

# **The Royal Scottish Pipe Band Association**

## **North of Scotland Branch**

**Constitution & Rules  
(Inc. Local Contests)**

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# Office Bearers

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# Constitution & Rules

## 1) Objects

The promotion and furtherance of Pipe Band Culture as prescribed by the National Council of the Royal Pipe Band Association.

To promote educational instruction and such contests to sustain competitions for the member bands.

## 2) The Branch shall be known as:

**The Royal Scottish Pipe Band Association, North of Scotland Branch.**

The Membership may appoint a President at the Annual General Meeting.

The management of the Branch shall be vested in a Management Committee.

### **The Management Committee shall consist of: -**

- President
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Assistant/Minute Secretary
- Music Board Representatives
- National Council Representatives
- Lay Members as agreed at the Annual General Meeting
- An Executive Committee may be formed from within the Management Committee as nominated at the General Meeting

**The Executive Committee shall consist of: -**

- President
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Assistant/Minute Secretary
- National Council Representatives
- Lay Members as agreed at the Annual General Meeting.

3) Members of the Management and Executive Committee shall serve for a period of from ONE to THREE years. Members may offer themselves for re-election.

The President may serve for a period of time as agreed by the members.

**50%** members of the Management Committee shall form a quorum as agreed at the Annual General meeting.

**50%** members of the Executive Committee shall form a quorum as agreed at the Annual General meeting.

The Management Committee may form any number of Sub-committees as and when required for the efficient organisation of the Branch.

All Sub-committee recommendations must be referred to the Management / Executive Committee for approval.

4) The Management Committee may form Sections within the Branch subject to the approval of National Council

The Management Committee in addition may appoint:

- An Honorary President
- And any number of Honorary Vice Presidents, which shall carry Associated Membership of the Branch. Any Honorary Vice President may be co-opted to the Management or Executive Committee.

5) Duties of Office Bearers

- **President:** If in attendance at Branch meeting, the President may be asked to preside.
- **Chairperson:** Shall preside at all meetings within the Branch and by virtue to his / her office, may be in attendance at all sub-committee meetings.
- **Vice Chairperson:** Shall preside for the Chairperson in his / her absence.
- **Secretary:** Shall:
  - Conduct correspondence pertaining to the Branch. Carryout all correspondence between the Branch and Headquarters.
  - He / She shall be generally responsible, under the direction of the Management / Executive for all Branch business and prepare an Annual report which shall include the Treasurer's balance sheet.
  - He / She will remit to the Association Executive Officer, a copy of the report and Balance sheet at least one week before the Branch Annual General Meeting.
- **Assistant / Minute Secretary:** Shall:
  - Record and read minutes of all Branch meetings.
  - Keep record of membership and issue notices convening meetings at the direction of the Chairman.
  - Assist the Secretary with internal Branch correspondence.

- **Treasurer:** Shall:

- Deposit all funds of the Branch within a Bank or Building Society nominated by the Branch in the name of The Royal Scottish Pipe Band Association, North of Scotland Branch.
- He / She shall keep correct records detailing all financial transactions of the Branch.
- Ensure the records and accounts of the Branch are closed not later than 30th September each year and a financial statement prepared and offered for audit.
- Ensure withdrawals from the Branch account/s will be made on the signed authority of the Treasurer and either the Chairman or Secretary.

6) Branches may combine the offices of Secretary and Treasurer should this be agreed at the Annual General Meeting.

### **Branch Meetings**

7) The Branch shall have the minimum of four meetings a year, which may include the Annual General Meeting.

8) The Branch National Council Representative /s shall read complete national Council minutes at Branch meetings and make necessary reports.

It shall be the responsibility of the National Council Representative /s to ensure that the Branch uphold the Association Constitution and rules and all decisions of the National Council/Executive Committee. Any irregularities should be reported to the Chief Executive.

9) Should a vacancy occur within the Management / Executive Committee the said vacancy shall be filled at a Branch meeting until the Branch Annual General Meeting.

- 10) Each band shall have the right of representation at Branch meetings. Representatives need not be playing members but must be registered committee members of the Band.
  
- 11) Bands may have no more than two registered members on the Management / Executive Committee. Each member will be entitled to a vote within the committee.
  
- 12) Each Band shall be entitled to one vote only; voting by proxy is not permitted.
  
- 13) All registered Bands must be represented by different personnel, as no dual voting shall be allowed. This rule also applies to organisations with more than one registered Band.
  
- 14) The mover of a motion and the seconder must be from different bands. This also applies to an amendment.
  
- 15) Band Representatives and members of the Management / Executive Committee may move or second a motion or an amendment, but only one Band Representative can vote.
  
- 16) Standing Orders apply as contained in the Constitution and Rules of the Royal Scottish Pipe Band association but substitute Management Committee for National Council and Branch for Association.

## **Annual General Meeting**

17) The Annual General Meeting of the Branch shall be held not later than the 2nd (second) Saturday in December each year. The Management Committee will set the date.

At this meeting, in addition to Branch business, the following shall be discussed:

- a. Nominations of Office Bearers.
- b. Branch Representative/s for National Council.
- c. Branch Representation for the Music Board.
- d. Notices of Motion and alterations to Association Constitution and Rules.
- e. Alteration to Branch Constitution and Rules for consideration by the Association Standing Orders Committee and approved by National Council.

All items in sub paras (d) and (e) must be in writing and submitted to the Branch Secretary at least four weeks prior to the Annual general Meeting. This rule may be amended at the discretion of the Branch Chairman.

The Branch Secretary shall notify the Association Executive Officer the venue and time of the Annual General Meeting at least two weeks prior to the meeting.

The Association Chairman, a member of the Association Executive Committee or Executive Officer will be in attendance and conduct the election of Branch officials, during which he / she will have no vote. In the event of the non-attendance of the Executive member or Executive Officer the election of Officials will be carried out by the Branch President.

18) Should the quorum not be attained by one hour after the nominated time of any meeting, the meeting shall be declared void, and shall be so recorded.

The quorum must be maintained to the conclusion of the meeting. The Bands in membership of the Branch shall be made aware of this fact by a notice included in the notice of the next meeting. One half of the Management Committee plus 8 Band Representatives entitled to vote shall form a quorum.

19) Standing Orders shall be adopted prior to the commencement of the Branch Annual General Meeting. Should they fail to be adopted, the Annual General Meeting shall be suspended until such time as they are adopted. The Branch Secretary shall report the facts to the Association Chief Executive. In the event of the suspension not being lifted, the business of the Branch shall be suspended until an Annual General meeting can be convened.

20) At the Annual General Meeting two auditors shall be appointed. They shall audit the books and accounts and report their findings at the Annual General meeting.

21) Annual Branch fees may be levied, the amount to be determined annually at the Annual general Meeting.

22) Associate membership may be available within the Branch.

All applicants must be an Associate member of the R.S.P.B.A. Fees shall be determined annually at the Annual General Meeting. Associate membership shall not entitle the holder to any voting power at Branch or Annual General Meetings, but permit him / her to take part in the business of the Branch or Annual General Meetings at the discretion of the Chairman of the meeting.

Associate members and Hon. Associate members may be appointed to a sub-committee if nominated at the Annual General Meeting.

23) The Management Committee may summon a Special General Meeting at any time they consider necessary or in compliance with a request stating the objects of the meeting, signed by at least 50% member Bands.

# Competition & Education Activities

## Competition Formats:

- The Management Committee is responsible for ensuring that Branch contests reflect the recommendations of the Music Board and or recommendations agreed at Branch and/or AGM meetings.
- Changes required to competition format are at the discretion of the Management Committee but, at all times, must reflect decisions made at Branch and/or AGM meetings.
- The Management Committee is also responsible for seeking approval from National Council to all competition format changes.

## Education:

- The Management Committee has the authority to set up all courses and associated education activities.
- Courses must be based on the approved education criteria of Structured Learning and Academy of Musicianship. All other courses require Branch approval prior to commencement.
- Courses must run within the financial constraints of the Education Budget agreed at Branch/AGM meetings.