

**THE ROYAL SCOTTISH PIPE BAND ASSOCIATION
NORTH OF SCOTLAND BRANCH
CONSTITUTION & STANDING ORDERS
Sept 2017**

1. Name

1. The Branch will be known as:-

The Royal Scottish Pipe Band Association — (North of Scotland Branch).

2. Objects

2.1 The North of Scotland Branch is authorised under, and subscribes to Articles of Association and the Standing Orders and Rules of The Royal Scottish Pipe Band Association (hereinafter the RSPBA).

2.2 The Branch objects are aligned to those of the RSPBA to promote and encourage the culture and advancement of pipe band music internationally and in furtherance thereof: -

- i. create and maintain a bond of fellowship with all pipe band personnel throughout the world;
- ii. secure the enjoyment of their rights and freedoms without discrimination on any grounds such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status;
- iii. promote educational instruction for Branch members following Association guidelines
- iv. devise and operate Branch contests in furtherance of the educational aims

2.3 Any matter not specifically covered by this Branch Constitution and Standing Orders, will be decided upon by the Management Committee according to, and guided by, the Board of Directors' interpretation of the Articles of Association and Standing Orders of the RSPBA.

3. Membership

- 3.1 Membership of the Branch shall be open to all Pipe Bands within the North of Scotland, as designated by the RSPBA, who have a current registration with the Association and have paid the annual Branch Levy.
- 3.2 The amount of the Annual Branch Levy shall be determined at the Branch Annual General Meeting (hereinafter AGM). The Secretary shall notify all Bands when the Annual Levy is due.
- 3.3 Any Band in arrears of the Annual Branch Levy shall not be permitted to take part in any Branch activity until such time as payment is received.
- 3.4 Each Band shall have the right of representation at Branch Meetings; Representatives need not be playing members but must be registered members of the band.
- 3.5 Associate Membership may be available within the Branch at an amount determined by the Management Committee. Such Members will have the right to attend meetings, but will have no voting rights, and shall only be invited to contribute to the business of a Branch meeting at the invitation of the Chairperson.
- 3.6 The Management Committee may appoint an Honorary President and Honorary Vice Presidents who shall carry Associate Membership of the Branch. Any Honorary Vice Presidents may be co-opted to the Management Committee, but will have no voting rights.
- 3.7. Life Membership of the Branch is in the gift of the Management Committee for persons deemed to have given meritorious service to the Branch. Such Members will have the right to attend meetings and official events, and, at the discretion of the Chairperson, may participate, but will have no voting rights, unless attending the Meeting as the sole Band Representative.

4. Management Committee

4.1 The Branch Management Committee shall be empowered to carry out all necessary business of the Branch on behalf of the Member Bands.

4.2 The Committee shall comprise of:

**President,
Chairperson,
Vice Chairperson,
Secretary,
Treasurer,
Assistant Secretary,
Branch Nominated Directors*
Music Board Representatives**

*Number of appointed Directors shall be in accordance with Article 72.2 of the RSPBA Articles of Association.

4.3 Where a person performs two (2) roles within the Committee, an Ordinary member(s) may be elected/appointed. Nobody shall be permitted to perform more than two (2) roles.

4.4 A Band organisation may have no more than two registered members within the Management Committee; any exception to this to be approved at the AGM.

4.5 Elected Members of the Management Committee shall serve for a period of Three (3) years. If a motion is placed before an AGM to remove an Elected Member from office, and passed, such Member may not offer themselves for re-election to that position for 5 years, but may stand for any other position. Any retiring Elected Member may offer themselves for re-election, subject to clause 8.4.i and 8.4.iii below.

4.6 The Elected Member positions shall be elected in the following rotation:

Year 1: Chairperson, Director 1, Music Board Rep 1

Year 2: Vice Chairperson, Director 2, Secretary, Music Board Rep 2

Year 3: Treasurer, Director 3, Assistant Secretary

The President is elected annually

4.7 The Management Committee may form any number of sub-committees as and when required for the efficient organisation of the Branch, the composition and number in each sub-committee to be agreed by the Management Committee. All sub-committee recommendations must be referred to the Management Committee for approval. The Terms of Reference for each sub-committee will be stated at its inception and its existence reviewed at each AGM.

4.8 The Directors are responsible for ensuring that Branch contests comply with the guidelines laid down by the RSPBA and have approval from the Board of Directors for local competition format changes. All other aspects of a contest are the responsibility of the Management Committee.

- 4.9 The Management Committee has the authority to organise all educational activities within the Branch. Courses must be approved by the Education Officer of the RSPBA. The financial viability of any course will be agreed by the Management Committee prior to its commencement.
- 4.10 Should a vacancy occur within the Management Committee, such vacancy may be filled at any future Branch meeting pending ratification at the next AGM, the term of office to run until its next rotational election.
- 4.11 In the absence of a decision from a Branch Meeting, and in order to progress matters, the Management Committee has the authority to transact any such business to allow the prompt performance of Branch activities.
- 4.12 An Honorarium will be paid to each of Secretary, Treasurer, Assistant Secretary at an amount agreed at the AGM.

5. Duties of the Elected Members

- 5.1 President – Shall:-
- if in attendance at Branch Meetings, may be asked to preside
- 5.2 Chairperson — Shall:-
- preside at all meetings within the Branch and by virtue of their office, may be in attendance at all sub-committee meetings
- 5.3 Vice Chairperson — Shall:-
- deputise for the Chairperson in all capacities in their absence
- 5.4 Secretary — Shall:-
- carry out all correspondence pertaining to the Branch
 - be generally responsible for all Branch business, under the direction of the Management Committee
 - from their record of Branch Membership, issue notices regarding the convening of meetings (GM, AGM or EGM) at the direction of the Chairperson/ Management Committee
 - prepare an Annual Report, to include the Treasurer's Financial Statement, which will be sent to the RSPBA Chief Executive Officer, at least two weeks before the Branch AGM
 - notify the RSPBA Chief Executive Officer the venue and time of the Branch AGM at least FOUR weeks prior to the meeting, and request the attendance of the Chief Executive (or appointed deputy) at this meeting
 - be entitled to sit on all sub-committees
- 5.5 Treasurer — Shall:-
- deposit all funds of the Branch within a bank or Building Society in the name of THE ROYAL SCOTTISH PIPE BAND ASSOCIATION – NORTH OF SCOTLAND BRANCH
 - ensure withdrawals from the Branch accounts will be made on the signed authority of any two (2) Nominated Elected Members as detailed on the Bank mandate (e.g. Chair, Vice Chair, Treasurer & Secretary).
 - keep correct accounts and books showing all financial transactions of the Branch
 - close the books and accounts of the Branch not later than the 30th September each year (1st Oct to 30th Sep)
 - prepare a Financial Statement for the purposes of audit and inclusion in the Branch Annual report
 - ensure all expense items over £250 have the approval of the Committee with the exception of Competition prize monies, Competition venue hires, Honoraria, and Adjudicator expenses
 - ensure Adjudicator expenses comply with RSPBA guidelines
- 5.6 The Branch may combine the offices of Secretary and Treasurer should this be agreed at the AGM.
- 5.7 Assistant Secretary – Shall:-

- record minutes of all meetings
- ensure such minutes include the names of those present, and (as far as possible) be signed by the Chairperson of the meeting
- pass the minutes to the Secretary for distribution
- assist the Secretary as directed by the Secretary

5.8 The Branch Music Board representatives shall:-

- attend such Music Board meetings as advised by HQ to represent the views and opinions of the Branch
- advise Branch meetings of any recent Music Board business that impacts the Branch and member Bands, and to garner Member bands views on such business

5.9 The Branch Directors shall:-

- attend such Board of Directors meetings as advised by HQ to represent the views and opinions of the Branch and
- advise Branch meetings of recent Board of Directors business that impact the Branch and member Bands
- ensure that the Branch uphold the RSPBA Articles of Association and Standing Orders and Rules and all decisions of the RSPBA, reporting irregularities through the Board of Directors to the RSPBA Chief Executive Officer.

5.10 Other Positions – duties as agreed at the AGM

- i. Trophy Convenor – Responsible for the administration and management of all Branch trophies in line with the policy agreed by the Management Committee.
- ii. Chief Steward – Liaise with the Directors in detailing the Stewards duties at Branch contests. Manage, along with the Directors the contest infrastructure (such as tents, chairs, tuning areas etc.) for Branch events; additional Stewards may be appointed should the circumstances dictate.
- iii. Auditor(s) – at least one auditor shall be appointed to audit the Financial Records and report their findings at the AGM.
- iv. Website Liaison – liaise with the Management Committee to determine what information should be posted on the website, act as a point of contact with the Web Designer to react to any Internet problems, and administer any Social Media.
- v. Magazine Reporter – gather reports from Bands of activity, or notable occasions, for inclusion in the Association Pipe Band magazine

6. Branch Operation

- 6.1 The Management Committee shall have a minimum of Four (4) meetings per year.
- 6.2 The Branch shall have a minimum of Four (4) Branch Meetings per year which may include the AGM.
- 6.3 The Management Committee may summon an Extraordinary General Meeting (EGM) at any time they consider necessary or, in compliance with a request from Member Bands stating the object of the meeting, signed by at least 50% of member bands.
- 6.4 Local Rules and Guidelines for Branch contests are to be included on the Contest Entry forms and can be obtained from the Secretary on request and will be posted on the Branch website. Any significant changes to the above to be notified to Bands in advance and highlighted on the Website and Social Media.
- 6.5 Travelling, and other, expenses reasonably incurred on Branch business may be reimbursed by the Treasurer on provision of receipts, subject to disclosure in the finance report at the next Branch meeting to the Management Committee.

7 Meetings

- 7.1 The quorum for a Management Committee Meeting will be 50% of the Elected Membership in post at that time.
- 7.2 The quorum for Branch meetings and AGM's is 10 member bands, including Management Committee members.
- 7.3 If a quorum is not present within 30 minutes after the time at which a general meeting was due to commence or if, during a meeting, a quorum ceases to be present, the meeting shall stand adjourned to such time and place as may be determined by the Chairperson of the meeting.
- 7.4 Non-receipt of, or accidental omission to give, notice of a meeting, where any Member Band is entitled to receive such notice, shall not invalidate the proceedings at that meeting.
- 7.5 Each Band shall be entitled to one vote only, voting by proxy is not permitted.
- 7.6 A resolution put to the vote at any meeting shall be decided by a show of hands, to be given by those Band representatives present, and will be passed by simple majority.
- 7.7 A resolution must be proposed and seconded by different Member Bands.
- 7.8 Band representatives and members of the Management Committee may move or second a motion or amendment, but only one Band representative can vote.
- 7.9 Members of the Management Committee may vote where no other representative from their Band is present; the number of votes cannot exceed the number of member bands present.
- 7.10 If there are an equal number of votes for and against any resolution, the motion will be deemed to have failed. The Chairperson of the meeting shall not be entitled to a casting vote.
- 7.11 For Office Bearer elections, if there are an equal number of votes cast, the following will apply:-
- a) if a candidate is already incumbent in post, they remain in post
 - b) if not already in post, candidates will be asked if they still wish to stand, as they have no clear mandate. If they both still wish to continue, then they should be prepared to put their case for the post, and another vote initiated.
 - c) if stalemate continues, a secret ballot, with no abstentions, shall take place,

8 Annual General Meeting

- 8.1 The Branch AGM shall be held no later than the 2nd (second) Saturday in December each year. At this meeting, in addition to the General Meeting business, the following will also be discussed.
- i. Election of Elected Members
 - ii. Appointment of Other Positions
 - iii. Notices of Motions and alterations to the Branch Constitution and Rules
 - iv. Alteration of the Branch Constitution and Rules, from matters arising at the AGM of the RSPBA
 - v. Alteration of Local Contest Rules
- 8.2 The RSPBA Chairperson (or appointed deputy) may be in attendance and conduct the election of Branch Officials, during which they shall have **no** vote. In the event of non-attendance of the RSPBA Representative, the election of Officials will be carried out by the Branch President. The President of the Branch shall have no casting vote.
- 8.3 At least Fourteen (14) clear days' notice must be given of an AGM. The notice calling the meeting shall specify that the meeting is an AGM, along with the time and place of the meeting; it shall indicate the general nature of the business to be dealt with at the meeting.
- 8.4 As indicated above, the notice contains the Agenda which the AGM will follow and any material that needs to be considered by members in advance of the meeting.

The information should include but not be limited to:-

- i. Vacant Post under Rule 8.1.i: Requests for nominations must be sought from the Bands at least Twenty Eight (28) days before the AGM, to allow those nominated, to be listed in the notice issued Fourteen (14) days before the meeting.
- ii. Where a valid nomination has been received for a post further nominations will not be accepted on the day of the AGM, the notice shall detail the nominations received for this post.
- iii. In the event of a vacant post with no prior written nomination, the notice shall detail that nominations for this post will be taken on the day of the AGM subject to a proposer and seconder from those Bands present, and the nominee is in attendance at the AGM.
- iv. Resolutions for Amendment Rule 8.1.iii should be in writing and submitted to the Branch Secretary at least Twenty Eight (28) days prior to the AGM; each item for consideration to be separately identified, giving details of the proposer, the existing wording, and the proposed revised wording.

9 Dissolution

9.1 Should the Branch have to wind up its activities, any funds and equipment remaining shall revert to the parent body, the RSPBA.