



Liverpool Universities Society of Change Ringers

Established 1945, re-established 1960

Constitution, as amended 22nd February 2026.

1. The Society

1. The Society shall be known as “The Liverpool Universities Society of Change Ringers”.
2. The Society shall be affiliated to The Central Council of Church Bell Ringers.
3. The aims of the Society shall be:
 - 3.1. To promote the recognition of the true position of ringers as Church Officers, and to promote good relations between the Society and the Church Council.
 - 3.2. To encourage and cultivate the art of change ringing within higher education institutions in and around Liverpool, in order that the bells of St Francis Xavier may be rung for Divine Service.
 - 3.3. To promote due order in the belfry to bring ringers into closer fellowship with one another.
 - 3.4. To promote the maintenance and upkeep of the bells and tower at St Francis Xavier in association with the Church Council.

2. Membership

1. Resident membership – open to any student, whether undergraduate or postgraduate, currently registered at a higher education institution in or around Liverpool. Also open to any staff currently employed directly by any of these institutions.
2. Life membership – open to any person who does not currently qualify for resident membership, but would previously have done so, regardless of whether or not they were a Resident member at the time.
3. Honorary membership – persons who have been of exceptional service to the Society, but do not qualify for Resident or Life membership may be proposed for Honorary membership at a General Meeting of the Society. They may not ring peals for the Society, but may ring quarter peals.
4. Associate membership – open to those who regularly ring at St Francis Xavier and/or support the Society and express an interest in membership, but do not qualify for any other category of membership. They may not ring peals for the Society, but may ring quarter peals.

3. Officers

1. The Officers shall include a Master, Deputy Master, Secretary, Treasurer, Life Member with bank account access, Safeguarding Officer, Honorary President, General Secretary, Webmaster, Central Council Representative and Steeplekeeper. The Master, Secretary and Treasurer shall be different resident members of the Society where possible, but a Life or Honorary member may take on one of these roles if deemed appropriate at the Annual General Meeting. The Deputy Master shall be a Resident member of the Society where

- possible. The Honorary President and General Secretary shall be Life members of the Society. All other officers may be of any category of membership.
2. The Master, Deputy Master, Secretary, Treasurer and General Secretary are committee officers. The Life Member with bank account access, Safeguarding Officer, Honorary President, Webmaster, Central Council Representative and Steeplekeeper are non-committee officers.
 3. The committee officers shall be elected each year at the Annual General Meeting. The new committee shall take office at a meeting of both outgoing and incoming committees, to be held within 14 days of the General Meeting at which the new committee was elected.
 4. In the event of resignation of a committee officer, a new officer shall be elected at a General Meeting to be held at the first weekly practice to occur at least 14 days from the date of the resignation.
 5. The duties of the committee officers shall be as follows:
 - 5.1. The Master shall be responsible for:
 - the ringing within the Society, the teaching of learners, and the development of the ringing skills of Society members
 - acting as chairman at meetings, except in matters where he declares an interest, when he shall appoint a chairman who shall, subject to the meeting's approval, act in his place
 - distributing information via the Society's social media pages and the Webmaster
 - co-ordinating arrangements for the Annual Dinner
 - leading recruitment for the Society
 - informing the Steeplekeeper of any concerns regarding the bells or belfry
 - organising non-ringing social events for the Society.
 - 5.2. The Secretary shall be responsible for:
 - producing agendas and minutes of Society meetings
 - all arrangements and correspondence concerning the Society
 - keeping the member database up-to-date
 - assisting with arrangements for the Annual Dinner.
 - 5.3. The Treasurer shall be responsible for:
 - maintaining and recording the Society financial account status
 - co-ordinating all payments and income associated with the Society
 - ensuring the elected Life Member is given access to the Society bank account as soon as possible after the Annual General Meeting
 - 5.4. The Deputy Master shall:
 - deputise for the Ringing Master
 - co-ordinate and record Society Quarter / Peal ringing on BellBoard
 - assist with arrangements for the Annual Dinner.
 - 5.5. The General Secretary shall:
 - represent the views of the Life and Honorary members of the Society
 - provide guidance for the active student committee, and aid communications between the Committee and Life and Honorary members of the Society.
 6. The duties of the non-committee officers shall be as follows:
 - 6.1. The Life Member with bank account access will have full access to the Society accounts and may assist the Treasurer in managing them if asked to.
 - 6.2. The Safeguarding Officer is responsible for ensuring that the Society has an up-to-date written safeguarding policy that is communicated to all members, and works with the committee officers to ensure all Society activities are compliant with this. They will be the first point of contact for any concerns regarding safety, abuse, or bullying within the Society and will seek advice and escalate as necessary.
 - 6.3. The Steeplekeeper shall be responsible for the day-to-day maintenance of the bells and belfry at St Francis Xavier, and for the maintenance of the tower library.

- 6.4. The Central Council Representative shall be elected in accordance with the current regulations of The Central Council of Church Bell Ringers. He shall attend the Annual General Meeting of The Central Council and shall represent the Society at the same.
- 6.5. The Webmaster shall be responsible for the day-to-day maintenance of the Society's website and email list.
7. Other non-committee posts may be created and filled by decision of the committee.
8. In addition to the above duties, committee officers shall attend all committee meetings of the Society. All officers shall attend all General Meetings of the Society, and shall present a report on their activities at each Annual General Meeting.
9. The Honorary President of the Society shall be a non-executive officer. He/she shall be elected at least once every three years from the life membership. He shall act as a good-will ambassador for the Society and take the chair of General Meetings when the Master and other officers are unable to do so.

4. Meetings

1. The committee shall hold at least one quorate meeting each term. The quorum for a committee meeting shall be half the members of the committee, including at least two of the Master, Treasurer, and Secretary. Only committee officers may vote at committee meetings, except when allowed otherwise by the chairman.
2. An Annual General Meeting shall be held each year on the third weekend in February. Other General Meetings shall be held as required. At least 14 days' notice of the venue and date of a General Meeting shall be given on the Society's website, email list and social media.
3. In the event of a tied vote on a proposal, the chairman shall hold the casting vote. If so requested, arrangements should be made for voting by post, proxy or secret ballot.

5. Finance

The financial year of the Society shall begin on 1st February, with the Treasurer's annual report including accounts up until 31st January. All decisions regarding management of Society funds shall be passed by the committee, who have full control of funds.

6. The Constitution

The constitution may only be changed at an Annual General Meeting of the Society, or at a General Meeting called by the committee for that purpose. Notice of the intent to change the constitution at such a meeting should be given with the notice of venue and date.