

Handbell Ringers of Great Britain

West Midland Region

Constitution

- 1 The name of the Association shall be the West Midland Region of the Handbell Ringers of Great Britain (“HRGB-WM” or “Association”).
- 2 The object of the Association shall be the encouragement of the art of handbell tune ringing within the West Midland Region and to promote the objectives of the Handbell Ringers of Great Britain (“HRGB”).
- 3 The objectives of HRGB-WM shall be achieved by providing an environment of support, training and encouragement to all member teams of whatever skill-level by assisting, where possible, in the loan or procurement of Handbells, Handchimes or Bellplates® and where appropriate assisting in or organising focussed training workshops and rallies at intervals throughout the year and across the Region.
- 4 Membership of the Association shall be open to all members of HRGB residing in the area designated by the national HRGB Executive Committee as being the West Midland Region (“Region”) and to members of HRGB residing outside the Region as provided for under Rule 27 of the constitution of HRGB.
- 5 The Officers of the Association shall be:
 - a. Chair who shall preside at all general and committee meetings of the Association and shall have a casting vote;
 - b. Secretary who shall be responsible for keeping minutes of all meetings and for correspondence. The Secretary shall forward a draft copy of the minutes of each general meeting of the Association to the HRGB Secretary within one month of such meeting;
 - c. Treasurer who shall be responsible for the collection and the payment of all monies due to and owed by the Association and the maintenance of proper accounting records and liaison with the national HRGB Treasurer. The Treasurer shall prepare an annual Statement of Financial Activities for approval at the AGM and shall ensure that this statement is examined by an appropriately qualified, independent and responsible person **elected as Independent Examiner at the AGM** of the Association. The Treasurer shall forward to the HRGB Treasurer a copy of the approved Statement of Financial Activities no later than two weeks following the AGM;

The Officers shall be **elected at the Annual General Meeting** (“AGM”) of the Association and hold office until the conclusion of the next AGM following the one at which they were elected. The Chair shall be eligible for re-election at each of the two AGMs immediately following the AGM at which the initial appointment occurred, thereby

serving in that Office for a maximum of three consecutive years. Any such member standing down shall be eligible immediately for election to any other Office or as a general Regional Committee Member and shall be eligible for election as Chair after a period of one year.

- 6 Two members of the Association shall be **elected at the AGM** to represent the Association at all meetings of the HRGB Executive Committee and shall carry out this duty until the AGM following the one at which they were elected. These members shall be ex-officio members of the Regional Committee and shall be in addition to those elected under rule 7.
- 7 The Regional Committee shall consist of the Officers and a minimum of two but a maximum of nine Regional Committee Members **elected at the AGM** and shall hold office until the conclusion of the next AGM following the one at which they were elected. The Regional Committee shall have the power to appoint Officers to fill a casual vacancy; persons so appointed shall retire at the next AGM and be eligible for election.
- 8 The **Regional Committee shall appoint** one of their elected members to serve as Deputy Chair, who shall carry out such duties of the Chair as the Chair shall from time to time direct. In addition, the Regional Committee shall have the power to appoint elected members or to co-opt members from the Region to undertake specific roles within the Region such as (but not limited to):
 - a. Sales responsible for the HRGB-WM sales table, stock and liaison with HRGB National Sales;
 - b. Safeguarding responsible for liaison with the HRGB Safeguarding Officer and
. Liaison the conduit for all teams in the Region for reporting and/or requesting advice on safeguarding issues;
 - c. Social media responsible for the upkeep of the Region's web site, liaison with the HRGB Webmaster and monitoring of postings to Facebook and other media;
 - d. Public Relations responsible for promoting the Association by liaison with the
. HRGB-WM Regional Committee, new and existing members, the public and the media;
 - e. Editor the editor of the Regional Newsletter who shall produce and circulate to members of HRGB-WM at least one Newsletter per calendar year;
 - f. Handbells on the HoT Liaison can provide, on request, resource and guidance
Tour ("HoT") to local teams with a focus on arranging events to promote
Liaison handbell tune-ringing throughout the Region;

provided always that the number of co-opted members of the Regional Committee shall not exceed one third of the elected members.

- 9 The Regional Committee may appoint such Sub-committees as they deem appropriate. The terms of reference of any Sub-committee shall be set by the Regional Committee and an elected member of the Regional Committee shall preside as Chair of any Sub-committee.

- 10 The AGM of the Association shall be held each year within the first three months of the year; at least two weeks' notice of the AGM shall be given to members of the Association either individually or by a notice to the secretaries of the handbell teams, being registered with HRGB, to which they are recorded as members.

In the event that the AGM is unavoidably delayed by adverse weather conditions, the AGM will be held as soon as possible thereafter having given notice of at least one week to members of the Association of the revised date.

- 11 Any General Meeting other than the AGM shall require notice to members of the Association of not less than one month together with notice of the business to be considered thereat.
- 12 Quorum for a meeting of the Regional Committee shall be three members at least two of whom shall be Officers of the Association. Where a member has been elected to two or more positions in the Association under rules 5 to 7 above they shall count as one in any quorum and shall have one vote in any poll.
Quorum for a General Meeting, including the AGM, shall be ten members of the Association two of whom shall be Officers or Regional Committee Members of the Association. Where a member has been elected to two or more positions in the Association under rules 5 to 7 above they shall count as one in any quorum and shall have one vote in any poll.
- 13 Polls held at Regional Committee meetings and any General Meeting shall be determined by a simple majority on any vote by members entitled to vote at that meeting, except that any resolution to vary this Constitution shall require a majority of two-thirds of those members present and eligible to vote.
- 14 The Regional Committee may establish regulations for proxy, postal, electronic or in-person voting, or any combination thereof, in respect of motions being put forward at the AGM or any General Meeting of the Association. These regulations shall be set out as a footnote to the relevant notice of meeting. In the absence of such regulations, only members present in person shall be entitled to vote.
- 15 The Constitution cannot be altered except by a General Meeting of the Association. Notice of any proposed alterations must be sent to the Secretary in writing at least one month before the AGM. Should an Extraordinary General Meeting be convened for the purpose of altering the Constitution notice of one month shall be given to the membership in writing via their recorded team secretaries together with details of the business to be dealt with at the meeting.
- 16 The Association and its geographic boundaries have been established by HRGB to better promote the objects of HRGB throughout Great Britain. As such, the Regional Committee operates as a special sub-committee of the HRGB Executive Committee. Consequently, all rules contained in the constitution of HRGB shall be deemed to be incorporated in this Constitution and where any doubt occurs it will be settled by reference to the constitution of HRGB.