

**General:**

These rules are supplementary to the Guild rules and to the Guild's generic Branch rules. They provide additional information that is specific to the management of the Branch. The Guild's objects, rules and decisions apply to the Branch, in as far as they are applicable, unless stated otherwise in these Branch rules.

**Towers:**

The Branch comprises a set of Guild towers, as agreed with the Guild.

**Members:**

Members of the Branch shall be those Guild members attached to Branch towers plus those unattached members attached to the Branch. A member may be elected as specified in the Guild rules, or may be elected at any Branch event open to all members, subject to ratification at a subsequent General meeting.

**Officers:**

Branch officers shall include the honorary posts listed below, plus other officers as shall from time to time be agreed by a Branch AGM. An officer may hold more than one post. A post may be split between more than one person, providing the division of responsibilities is made clear.

- (a) Chairman
- (b) Secretary
- (c) Treasurer
- (d) Ringing Master
- (e) Deputy Ringing Master
- (f) Training Co-ordinator
- (g) Newsletter editor

Officers should not normally hold the same post for more than five consecutive years unless agreed by the AGM.

**Annual General Meeting:**

The Annual General Meeting shall be held in the first quarter of the year. Not less than fourteen days' notice in writing of the date, time and place, and the business to be transacted at the meeting shall be given by the Branch Secretary to the Guild General Officers, to Branch officers and to each Branch tower's nominated correspondent.

**Business meeting:**

The Branch shall hold a business meeting in the last quarter of the year, with not less than fourteen days' notice in writing of the date, time and place, and the business to be transacted at the meeting, shall be given to Branch officers and to each Branch tower's nominated correspondent. All Branch officers and one representative from each Branch tower shall be entitled to attend, and if necessary to vote.

**Quorum for meetings:**

The quorum for a Branch General Meeting shall be 20 members and for a Business Meeting 10 members.

**Delegated powers:**

Between meetings, the officers, in consultation with other officers as appropriate, shall have power to act on behalf of the Branch, providing that such actions are subsequently reported to the Branch at or before the next general meeting or committee meeting.

**Branch Funds:**

The Treasurer shall separately account for any 'funds' (categories of income and expenditure) agreed in advance at a Branch AGM. There shall be at least three signatories to any Branch bank account. Any one signature shall be adequate for expenditure up to the amount agreed periodically by the Branch AGM, and any two signatures for any larger amount.

**Branch Records:**

The Branch officers shall ensure that appropriate historical records are kept of the following:

- (a) Names of members (including Life, Honorary Ringing, and Non-ringing Members)
- (b) Accounts
- (c) Records and minutes of meetings
- (d) Rules
- (e) Records of other major activities significant to the life and development of the Branch

Any historical records or artefacts that the Branch does not wish to retain shall be offered to the Guild before considering disposal.

*Original JAH & RWN, 30th Nov 2005. Ammended JAH Apr 2013 to change 'committee meeting' to 'business meeting'*

The rules give the Branch freedom to vary certain things without needing a rule change; when these rules were adopted, the meeting also agreed and recorded:

- The officers currently to be elected over and above what the rules require. (These are: Minutes secretary, Bookstall holder, Webmaster)
- The officers to be signatories to the Branch bank account (These are: Treasurer, Chairman, Secretary)
- The amount above which cheques shall require two signatures (This is £0 (zero) – all cheques must have two signatures)

