of members shall be three (3).
3. Membership is not transferable.
4. A register of names, addresses and e-mail contact details should be kept and must be made available to any Member who requests their personal details.
5. Termination of membership:
  1. Any Member of the Association may resign his or her membership by providing the Secretary with written or electronically communicated notice.
  2. Membership is terminated if any sum due from the Member is not paid by the end of the calendar year in which it falls due. Membership can be reinstated by payment of the full amount due.
  3. Membership may be terminated by Management Committee if appropriate standards are deemed not to have been maintained or the member's conduct brings the reputation of the Association into disrepute.

## Management Committee

1. The Association should be administered by a Management Committee of no less than three (3) people and no more than twelve (12).
2. Members of the committee may be nominated by, and from the Association.
3. Membership. Voting will take place at the AGM. Nominations must be notified to the Secretary at least seven days prior to the meeting.
4. The Management Committee may co-opt anyone to the committee due to their knowledge, skills or experience. This should be time limited as decided by the committee. These individuals will have Affiliated Membership (non-voting) status, if not already a member of the Association.
5. Members and officers shall serve for no more than ten (10) consecutive years. A year's break shall be taken before consideration is given to a further period of service.
6. The Management Committee shall hold a meeting a minimum of once a year.

7. The Management Committee may create sub-committees for various aspects of work comprising members of the Management Committee and co-opted Members and non-members of ART in agreement with the Management Committee.
8. The Management Committee shall appoint an external examiner (accounts).
9. The Management Committee shall appoint a group of advisors for the maintenance of standards in all aspects of the Association's activities.
10. The Management Committee shall recommend nominees to be appointed as trustees by members at the AGM. The trustees will maintain an oversight of the governance of the Association as specified in the section "Trustees" below.

## Officers

The officers of the Association Management Committee including Chairman, Secretary and Treasurer shall be elected by the Management Committee at the first Committee Meeting after the AGM which will be within four months of the AGM.

## Trustees

1. Trustees of the Association shall be appointed annually at AGM of the Association. The Association Chairman, Secretary and Treasurer will be ex-officio trustees.
2. There shall be a minimum of five trustees and no more than seven including the ex-officio trustees.
3. Trustees will have an oversight of the governance of the Association with particular responsibility for ensuring that:
  - the Association is carrying out its purposes and benefitting the public,
  - it is complying with its constitution and with charity and all other applicable law,
  - it is managing its resources responsibly,
  - and it is accountable to legal requirements and to its members.
4. Trustees shall serve for no more than ten (10) consecutive years. A year's break must be taken before they can be considered for a further period of service.

## Meetings

### 1. Management Committee

1. Committee Members shall be given at least twenty-one (21) days' notice of the date and place on which a meeting is due to be held.
2. A quorum of three (3) Members shall be present for the meeting to take place.
3. The Association shall hold an AGM at not more than 15 months' intervals.

### 2. Annual General Meeting

1. Twenty-one (21) days' notice of the place and date on which the AGM is to be held shall be given to Association Members.
2. Tutors and Members shall be eligible to vote at an AGM.
3. Associate Members and Affiliated Members shall not be eligible to vote at an AGM.
4. Voting shall be by a show of hands on a majority basis. In case of a tied vote the Chairman shall have the casting vote.
5. A quorum for an AGM shall be five (5) Members.

### 3. Special General Meetings

1. The Management Committee may call a Special General Meeting at any time giving twenty-eight (28) days' notice of the date and place at which the meeting will be held.
  2. The Management Committee may call a Special General Meeting if requested to do so in writing or by electronic communication by at least ten Members or 10% of the
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membership whichever is the greater. The request should state the nature of the business to be discussed. The Secretary and other officers should then decide on a date and give twenty-eight (28) days' notice of the date and place at which the meeting will be held. If the Management Committee fails to set a date to hold a meeting within twenty-eight (28) days of the request, the Members may proceed to call a Special General Meeting but in so doing they must comply with the provisions of this constitution.

3. A quorum for a Special General Meeting shall be five (5) members.

#### **4. Trustees**

1. Trustees shall be given at least twenty-one (21) days' notice of the date and place of any meeting due to be held.
2. A quorum of four (4) trustees shall be present for a meeting to take place.
3. Trustees will meet on a minimum of one occasion per year.

### **Finances**

1. Any money acquired by the Association, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee and be in the name of the Association. All funds must be applied to the objective of the Association and for no other purpose.
2. Bank accounts shall be opened in the name of the Association. Any deeds, cheques etc. relating to the Association's bank account shall be signed by two (2) of the following Committee Members: Chairperson; Treasurer; Secretary; and another nominated Member of the Committee.
3. Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are used effectively and that the Association stays within budget. Official accounts shall be maintained and will be examined annually by an external examiner appointed by the Management Committee. An annual financial report shall be presented at the AGM. The Association's accounting year shall run from 01 January to 31 December.
4. Subscriptions should be paid annually and determined at the AGM following recommendation from the Management Committee.

### **Alterations to the Constitution**

Alterations to this constitution must be agreed by a majority of those voting at the AGM or Special General Meeting. Proposals of amendments to this constitution must be conveyed to the Secretary formally in writing or by electronic communication. The Secretary and other officers shall then decide on a date and give a minimum of twenty-one (21) days' notice to Members.

### **Dissolution**

The Association may be dissolved if deemed necessary by the Members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be transferred to another charity with similar objects.

This revised constitution was adopted at the Annual General Meeting held using Zoom teleconferencing on the 6th March 2021 by:

Signed: Lesley Belcher (Chairman)

Signed: Sue Dixon Treasurer)

Signed: Paul Flavell (Secretary)

Signed: Graham Nabb (Trustee)