



The Lincoln Diocesan Guild of Church Bell Ringers

www.ldgcb.org.uk

MEMBERSHIP FORM

(See Notes overleaf)

PLEASE COMPLETE USING BLOCK CAPITALS

Full Name

Surname *First name(s)*

Title *e.g. Mr, Mrs, Ms, Miss, Dr, Revd, Other*

Signed (if 18 or over) *I consent to my membership details being held on computer in accordance with the Data Protection Act 1998 (see Note 3 overleaf). If under 18 years of age please obtain the approval of your parent or legal guardian*

Parent/guardian (name) Signature:

Please tick this box to confirm that you have read the Rules of the Guild and that you are eligible for membership

Membership category **Ringling / Associate / NRLM *** (See Note 2 overleaf) * Delete those not applicable

Belfry Election? Date of Belfry Election:

For Ratification of a Belfry Election please add date of Belfry Election above (ratification applies to Ringling or Non-Resident members not elected at a Branch meeting – see Note 1)

Date of birth *Must be given if you are under 18 and wish to pay a reduced subscription*

Home address

Post code

Telephone
Mobile
Email (optional)

Home tower/ Unattached Branch:

Proposed by Tower Signed:

Seconded by Tower Signed:

Notes: PROPOSERS AND SECONDEES **MUST** BE RINGING MEMBERS OF THE GUILD.

If you wish your subscription to be subject to gift aid, please complete the declaration below

Gift Aid Declaration (Please see Note 4 overleaf, especially 4(c) which applies to those aged under 18)

The Lincoln Diocesan Guild - Bell Restoration Fund Charity Number 506118

Full name:

Address (if different from above):

I would like the charity to treat my donations and that part of my membership subscription that goes to the BRF as a Gift Aid donation from this date forward and for the previous four financial periods (if applicable) until I notify you otherwise.

Signature: Date:

For Official Use Only (See Note 5 overleaf) Elected/Ratified at: _____ on (date) __/__/____

Sub paid? Amount paid: £ Receipt No: _____ Tick if Under 18

LDG MEMBERSHIP FORM NOTES (see Rule 2 published in the Annual Report)



Note 1: Membership Validity

Election of Members: New Members may be elected at any business meeting of your local Branch of the Lincoln Diocesan Guild. Prospective members must apply using this Application Form and may only be elected by a majority vote of members present. Election is only completed on payment of the current subscription. **Subscriptions become due on election and on the 1st January each subsequent year** (cheques should be made payable to the local Lincoln Guild Branch Account - seek advice from a Branch Officer for the account name) A proportion of every subscription goes into the Guild's Belfry Repair Fund; this proportion and the rates of Subscription are set at the Guild AGM each year. Where a Member has been newly elected (not re-elected) at a Branch Meeting later than 1st November in any year their subscription paid at that time shall be deemed to include for the following year. A Member shall be deemed to have withdrawn from the Guild at the start of that year if their subscription has not been paid by 31st December. A member can only be readmitted by re-election in the year following non-payment, such re-election being subject to confirmation at a local Branch meeting.

Belfry Elections: Two Ringing Members of the Guild may elect a new Ringing Member or Non-Resident Life Member (see Note 2 below) either prior to a Peal attempt in order that the successful Peal can be credited to the Guild, or where the Guild's Insurance* cover is required to ring at a particular Tower or Event. Any Belfry Election must be ratified at the next business meeting of the local Branch when the Proposers must submit a fully completed application form and ensure that the relevant subscription is paid, or the Peal may be subsequently rejected by the Guild. *The Guild's Insurance includes both Personal Accident and Third Party Cover.

Note 2: Membership Categories

Ringing Member: You are a Ringer either living within the boundaries of, or regularly ringing at Towers within, the Diocese of Lincoln and choose to pay an annual subscription. You can choose to be "Unattached" to any Guild affiliated Tower if you wish. You will then be covered by the Guild Insurance* and can vote at both Branch and Guild meetings. Those aged less than 16 years on 1st January or in full-time education may be granted a reduction in their subscriptions, all rates as set at the Guild AGM.

Non-Resident Life Member (NRLM): You are a competent change-ringer who does not live within the boundaries of the Diocese of Lincoln. You should pay a Membership fee on election. You will not be covered by the Guild's Insurance*, cannot vote at any meeting, and are not eligible for election to any Guild Office. Elections of NRLMs are ratified at the AGM of the Guild.

Ringing Members of the Guild who have paid three consecutive years subscriptions may transfer to NRLM on moving away without paying any further subscriptions provided they have also paid the current year's subscription. NRLM moving to be within the boundaries of the Diocese of Lincoln may become a Ringing Member on payment of current subscription without election.

Associate Member: You live within the boundaries of the Diocese of Lincoln and wish to be associated with and support the objects and activities of the Lincoln Guild, but you are not eligible for membership under any other category. You choose to pay a reduced annual subscription. You will not be covered by the Guild's Insurance*, and you cannot vote at any Guild meeting.

Honorary Life Membership: Special procedures apply (see Rules) and this form is not to be used.

Note 3: Data Protection Policy (Declaration of Consent)

Please note that the details which you have provided on this form will be held on both a computerised and a manual filing system. This data will be processed by the Guild and will be included in the Guild's Annual Report and will only be used for ringing purposes. No commercial use will be made of the information provided.

Where you are a tower correspondent or an officer of the Guild, this information may also be published on the Guild's web pages or in newsletters and provided to third parties such as the Central Council of Church Bell Ringers (who may publish it on the CCCBR website), The Ringing World Limited (for publication in *The Ringing World*, *The Ringing World* website or *The Ringing World Diary*), and to other ringers upon request. The data may also be sent to ringers or bellringing associations outside the European Economic Area (i.e. the 27 EU Member States, Iceland, Liechtenstein and Norway) upon request.

Details of peals rung on behalf of the Guild, including names of the ringers as submitted by the Conductor, will be sent to *The Ringing World* and may also be published on the Internet e.g. *Campanophile* and *Pealbase*.

Any restrictions you wish to place on your consent should be notified in writing separately to the Guild Officers.

If you wish to obtain a copy of the data processed, a description of the purposes for which it is being processed, description of any potential recipients of the data, or any information as to the source of the data, please contact the Hon. Treasurer (the Guild's Data Controller). Please note that the Guild is entitled to charge a statutory fee not exceeding £10 for the provision of this information.

Note 4: Gift Aid

Part* of your Membership subscription and specific donations to the Guild's Bell Restoration Fund can be subject to Gift Aid, which allows the Guild to re-claim Income Tax - see notes below or ask the Guild Secretary or Treasurer for further details. (*decided at AGM) To qualify for Gift Aid, you must have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities (including churches and Community Amateur Sports Clubs) that you donate to will reclaim on your gifts for that tax year. Note that other taxes such as VAT and Council Tax do not qualify. (Gift Aid currently allows the Guild to reclaim 25p tax for each £1 given). Please ensure you obtain a receipt for all payments to the charity.

- a) Please notify the charity if: you change your name and address; you want to cancel your declaration; or you no longer pay sufficient tax on your income and/or capital gains tax to cover all charitable donations.
- b) If you pay tax at the higher rate, you can claim further tax relief in your Self-Assessment tax return i.e. the difference between basic rate and higher rate tax.
- c) **Membership can be Gift Aided if payment is made by a parent or legal guardian on behalf of a child under the age of 18.**
- d) If you are unsure whether your donations qualify for Gift Aid tax relief, ask the Guild's Secretary or Treasurer, or you can visit www.hmrc.gov.uk/individuals/giving/index.htm.

Note 5: For Official Use Only

The Branch Secretary must keep a copy of this form, send a copy to the Guild's Gift Aid Asst., and send the original copy of this form to the Guild Treasurer for regulatory purposes. The date and place of election, payment receipt number and any age details **must** be recorded in the spaces provided otherwise the form will be returned for completion as this may be required by HM Revenue & Customs for audit purposes.