

Royal Scottish Pipe Band Association

Ayrshire, Dumfries & Galloway Branch

Constitution & Rules

1. Objects

The promotion and furtherance of Pipe Band Culture as prescribed by the National Council of The Royal Pipe Association and 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, Ayrshire, Dumfries & Galloway 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

Chairman

Vice Chairman

Secretary

Treasurer

Assistant/Minute Secretary

Music Board Representatives

National Council Representative(s)

Lay members as agreed at the Annual General Meeting

An Executive Committee may be formed within the

Management Committee as nominated at the Annual General Meeting.

The Executive Committee shall consist of:-

President

Chairman

Vice Chairman

Secretary

Treasurer

Assistant/Minute Secretary

National Council Representative(s)

Lay members as agreed at the Annual General Meeting.

3. Members of the Management and Executive Committee's shall serve for a period of 1 to 3 years. Members may offer themselves for re-election.
The President may serve for a period of time as agreed by the members.
Five members of the Management Committee shall form a quorum as agreed at the Annual General Meeting.
Three 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-committee's as and when required for the efficient organisation of the Branch. The number in each Committee to be agreed at the Annual General Meeting. All Sub-Committee recommendation's 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 the National Council.
The Management Committee in addition may appoint an Honorary President and any number of Honorary Vice President's which shall carry Associate Membership of the Branch. Any Honorary Vice President may be co-opted to the Management or Executive Committee.
5. **DUTIES OF OFFICE BEARERS.**
 - (A) President: If in attendance at Branch Meetings, the President may be asked to preside.
 - (B) Chairman: Shall preside at all meetings within the Branch and by virtue of the office, may be in attendance at all sub-committee meetings.
 - (C) Vice-Chairman: Shall preside for the Chairman in his absence.
 - (D) Secretary: Shall conduct correspondence pertaining to the Branch, carry out all correspondence between the Branch and Headquarters. They 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. They will remit to the Association Executive Order, a copy of the report and balance sheet at least one week before the Branch Annual General Meeting.

- (E) 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.
- (F) 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 – Ayrshire, Dumfries & Galloway Branch. They shall keep correct accounts and books showing intro-missions and all financial transactions of the Branch. The books and accounts of the Branch shall be closed not later than the 30th September each year and a financial statement prepared and offered for audit. Withdrawals from the Branch Account(s) will be made on the signed authority of the Treasurer and that of either the Finance Convenor, Chairman, Vice-Chairman or Secretary.
6. The Branch may combine the offices of Secretary and Treasurer should this be agreed at the Annual General Meeting.
 7. At the Annual General Meeting two auditors shall be appointed. They shall audit the books and accounts, then report their findings at the Annual General Meeting.
 8. Annual Branch Fee's may be levied, the amount to be determined annually at the Annual General Meeting.
 9. 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 them to take part in the business of the Branch or Annual General Meeting 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.
 10. The Branch shall have the minimum of four meetings per year which may include the Annual General Meeting.
 11. 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 the decisions of the National Council/Executive Committee. Any irregularities should be reported to the Executive Officer.

12. 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.
13. The Branch Annual General Meeting shall be held on the 2nd last Sunday in November each year. At this meeting, in addition to the Branch business, the following shall also be discussed:
 - (A) Nominations of Office Bearer's.
 - (B) Branch Representative(s) for the National Council.
 - (C) Branch Representative(s) 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 the National Council.All items in sub paragraphs (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 non attendance of the Executive member or Executive Officer, the election of Officials will be carried out by the Branch President.
14. Should the quorum not be attained by one hour after the nominated time of any meeting, the meeting shall be declared void, and shall so be 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 three Band Representative's entitled to vote shall form a quorum.

15. 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.
16. 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.
17. Each Band shall be entitled to one vote only, voting by proxy is not permitted.
18. 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.
19. The mover of a motion and seconder must be of different bands, this also applies to an amendment.
20. Band Representative(s) and members of the Management/Executive Committee may move or second a motion or an amendment, but only one band representative can vote.
21. Standing Orders apply as contained in the Constitution and Rules of the R.S.P.B.A. but substitute Management Committee for National Council and Branch for Association.
22. 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 Executive Officer. In the event of the suspension not being lifted, the business of the Branch shall stand suspended until and Annual General Meeting can be convened.
23. Should a registered band member request a Release/Transfer while still in 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 the Association Rules.
24. 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 six member bands.