

# **The Royal Scottish Pipe Band Association (London & South of England Branch)**



## **Constitution and Rules**

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## **1 Constitution and Rules**

### **1.1 Branch Name**

The Branch shall be called The Royal Scottish Pipe Band Association (London & South of England Branch) hereinafter referred to as the 'Branch'.

The Branch is authorised under and subscribes fully to the Articles of Association and Standing Orders and Rules of The Royal Scottish Pipe Band Association Limited hereinafter referred to as 'RSPBA'.

Any matter not specifically covered by this Branch Constitution and Rules will be interpreted according to the RSPBA Articles of Association and Standing Orders and Rules.

### **1.2 Financial Year**

The financial year of the Branch shall run from 1 October to 30 September.

### **1.3 Membership and Associate Membership**

#### **Membership**

Membership of the Branch shall be open to all Pipe Bands within South of England and South Wales.

#### **Associate Membership**

Associate Membership of the Branch shall be open to interested individuals, whether members of Pipe Bands or otherwise.

### **1.4 Annual Fees**

#### **Amount**

The amounts of the Membership and Associate Membership Fees shall be determined at the Annual General Meeting.

#### **Payment**

Following the Annual General Meeting, the Branch Secretary shall issue membership registration forms to existing and potential Members. The forms should be completed and, along with the appropriate fees payable, returned no later than 31 January each year.

Members in arrears of the Annual Fee shall not be permitted to take part in any Branch activity.

### **1.5 Bank Account(s) and Branch Funds**

The Branch shall maintain account(s) with a recognised UK financial institution as approved at Annual General Meeting. All Branch funds, other than for petty cash purposes, will be lodged for credit of the account(s).

Authorised Signatories on the accounts shall comprise at least four Office Bearers with any two Authorised Signatories being required for the operation of the account(s) other than for inter account transfers where the signature of one Authorised Signatory will suffice.

## **1.6 Office Bearers, Representatives and Honorary Appointees**

The Office Bearers and Representatives must be registered members of Pipe Bands in membership of the Branch.

The Office Bearers may include some or all of the following:

- President
- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- Assistant Treasurer
- Minute Secretary
- Education Officer
- Trophy Convenor, and
- Chief Steward

The Representatives shall serve on:

- RSPBA Board of Directors ('RSPBA Director(s)');
- Music Board ('Music Board Representative(s)').

### **Election**

All Office Bearers and Representatives shall be elected by simple majority at Annual General Meeting

### **Term of Service**

All Office Bearers and Representatives shall serve for a term of up to three years from their election at Annual General Meeting. Retiring Office Bearers and Representatives may offer themselves for re-election.

### **Individuals holding multiple Offices**

The Branch, at Annual General Meeting, may resolve that an individual may hold more than one office where circumstances require.

## **Honorary Appointees**

Individuals may be appointed as an Honorary President or Vice President in recognition of meritorious service to the Branch.

### **1.7 Roles and Responsibilities of Office Bearers, Representatives and Honorary Appointees**

#### **President**

The President may chair Branch meetings in the absence of the Chairman and the Vice Chairman and the Annual General Meeting during the election of Office Bearers

#### **Chairman**

The Chairman shall chair Branch Meetings and, by virtue of his / her office, attend all sub-committee meetings The Office Bearers and Representatives must be registered members of Pipe Bands in membership of the Branch.

#### **Vice Chairman**

The Vice-Chairman shall deputise for the Chairman in his / her absence and, with Education Officer, arrange and manage the educational activities within the Branch.

#### **Secretary**

The Secretary shall:

- conduct correspondence as required pertaining to the Branch including meetings, contests, committees, etc;
- keep records of membership and issue membership registration forms annually
- issue notices convening meetings along with agendas;
- communicate with RSPBA headquarters on such matters as is required including sending copies of Annual Accounts of the Branch at least 2 weeks prior to Annual General Meetings.

#### **Treasurer**

The Treasurer shall:

- keep accurate accounting records detailing all financial transactions of the Branch:
- deposit all funds of the Branch, except those required for petty cash purposes, in account(s) in name of The Royal Scottish Pipe Band Association (London & South of England Branch) with a recognised UK financial institution;
- ensure that withdrawals from the account(s) in name of the Branch (other than inter-account transfers) are made only on the authority of two Authorised Signatories; and
- ensure the accounting records of the Branch are closed on 30 September each year and

prepare appropriate Annual Accounts for audit and submission to Annual General Meeting

### **Assistant Treasurer**

The Assistant Treasurer shall provide support to the Treasurer when need arises and especially at Contests administered by the Branch and shall deputise in the Treasurer's absence.

### **Minute Secretary**

The Minute Secretary shall:

- record minutes of all Branch Meetings including Annual General Meetings;
- send minutes of all meetings to the Secretary for distribution: and
- assist, if necessary, the Secretary with internal Branch correspondence.

### **Education Officer**

The Education Officer shall, along with the Vice Chairman, arrange and manage the educational activities within the Branch.

### **Trophy Convenor**

The Trophy Convenor shall be responsible for the administration and management of all Branch trophies in accordance with policy agreed by the Executive Committee.

### **Chief Steward**

The Chief Steward shall:

- organise the stewarding at all Branch contests: and
- ensure, where appropriate, the arena(s) at Branch outdoor contests has /have been marked out correctly and there are sufficient tents for adjudicators in compliance with RSPBA Board directives.

### **RSPBA Director(s)**

The RSPBA Director(s) shall:

- attend meetings of the RSPBA Board, represent the interests of the Branch at such meetings and report on the business conducted at these meetings to meetings of the Branch;
- ensure that all Branch contests are held within the rules of RSPBA and all competitors comply with these rules;
- ensure that the Branch upholds the RSPBA Articles of Association and Standing Orders and Rules and all decisions of the RSPBA Board and report any irregularities to the RSPBA Chief Executive.

### **Music Board Representative(s)**

The Music Board Representative(s) – one piping and one drumming and suitably accredited - shall attend meetings of the RSPBA Music Board, represent the interests of the Branch at such meetings and report on the business conducted at these meetings to meetings of the Branch.

### **Honorary Appointee(s)**

The Honorary President and Honorary Vice President(s), where appointed, shall support, to the extent he / she / they is / are able, the Office Bearers and Representatives in the activities of the Branch.

## **1.8 Executive Committee**

If approved at Annual General Meeting, an Executive Committee shall be formed from the Officer Bearers and Representatives of the Branch along with, if appropriate, an Honorary Appointee.

The Executive Committee, if formed, shall be responsible for:

- the day to day management of the affairs of the Branch; and
- formulating strategies for future Branch activities for approval at Branch meetings.

The Executive Committee shall comprise:

- President
- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Assistant Treasurer
- Education Officer
- Chief Steward

Four members of the Executive Committee shall form a quorum.

## **1.9 Branch Meetings**

The Branch shall hold a minimum of three meetings each year which may include the Annual General Meeting.

The Branch Secretary shall provide Members, Associate Members, Office Bearers, Representatives and Honorary Appointees with 2 weeks notice by email / post, as necessary, of each meeting and an agenda for the meeting.

The business of the meeting shall normally comprise:

- submission of reports by the Secretary, Treasurer, RSPBA Director, Music Board Representative to keep attendees informed as to the affairs of the Branch and RSPBA;
- submission of correspondence received by the Branch;
- issues / matters to be considered by the Executive Committee and / or raised with the RSPBA Board; and
- any other competent business.

Members shall be entitled to send a representative to attend, speak and vote on their behalf at Branch meetings. Such representative need must be a registered committee member of the Pipe Band.

Each Member representative is entitled to one vote only. Voting by proxy is not permitted.

Each Branch Office Bearer, Branch Representative and Holder of an Honorary Appointment is entitled to speak and vote at Branch meetings.

Associate Members are entitled to attend and speak (at the discretion of the Chairman) but not vote at Branch meetings.

The proposer and seconder of a motion, and any amendment thereto, must be representatives of different Members.

At Branch Meetings a quorum shall be seven attendees and motions will be passed by two / thirds majority. In the event of a tie, the Chairman shall have a casting vote.

Should a vacancy occur within the Executive Committee, that vacancy may be filled at a Branch meeting until ratified or otherwise at Annual General Meeting.

### **1.10 Annual General Meeting**

The Annual General Meeting of the Branch shall be held no later than 30 November each year.

The business of the meeting shall comprise:

- submission of the respective reports of the Chairman, Secretary, Treasurer, RSPBA Director and Music Board Representative;
- determination of Membership and Competition Fees;
- election of Branch Office Bearers and Representatives;
- appointment of the Auditor;
- proposed amendments to the Branch Constitution and Rules;
- proposed amendments to the RSPBA Articles of Association and Standing Orders and Rules for consideration by RSPBA Standing Orders Committee and approval of RSPBA Board; and



- any other competent business.

All nominations for Office Bearers and proposed amendments to the Branch and / or RSPBA Articles of Association and Standing Orders and Rules must be intimated to the Secretary in writing not less than one calendar month prior to the date of the Annual General Meeting. This rule may be relaxed at the discretion of the Executive Committee.

Members shall be entitled to send a representative to attend, speak and vote on their behalf at the Annual General Meeting. Such representative must be a registered member of the Pipe Band.

Each Member representative is entitled to one vote only. Voting by proxy is not permitted.

Each Branch Office Bearer, Branch Representative and Holder of an Honorary Appointment is entitled to speak and vote at the Annual General Meeting.

Associate Members are entitled to attend and speak (at the discretion of the Chairman) but not vote at the Annual General Meeting.

The proposer and seconder of a motion, and any amendment thereto, must be representatives of different Members.

At the Annual General Meeting a quorum shall be seven attendees and motions shall be passed by two / thirds majority. In the event of a tie, the Chairman shall have a casting vote.

Should a quorum not be attained by one hour after the nominated time of the Annual General Meeting the meeting shall be declared void and shall be so recorded. The quorum must be maintained to the conclusion of the meeting and if meeting should become non-quorate no resolutions may be passed thereafter.

### **1.11 Special General Meeting**

A Special General Meeting may be called at any time if the Secretary is requested in writing to convene such by at least seven Members.

The representation, attendance, quorum and voting provisions will be the same as for an Annual General Meeting.

### **1.12 Sub-Committees**

On a proposal from the Executive Committee, a sub-committee may be established for a specific purpose by a simple majority vote at a Branch meeting or Annual General Meeting.

Branch Officers and Representatives, Honorary Appointees, Member Representatives and Associate Members may be co-opted to serve on a sub-committee.

Sub-committees may only make recommendations for approval at a Branch meeting or Annual General Meeting.

### **1.13 Travelling and Subsistence Expenses**

Travelling and subsistence expenses reasonably incurred exclusively on Branch business may be claimed within the current RSPBA national guidelines where such has been approved in advance by the Executive Committee.

## **2 Education Activities**

The Vice-Chairman and Education Officer shall liaise with the RSPBA Education Officer in regard to planning and organisation of the education activities of the Branch.

The Vice-Chairman and Education Officer shall submit their education plan for the year ahead to the Executive Committee for approval.

All courses must be based on the approved education criteria of the Piping and Drumming Qualifications Board ('PDQB').

Courses must run within the Education Budget approved by the Executive Committee.

## **3 Local Contest Rules**

These local contest rules apply only to local contests administered by the London & South of England Branch.

### **Local Contests**

The Branch Secretary shall be regarded as the Competition Secretary for all indoor and outdoor contests administered by the Branch.

Other than where this is contrary to established custom and practice, the Competition Secretary shall communicate with all parties in relation to contests, e.g. Adjudicators, Branch Officials, Competitors, Promoters, RSPBA Directors, Sponsors, Stall Holders etc.

Where there is a division of responsibilities, clear areas of responsibility will be agreed to avoid duplication of effort and misunderstandings.

Late entries following the published closing dates may be accepted from band, drum major and solo piping competitors at the discretion of the Competition Secretary. Where draws have taken place, all late entrants shall perform first in their respective competitions unless otherwise agreed by the Competition Secretary and RSPBA Director.

Where a band is competing in more than one grade, all reasonable efforts will be made to have the band compete in its natural grade first. If however this would cause a delay in the timing of the competition, the band shall play as directed by the RSPBA Director or face disqualification.

Where timings for band performances in notices of draw or contest programmes published prior to contests, these timings are approximate and issued for guidance purposes only. Where a Band withdraws from a contest after the draw has been made the following bands may be required to play forward as directed by the RSPBA Director

The first band to compete in any Grade must be at the start line in the arena at its allotted time. Thereafter it is the bounden duty of each succeeding Band to move forward as directed by the Stewards(s).

### **Marching & Discipline Contests**

Adjudicators should be drawn from HM Forces personnel whenever possible.

### **Mini Band Contests**

To maximise opportunities for band members to gain competition experience, pipe majors and pipe sergeants, leading drummers and bass drummers may play in any mini band entered by their respective Bands provided that pipe majors and pipe sergeants play together in one mini band only.

Additionally, if a Band wishes to enter, say, a third, fourth or fifth mini band but does not have sufficient pipers and / or drummers, such mini band may comprise other pipers and / or drummers who will have played previously in the contest provided that it shall not be placed in the contest but will receive a critique sheet.

If a Band enters more than one mini band and subsequently withdraws one of these, then the remaining mini band(s) will play in the earliest draw slot(s) allocate to the Band unless otherwise agreed by the Competition Secretary and RSPBA Director.

The minimum and maximum numbers of competitors that may comprise a Mini Band are as follows:

<b>Competitors</b>	<b>Grade</b>	<b>4</b>	<b>3</b>	<b>2</b>
<b>Pipers</b>	<b>Min</b>	<b>4</b>	<b>5</b>	<b>6</b>
	<b>Max</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Snare Drummers</b>	<b>Min</b>	<b>2</b>	<b>2</b>	<b>3</b>
	<b>Max</b>	<b>3</b>	<b>3</b>	<b>4</b>
<b>Tenor Drummers</b>	<b>Min</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Max</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Bass Drummers</b>	<b>Min</b>	<b>1</b>	<b>1</b>	<b>1</b>
	<b>Max</b>	<b>1</b>	<b>1</b>	<b>1</b>

### **Quartet and Trio Contests**

To maximise opportunities for band members to gain competition experience, pipe majors and pipe sergeants may play in any quartet or trio entered by their respective Bands provided that pipe majors and pipe sergeants play together in one quartet or trio only.

Additionally, if a Band wishes to enter, say, a third, fourth or fifth quartet or trio but does not have sufficient pipers, such quartet or trio may comprise other pipers who will have played previously provided that such quartet or trio shall not be placed in the contest but will receive a critique sheet.

If a Band enters more than one quartet or trio and subsequently withdraws one of these, then the remaining quartet(s) or trio(s) will play in the earliest draw slot(s) allocate to the Band unless otherwise agreed by the Competition Secretary and RSPBA Director.

### **Trophies**

All contest trophies that are returnable must be returned in good condition to the Secretary or Trophy Convenor no later than 31 January each year.

Bands, drum majors and solo competitors failing to return trophies on time and in good condition may be fined an amount as determined by Annual General Meeting and shall be suspended from all Branch activities until the fine has been paid.

## **4 Audit**

An Audit of the financial records of the Branch shall be carried out each year as soon as practicable after the year end and duly audited Annual Accounts shall be presented for approval at Annual General Meeting.

The Auditor, who shall be appointed at Annual General Meeting, ideally shall be an individual from an accountancy or finance background with experience of auditing financial records and annual accounts.