

**THE RULES OF THE
“Start the Clock” Working Group
(Version 1 dated 16th November 2007)**

1. Establishment of rules

The Start the Clock Working Group (the Working Group) will operate in accordance with the following rules as amended or replaced from time to time.

2. Purpose of the Working Group

The purpose of the Working Group shall be to raise funds for the refurbishment of Tideswell Church Clock.

3. Powers of the Working Group

In particular, the Working Group shall have power to:

- a) appoint and oversee sub groups to undertake work on its behalf

- b) commission work necessary to the carrying out of its purpose

- c) invite as observers to its meetings those representing the interests of other community groups.

4. Membership of the Working Group

4.1 The Working Group shall comprise no fewer than 4 and no more than 7 members falling into the following categories:

- a) the Chair of the Working Group.

- b) representation of particular interest groups. This would normally include other community groups in Tideswell.

- d) co-opted members, not being persons falling into category (b) above, appointed because of the expertise or value they can bring to the work of the Working Group.

4.2 The Chair shall be appointed by the Members to serve for one year from the date of appointment. The Chair should be prepared to attend and report at Working Group meetings as requested. The Members may renew any appointment for one additional term, after which the member must stand down.

4.3 Members of the Working Group falling into categories (b) and (c) above shall be appointed for a term of one year by the Working Group, with the approval of the Members. The Working Group, with the approval of the Members, may renew any appointment for an additional term.

Provided that, if at any time there are no Working Group members or membership of the Working Group is insufficient to form a quorum, the Members may appoint members to the Working Group at their own discretion

5. Determination of membership

A member of the Working Group shall cease to be a member if he or she:

- a) reaches the end of the period of his or her appointment
- b) notifies to the Working Group a wish to resign
- c) ceases to be able to represent the interests which he or she was appointed to represent, as determined by the Working Group
- d) does not attend at least three ordinary Working Group meetings in any calendar year, unless the Working Group waives the requirement in any particular case
- e) is removed as a member by a resolution of the Working Group by a 75% majority and with the Members' approval, provided that any member to be removed shall have the right to be heard by the Working Group, if he or she so chooses, before the vote is taken.

6. Meetings and proceedings of the Working Group

The Working Group shall hold at least four ordinary meetings each year called by the Chair. A special meeting can be called by the Chair or by the Members or by half of the Working Group members upon not less than 3 days' notice being given to the Working Group members of the matters to be discussed.

7. Procedures at Working Group Meetings

- (a) A person specifically appointed by the Working Group shall keep a full record of proceedings at every meeting of the Working Group.

- (b) There shall be a quorum when at least 3 Working Group members are present at a Working Group meeting.
- (c) Unless otherwise stated in these Rules, all decisions shall be carried by a simple majority of those present and entitled to vote, the Chair having a second or casting vote in the case of equality. Those entitled to vote include all members of the Working Group falling into categories a, b, c, and d in 4.1 above. Observers to the Working Group are not entitled to vote.

8. Management of working parties

- (a) One member of the Working Group will be appointed by the Working Group to sponsor or chair each working party established by the Working Group.
- (b) The composition of each working party will be at the discretion of the Working Group.
- (c) The Working Group shall determine the budget, if any, for each working party.
- (d) All acts and proceedings of each working party shall be fully and promptly reported to the Working Group.

9. Ensuring the transparency of the Working Group

- (a) A copy of the Rules in force relating to the Working Group shall be available for public inspection on the Working Group's website and upon request from any member of the public subject to any payment for the reasonable administrative costs incurred.
- (b) All proposals for standards of fundraising practice undertaken by or on behalf of the Working Group shall be subject to the widest appropriate consultation, as laid out in the consultation procedure, which also shall be made available on the Working Group's website.
- (c) The Working Group should, with the approval of the Members, determine from time to time a strategy for best practice in consulting the sector and other stakeholders and publicise the strategy in the same way as set out in 9(a) above.

10. Reporting to the Members

- (a) All acts and proceedings of the Working Group shall be fully and promptly reported to the Members.
- (b) Any proposal for expenditure, other than the reimbursement of reasonable out-of-pocket expenses, shall be submitted for prior approval by the Members.
- (c) All proposals for standards of fundraising practice must be submitted to the Members for approval and shall be subject to any directions of the Members as to method and timing of implementation.

11. Alterations to the Rules

The Members may alter the Rules of the Working Group, upon recommendations submitted by the Working Group.

12. Interpretation of Rules

- a) References in these Rules to the Members or to actions required of the Members shall mean:
 - i) the Members or
 - ii) any one or more of the Members to whom relevant authority has been delegated acting in accordance with these rules.
- b) Any Sub Group already in existence to which these Rules apply shall be deemed to have been established and constituted in accordance with these Rules, subject to any directions of the Members relating to actions to be taken by the Sub Group to ensure compliance with these Rules.
- c) Any question as to the interpretation of these Rules shall be determined by the Members.