

1. All members of the Oxford Diocesan Guild of Church Bell Ringers (ODGCBR) listed under Witney are automatically members of the society.
2. Any other ringers, no matter where listed within the ODGCBR, who regularly support ringing at St. Mary's, Witney may be admitted to membership with the agreement of a majority of the current membership.
3. Members of the society not listed under the ODGCBR who cease to regularly support ringing at St Mary's may be removed from membership with the agreement of a majority of the current membership.
4. All members of the society have full voting rights at all meetings.
5. The positions of Tower Captain and Steeple Keeper are appointments in the gift of the parish priest, ideally after consulting the local ringers.
6. The Tower Captain has the ultimate responsibility for ensuring that all PCC policies in respect of safeguarding, data protection and health and safety are carried out, and shall act as first point of contact for the incumbent, church wardens and PCC.
7. The Tower Captain shall ensure that all ringing is with the agreement of the incumbent and does not impact on any other church activities.
8. The Tower Captain is responsible for the payment to ringers of monies received from the PCC Treasurer for paid ringing events e.g. weddings.
9. The society will annually convene an Annual General Meeting (AGM) in March.
10. The society shall elect on an annual basis: a. Ringing Master b. Assistant Ringing Master c. Secretary d. Treasurer Usually the Ringing Master is one of the most capable ringing members of the band.
11. Additional roles e.g. Publicity Office, Deputy Tower Captain, Assistant Steeple Keeper may be created as required at the AGM.
12. The Tower Captain and other tower officers may be elected to more than one of the society's positions.
13. The Ringing Master is responsible for maintaining a good standard of ringing, of organising and running service ringing and practices, and all teaching.
14. The Ringing Master shall ensure that bells are rung for all church services as required by the church authorities.
15. If the Ringing Master is unavailable for any ringing or teaching session he/she will nominate either the Assistant Ringing Master or another member of the society as deputy.
16. The Secretary shall be the ODGCBR tower correspondent and is responsible for ensuring that all Branch and Guild information is disseminated to members and posted on the tower notice board.
17. The Treasurer is responsible for maintaining the society's accounts and bank account, for depositing and withdrawing monies, and for presenting the annual accounts at the AGM.
18. Withdrawals from the society bank account shall be with the agreement of the Tower Captain and at least three other members of the society. Cheque withdrawals shall require the signatures of two society members as agreed with the bank.
19. The Steeple Keeper is responsible for ensuring that the bells and ringing gear are maintained in a satisfactory and safe manner, and for ensuring the cleanliness (subject to the openness of the Steeple to the elements) and safety of the Ringing Room, Clock Room and Bell Chamber.
20. Society members who undertake the teaching of new ringers at St Mary's must have completed the Stage One (bell handling) teaching course of the Association of Ringing Teachers (ART). They must also have completed the C1 module of Safeguarding training (additionally C2 if training under 16's or vulnerable adults), and be DBS checked

Approved by the PCC 3 July 2018

Signed

*Ness Whiffin*

Counter-signed

*Charlotte Tremain*