

FACT SHEET 337

**SOUTHWELL MINSTER GUILD OF STEWARDS AMENDED
CONSTITUTION
AS FULLY APPROVED AT THE GUILD OF STEWARDS AGM
ON 27th JAN 2024**

1. The Guild is an unincorporated association and shall be known as “The Southwell Minster Guild of Stewards”.
2. Aim of the Guild: To offer a Ministry of Welcome to visitors on behalf of the Dean and Chapter of Southwell Minster:
 - To be aware that people visit the Minster for many different reasons.
 - To be able to explain to visitors the history of the Minster, and the current role and responsibilities of the Minster as a Parish Church and Cathedral for the Diocese of Southwell and Nottingham.
 - To be able to respond to visitors in relation to any questions and queries regarding architecture, artefacts, and any other matter involving the related activities of Southwell Minster, in order to provide a full service.
 - To provide trained guides for groups and individuals.
 - To arrange meetings through which members may develop their knowledge of the Minster and allied topics, and occasional social events.
 - To maintain and develop a body of knowledge encompassing the history and life of Southwell Minster, to be available to all Stewards and Guides.
3. The President shall be the Dean of Southwell Minster.
4. The Chief Steward shall be elected from the members of the Southwell Minster Guild of Stewards at the Annual General Meeting to serve for a period of three years, following which they may be re-elected annually until they have served a maximum of six years.
5. The Officers of the Guild shall be:

The Chief Steward; Secretary; Treasurer; Rota and Membership Secretary; Training and Development Officer; Tour/ Guide Officer
6. The Guild Committee shall be:

The Officers; Six ordinary members; The Head Verger (ex-officio); The Visitor and Volunteer Services Officer (ex-officio)

The Officers of the Guild shall be elected annually by the elected members of the Committee at their first meeting after the AGM. One of the elected members of the Committee will be selected by the Committee to deputise for the Chief Steward as and when required. The Deputy Chief Steward shall be re-confirmed annually by the Committee.

7. The Guild Committee:

- (a) Elected members shall hold office for three years and then be eligible for re-election on an annual basis up to a maximum of six years.
- (b) Shall have power to co-opt other members as replacements or to undertake specific roles.
- (c) Shall make any necessary decisions concerning the general conduct of the Guild by consensus, or by a vote where consensus is not reached. Decisions will be taken by a simple majority, but if a majority is not reached then the Chair may use a casting vote.
- (d) The quorum for transacting business of the Committee shall be not less than five of the members at least one of which must be an Officer of the Guild.
- (e) The Chief Steward shall be responsible for the overall running of the Guild and regular updates to Guild members.
- (f) The Tour/Guide Officer shall be responsible for the training and supply of guides, and for organising the reception of visiting groups for whom the Guild has been asked to provide guides.
- (g) The Secretary shall be responsible for the preparation of agendas for all meetings, for the recording of the minutes thereof, and for notifying Committee members of the dates of meetings.
- (h) The Treasurer shall be responsible for all financial matters and will produce an annual financial statement, which will be reviewed independently by an accredited scrutineer, then, after approval by the Committee, be submitted to the Annual General Meeting.
- (i) The Rota and Membership Secretary shall be responsible for maintaining the membership list and for the preparation of the Duty Rota.
- (j) The Training and Development Officer shall be responsible for the recruitment and training of new stewards in line with the Minster Safer Recruitment Protocol, which must be fully completed before commencing stewarding duties.
- (k) The Committee shall ensure that members of the Guild are aware of and adhere to the published Policies of the Minster including Safeguarding (and certification).

8. The Annual General Meeting:

The Annual General Meeting shall take place on a day close to the Patronal Festival of the Minster (the Presentation of Christ in the Temple). Members will be notified of the date of the Annual General Meeting eight weeks in advance.

9. New Members:

The Guild as an association will attend a service in the Minster on the Patronal Festival of the Minster, or on such date as shall be agreed. During this service new stewards will be admitted formally.

10. Election of Committee, and of the Chief Steward, when appropriate:

Nominations, with names of proposers and seconders, must be submitted on the relevant

nomination form in writing (or via e-mail) to the Secretary at least one month before the Annual General Meeting, the written consent of the nominee(s) having been obtained. Any election will be decided by a simple majority.

11. Qualification for Membership:

Membership of the Guild will henceforth be open to anyone who is normally resident in the Diocese of Southwell and Nottingham (except at the discretion of the Committee). Applicants

will initially be contacted by an Officer of the Guild to explain the role prior to an informal meeting with two members of the Training Team before admission to the induction/training programme.

On completion of the training new stewards must:

- a) Have demonstrated that they are a proper and fit person to be enrolled in the Guild.
- b) Be prepared to subscribe fully to the objects and aims of the Guild and are able, with sincerity, to make the promises included in the Service of Admission.
- c) Be prepared to undertake such studies as will enable them to become well-informed about the function of the Cathedral Church and its history.
- d) Be prepared to undertake duties as specified by the Committee, but subject to the understanding that usually a steward will do up to 3 duties a month, to include weekends and Bank Holidays. In order to provide reasonable cover throughout busier periods stewards are encouraged to volunteer for extra duties for any particular month as necessary.

12. Membership

Membership may be withdrawn from any individual by resolution of the Committee.

13. Honorary Membership

The Committee may award honorary membership, at their discretion, for distinguished and lengthy service to the Guild.

14. Annual Subscriptions:

Subscriptions for the year ahead will be agreed by the Committee and endorsed by the Annual General Meeting when payment becomes due. New Stewards will pay their first subscription immediately prior to their formal admission to the Guild.

15. Gowns, Badges and Certificates:

Members will be given a certificate of membership on completion of the volunteer agreement and on admission by the Dean.

When on duty, members must wear the identification and gowns provided for stewards, as agreed by the Committee and Chapter. Members are expected to purchase their badge of office from the Treasurer.

16. No amendment to the Constitution shall be made except at the Annual General Meeting, or at

an Extraordinary General Meeting called by the Committee for that purpose. Eight weeks' notice of the proposed amendment must be advised to members. Decisions will be made by a simple majority.

17. An Extraordinary General Meeting may be called by the Committee at any time in respect of business that it considers so urgent or significant that it cannot be deferred to the next scheduled Annual General Meeting.
18. An Extraordinary General Meeting may also be requested by Guild members in writing to the Committee at any time but will require the consent of at least 25% of the membership, or 25 members (whichever is the greater) as currently recorded at the date of the request.
19. In the unlikely event that the Minster Guild of Stewards ceases to exist, the Committee, as established at such time, will determine how any residual assets should be managed.