

THE NORTH AMERICAN GUILD OF CHANGE RINGERS BY-LAWS

1. Membership

- 1.1 Resident and Associate Members shall pay dues. Members age 65 and older qualify as Senior Members; Members enrolled full time at an accredited educational institution qualify as Student Members; Members who are members of a religious community (monks and nuns) qualify as Religious Members. The annual membership period shall run for four calendar quarters from the close of the calendar quarter in which a Member joined, or rejoined the Guild, or renewed membership. Membership will lapse at the close of the last quarter of the membership period for which dues have been received. If a member's dues are received prior to the close of the quarter next following that in which membership would have lapsed, the member's membership will be deemed to be un-broken and shall be continuous for the purposes of paragraph 5 of the Constitution. If dues are received after the close of the quarter next following that in which membership would have lapsed, the member's membership will be deemed not continuous for the purposes of paragraph 5 of the Constitution.
- 1.2 Honorary Life Members shall be nominated and elected by the same procedure as the adoption of a change to the By-Laws.
- 1.3 Non-Resident Life Members shall pay a one-time membership fee.
- 1.4 A Non-Resident Life Member moving to North America shall become a Resident or Associate Member on payment of annual dues. A Resident or Associate Member moving overseas shall become a Non-Resident Life Member without further payment of dues.
- 1.5 Resident, Associate, and Honorary Life Members shall receive the newsletter as part of their membership.
- 1.6 In addition to the privileges explicitly granted by the Constitution and By-laws, Members shall have the following rights:
 - to wear the Guild badge;
 - to receive a discount from the Guild Book Service.

2. Business Year

The business year of the Guild shall be the calendar year. Changes to the Constitution and By-Laws shall take effect, and Officers shall assume office, at the start of the next business year.

3. General Meetings

A call for a General Meeting shall be distributed to all Resident Members at least six weeks before the meeting. It shall include an agenda for the meeting. The agenda for the AGM shall include (but not be limited to):

- review and adoption of the Annual Report;
- an interim report from the President on the current year;
- announcement of all items approved for the ballot.

General Meetings shall rule by a majority vote.

4. Committees

- 4.1 The Executive Committee shall have the authority to make decisions concerning the affairs of the Guild which are not specifically provided for by the Constitution, By-Laws, or an AGM. It shall act by a majority vote.
- 4.2 Other committees appointed by the Executive Committee or by a General Meeting must report to the Executive Committee at least twice per year and must submit a written report for inclusion in the Annual Report. Any committee which fails to report as required is automatically disbanded.

5. Budget

The budget shall include anticipated income and expenses and a schedule of dues. If there are no proposed changes in the dues, the budget may be approved by the Executive Committee. Otherwise, adoption of the budget shall follow the same procedure as the adoption of a change in the By-Laws. If no budget is approved, the budget of the previous year shall continue to apply. Expenditures of Guild funds for an amount beyond that specified in the budget, or for items not mentioned in the budget, shall require approval of the Executive Committee.

6. Elections

- 6.1 The General Election, if necessary, shall be held between the AGM and the end of the business year. All Resident Members shall receive ballots. The date designated for return of the ballots shall be at least six weeks after the date of distribution. Unless otherwise specified in the Constitution or By-Laws, all items shall be decided by a majority of the votes cast.
- 6.2 Nominations for Office and for the position(s) of Central Council representative shall open thirty (30) days before the AGM and shall close thirty (30) days after the AGM. All nominations shall be made in writing to the President, and shall include the signed consent of the nominee. If at the close of nominations there is only one candidate for a position, that candidate is considered elected; otherwise election shall be by ballot in the General Election. The candidate receiving the most votes shall be elected.
- 6.3 The ballot may include proposals regarding Guild business not specifically provided for in the Constitution and By-Laws. Such proposals shall be placed on the Election Ballot after any one of the following:
 - approval by the Executive Committee;
 - approval by a General Meeting;
 - receipt by the President of a petition signed by at least ten per cent of the Resident Members.

7. Annual Report

An Annual Report shall be distributed to all Resident Members in the first quarter of each business year. This report shall include at least:

- reports from all officers, including a summary of major actions of the Executive Committee, a financial report, a peal analysis, and a current membership list, giving names and addresses of all Resident and Associate Members and names of all other members;
- report on the most recent Central Council meeting;
- reports from all Committees;
- the current Constitution and By-Laws.

8. Duties of Officers

All Officers shall submit to the President a written report each year on their activities for the year for inclusion in the Annual Report. In addition, the Officers shall be responsible for carrying out the following duties.

8.1 The President shall:

- be the chief executive of the Guild;
- chair the Executive Committee;
- prepare and distribute the Annual Report;
- prepare and distribute the call and agenda for all General Meetings;
- carry out election procedures;
- be an ex-officio member of all committees.

8.2 The Treasurer shall:

- collect and manage the funds of the Guild;
- prepare an annual budget;
- prepare financial reports as appropriate.

8.3 The Secretary shall:

- collect membership dues and forward them to the Treasurer;
- maintain membership records;
- provide address labels and membership lists as required by the Officers;
- provide the membership directory for inclusion in the Annual Report;
- maintain a list of contacts for each ringing group in the Guild.

8.4 The Newsletter Editor shall prepare and distribute a Guild Newsletter. There shall be at least four issues each year, one each quarter. Official Guild business shall have first priority in case of a space limitation.

8.5 The Peal Secretary shall:

- maintain up-to-date records of peals rung for the Guild, and of other peals rung in North America;
- have records available for inspection, at least at each AGM;
- decide on the eligibility of peals rung for the Guild;
- submit an annual peal analysis for inclusion in the Annual Report.

8.6 The Education Officer shall:

- organize and run courses and other training or educational activities sponsored by the Guild;
- represent the Guild's interests in the publication and distribution of any materials, other than the Guild Newsletter, issued by the Guild or in the name of the Guild.

8.7 The Public Relations Officer shall:

- promote awareness of change ringing and the Guild among the general public;
- keep a record of published materials relating to Guild activities;
- accumulate materials for members' use in publicizing change ringing and the Guild.

9. Other Officials

The Guild shall elect or appoint as described below Members to fill the following positions:

- 9.1 One or more Central Council Representatives. They shall be elected following the same procedure as for the election of Officers, but they need not be Resident Members. Their term of duty shall be three years. They shall look after the Guild's interests in the Central Council of Church Bell Ringers. They shall submit a written report for inclusion in the Annual Report.
- 9.2 Book Agent: This position shall be filled by appointment of the Executive Committee. Its duties shall be:
- operate the Guild's book service;
 - submit an annual financial report to the Treasurer for inclusion in the Annual Report.

10. Peals

A band ringing a peal for the Guild should ensure that details, including the composition used, are received by the Peal Secretary, and that any dues in arrears are paid, as soon as possible after the performance. If such matters have not been resolved within four months after the performance the Executive Committee may, at its discretion, decide not to credit the peal to the Guild.

11. Rules of Order

In matters not otherwise provided for in the Constitution and By-Laws, Robert's Rules of Order shall be observed.