

# THE ROYAL SCOTTISH PIPE BAND ASSOCIATION

## NORTH WEST ENGLAND BRANCH

### CONSTITUTION & STANDING ORDERS

*(revised December 2014)*

#### Objects

1. The branch will be known as **The Royal Scottish Pipe Band Association — North West England Branch.**
2. The Branch objects are aligned to those of The Royal Scottish Pipe Band Association to promote and encourage the culture and advancement of pipe band music internationally and in furtherance thereto to:-
  - 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 and contests to sustain competitions for member bands.

#### Management Committee

3. The Branch Management Committee shall be empowered to carry out all necessary business of the Branch on behalf of the Member Band. The Committee shall comprise of a **President, Chairman, Vice Chairman, Secretary, Treasurer, Branch Nominated Director (one) and Music Board Representatives (One Piping and one Drumming).**
4. Members of the Management Committee shall serve for a period of 3 (Three) years. Such members may offer themselves for re-election.
5. The Management Committee may form any number of sub-committees as and when required for the efficient organisation of the Branch. The number in each sub-committee will be agreed by the management committee. All sub-committee recommendations must be referred to the Management Committee for approval.
6. The Management Committee in addition may appoint an Honorary President and the number of Honorary Vice Presidents who shall carry Associate Membership of the Branch. Any Honorary Vice Presidents may be co-opted to the Management Committee.

## Duties of the Management Committee (Office Bearers)

7. **President** - if in attendance at Branch Meetings, the President may be asked to preside.
8. **Chairman** — Shall preside at all meetings within the Branch and by virtue of his/her office, may be in attendance at all sub-committee meetings.
9. **Vice Chairman** — Shall preside for the chairman in his / her absence.
10. **Secretary** — Shall conduct correspondence pertaining to the Branch, carry out all correspondence between the Branch and RSPBA Headquarters. He/She shall be generally responsible, under the direction of the Management Committee for all Branch business, and prepare an Annual Report which shall include the Treasurer's balance sheet. He/She will remit to the RSPBA Chief Executive Officer, a copy of the report and balance sheet at least two weeks before the Branch Annual General Meeting.
11. **Treasurer** — Shall deposit all funds of the Branch within a bank or Building Society by the Branch in the name of THE ROYAL SCOTTISH PIPE BAND ASSOCIATION - NORTH WEST ENGLAND BRANCH. He / She shall keep correct accounts and books showing all financial transactions of the Branch. The books and accounts of the Branch shall be closed not later than the 30 September each year and a financial statement prepared and offered for audit. Withdrawals from the Branch Account will be made on the signed authority of the Treasurer and that of one other member of the Committee.
12. The Branch may combine the offices of Secretary and Treasurer should this be agreed at the Annual General Meeting.

## Branch Operation

13. The Branch shall have the minimum of **FOUR** General Meetings per year which may include the Annual General Meeting.
14. The Management Committee may summon a Special General Meeting at any time they consider necessary or in compliance with a request stating the object of the meeting, signed by at least **THREE** bands.
15. 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.
16. Each Band shall be entitled to one vote only. **Voting by proxy will be allowed, provided notification from the Band Secretary is received in writing (Email) authorising the individual to vote on their band's behalf.**

17. The Branch Annual General Meeting shall be held on the first Sunday in December of each year. At this meeting, in addition to the General Meeting business, the following will also be discussed.
  - a. Appointment of Office Bearers
  - b. Branch Nominated Director
  - c. Music Board Representatives
  - d. Notices of Motions and alterations to the RSPBA Constitution and Rules
  - e. Alteration to Branch Constitution and Rules for consideration by the RSPBA Standing Orders Committee and approved by the National Council.

All items in sub paras (d) and (e) should be in writing and submitted to the Branch Secretary at least FOUR weeks prior to the Annual General Meeting. The application of this rule may be waived at the discretion of the Branch Chairman.

18. The Branch Secretary shall notify the RSPBA Chief Executive Officer the venue and time of the Branch Annual General Meeting at least FOUR weeks prior to the meeting. The RSPBA Chairman (or appointed deputy) may be in attendance and conduct the election of Branch Officials, during which he / she shall have no vote. In the event of non-attendance of the RSPBA Chairman the election of Officials will be carried out by the Branch President. The President of the Branch shall have the casting vote.
19. Annual Fees may be levied, the amount to be determined annually at the Annual General Meeting.
20. At a Branch AGM the branch bands can request by majority vote for the finances be independently audited out with the Branch Committee, requesting the findings be presented at the next General Meeting.
21. The Branch nominated Director shall at Branch meetings provide updates on RSPBA business that impact the Branch and member Bands. It shall be the responsibility of the Branch nominated Director to ensure that the Branch uphold the RSPBA Constitution and Rules and all decisions of the RSPBA, reporting irregularities through the Board of Directors to the RSPBA Chief Executive Officer.
22. Should a vacancy occur within the Management Committee the said vacancy may be filled at a Branch meeting pending ratification at the next Annual General Meeting.
23. Should a registered band member request a Release / Transfer while still in the possession of uniform or other materials being the property of the band, the Release / Transfer will be withheld until all items being the property of the band have been returned in accordance with RSPBA rules.
24. Local Rules and Guidelines for branch competitions are to be available and published on the Branch Website.

## Meetings

25. At least three members of the Management Committee must be present at a Branch meeting.
26. **Three** Band representatives (who may also be on the Management Committee) from different bands entitled to vote shall form a quorum for voting at Branch meetings.
27. Should the quorum not be attained within THIRTY minutes after the nominated time of any meeting, the meeting shall be declared void and recorded.
28. The quorum must be maintained to the conclusion of the meeting.
29. The Secretary shall ensure that minutes are made of all proceedings at general meetings, a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairman of the meeting.

## Procedure at general meetings

30. No business shall be dealt with at any general meeting unless a quorum is present.
31. 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 fixed by the chairman of the meeting.
32. Every Band shall have one vote, which (whether on a show of hands or on a secret ballot) may be given either personally or by proxy provided.
33. A resolution will be passed by majority vote (taking account only of those votes cast in favour as compared with those votes against and taking no account of abstentions or Bands absent from representation at the meeting).
34. A Band shall not be entitled to appoint more than one proxy to attend on the same occasion.
35. If there are an equal number of votes for and against any resolution, the chairman of the meeting shall not be entitled to a casting vote.
36. A resolution put to the vote at a general meeting shall be decided on a show of hands.
37. A resolution must have a proposer Band and be seconded by a different Band.