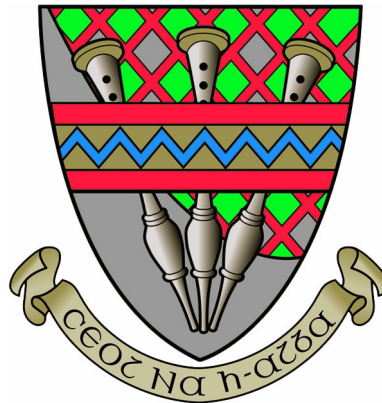


The  
Royal Scottish  
Pipe Band Association  
(Lothian & Borders Branch)



Constitution and Rules

1. Constitution and Rules .....	3
1.1 Branch Name .....	3
1.2 Membership and Fees .....	3
1.3 Financial Year .....	3
1.4 Band Fees .....	3
1.5 Date of Payment.....	3
1.6 Branch Associate Membership.....	3
1.7 Branch Funds.....	3
1.8 Management .....	4
1.9 Election.....	6
1.10 Period of Service .....	6
1.11 Voting.....	6
1.12 Quorum .....	6
1.13 Honorary Appointments.....	6
1.14 Representatives.....	6
1.15 Audit.....	7
1.16 Sub-committees .....	7
1.17 Travelling Expenses .....	7
1.18 Branch Meetings .....	8
1.19 Annual General Meetings.....	9
2. Competition & Education Activities .....	10
2.1 Competition Formats: .....	10
2.2 Education .....	10
3. Local Contest Rules .....	11
3.1 Local Contests .....	11
3.2 Marching and Discipline Contests .....	11
3.3 Trophies .....	11
3.4 Indoor Contests.....	11
3.5 Supreme Awards and Points Allocation .....	12

# **1. Constitution and Rules**

## **1.1 Branch Name**

The Branch shall be called THE ROYAL SCOTTISH PIPE BAND ASSOCIATION (LOTHIAN & BORDERS BRANCH).

The branch is authorised under and subscribes fully to the Constitution and Rules of The Royal Scottish Pipe Band Association.

Any matters not specifically covered by the Branch Constitution and Rules will be interpreted according to the Constitution and Rules of The Royal Scottish Pipe Band Association.

## **1.2 Membership and Fees**

Membership of the Branch shall be open to all Pipe Bands within the Lothian and Borders area of The Royal Scottish Pipe Band Association.

## **1.3 Financial Year**

The Branch Financial Year will run from 1st October to 30th September.

## **1.4 Band Fees**

The Branch affiliation fees shall be determined at the Annual General Meeting.

## **1.5 Date of Payment**

The Secretary/Treasurer shall notify all Bands when the Annual Band Fee is due. Any Band in arrears of the Annual Band Fee shall not be permitted to take part in any Branch activity.

The Branch affiliation fee for HM Forces bands will be waived if these bands are registered under Lothian & Borders Branch with the RSPBA.

## **1.6 Branch Associate Membership**

Associate Membership is open to players and non-players on payment of an Annual Fee as determined by the Annual General Meeting.

## **1.7 Branch Funds**

The President, Chairman, Secretary/Treasurer will be Authorised Signatories with any two of the four being required for the operation of the Bank Account(s)

## 1.8 Management

The management of the Branch shall be vested in a committee which shall be constituted as follows:-

- (a) President
- (b) Chairman
- (c) Vice Chairman
- (d) Secretary
- (e) Treasurer
- (f) Minute Secretary
- (g) Board of Directors Representatives
- (h) Music Board Representatives
- (i) Trophy Convenor
- (j) Chief Steward
- (k) Up to Sixteen Band Representatives

### 1.8.1 Duties of Office Bearers

#### **President:**

- If in attendance at Branch meeting, and in the absence of the Chairman and Vice Chairman, the President may be asked to preside.

#### **Chairman:**

- Preside at all meetings within the Branch and by virtue to his / her office, may be in attendance at all subcommittee meetings.

#### **Vice Chairman:**

- Deputise for the Chairman in their absence.
- Take responsibility for the management and administration of the Education activity within the Branch.

#### **Secretary:**

- Conduct all correspondence pertaining to the Branch including Branch Contest Committees, RSPBA Headquarters, personnel on duty at contests, and all other correspondence as required
- 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.
- Remit to the Association Chief Executive Officer, a copy of the report and Balance sheet at least two weeks before the Branch Annual General Meeting.
- Keep records of membership and issue notices convening meetings at the direction of the Chairman.

**Treasurer:**

- 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, Lothian & Borders Branch.
- 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 prepare 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.

*Note: The Branch may combine the offices of Secretary and Treasurer should this be agreed at the Annual General Meeting.*

**Minute Secretary:**

- Record minutes of all Branch meetings including the Annual General Meeting
- Pass the minutes of all meetings to the Secretary for distribution.
- Assist the Secretary with internal Branch correspondence.

**Trophy Convenor:**

- Responsible for the administration and management of all of all Branch trophies in line with policy agreed by the Management Committee

**Chief Steward:**

- Liaise with the Secretary in detailing the Stewards duties at all Branch contests.
- Ensure that there are sufficient tents at all Branch contests in line with Board of Directors directives.

## 1.8.2 Executive

An Executive Committee may be formed from within Management Committee as nominated at the Annual General Meeting.

The executive committee will consist of:

- (a) President
- (b) Chairman/Vice Chairman
- (c) Secretary
- (d) Treasurer
- (e) Board of Directors Representatives
- (f) Music Board Representatives

## **1.9 Election**

All Members will be elected by a simple majority at the Annual General Meeting.

## **1.10 Period of Service**

All members shall serve for a period of one to three years from their election at the Annual General Meeting. Members may offer themselves for re-election.

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

## **1.11 Voting**

All Members shall have deliberative vote and in addition the Chairman will have a casting vote.

## **1.12 Quorum**

One third of the Management Committee shall form a quorum

## **1.13 Honorary Appointments**

At the Annual General Meeting these may appoint when necessary an Honorary President and/or Vice-President(s).

## **1.14 Representatives**

Band Representatives shall elect by simple majority at the Annual General Meeting Representatives from the Committee to the following:-

### **1.14.1 Board of Directors**

Two members who will serve for a period of three years commencing from the conclusion of the following Annual General Meeting of The Royal Scottish Pipe Band Association.

As Association Rules require one third of Board of Directors to retire annually the period of service of each Member will be in accordance with association records.

### **1.14.2 Music Board**

Two suitably accredited Members - one piping and one drumming - who will each serve for a period of three years commencing from the conclusion of the following Annual General Meeting of The Royal Scottish Pipe Band Association.

### **1.14.3 General**

All representatives will be affirmed annually at the Annual General Meeting. Any proposed change shall be by two thirds majority of the Band Representatives Present and entitled to vote and voting.

If a Director or Music Board Representative is unable to attend a meeting of the Council or Committee to which they have been elected the Branch Committee has the power to nominate one of their numbers as proxy in his place.

### **1.14.4 Stewards**

The Committee shall have the power to nominate a Branch Chief Steward and Stewards.

## **1.15 Audit**

A nominated third party who shall be appointed by the committee shall undertake the auditing of all books, accounts, and the annual financial statement to be submitted to the Annual General Meeting.

The Branch will close its accounts not later than 30th September each year.

## **1.16 Sub-committees**

The Committee shall have the power to form such sub-committees as may be required. Branch members may be co-opted for this purpose.

## **1.17 Travelling Expenses**

Travelling expenses reasonably incurred on Branch business will be reimbursed to authorised personnel.

## **1.18 Branch Meetings**

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

1.18.2 The Branch Board of Directors Representative /s shall give an update from Board of Directors minutes at Branch meetings and make necessary reports.

1.18.3 It shall be the responsibility of the Board of Directors Representative /s to ensure that the Branch uphold the Association Constitution and Rules and all decisions of the Board of Directors/Executive Committee. Any irregularities should be reported to the Chief Executive.

1.18.4 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.

1.18.5 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.

1.18.6 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.

1.18.7 Each Band shall be entitled to one vote only; Voting by proxy is not permitted.

1.18.8 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.

1.18.9 The mover of a motion and the seconder must be from different bands. This also applies to an amendment.

1.18.10 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.

1.18.11 Standing Orders apply as contained in the Constitution and Rules of The Royal Scottish Pipe Band Association but substitute Management Committee for Board of Directors and Branch for Association.



## 1.19 Annual General Meetings

The Annual General Meeting of the Branch will be held on the last Sunday in November each year. The Committee by a two-thirds majority of elected members may summon a Special General Meeting at any time considered necessary or in compliance with a requisition stating the objects of the meeting and signed by bands representing at least two-thirds of the paid up membership of the branch.

At this meeting the following shall be discussed:

- a. Nominations of Office Bearers.
- b. Branch Representative/s for Board of Directors.
- 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 Board of Directors.

1.19.1 All nominations to the Committee and all proposed alterations to the Constitution and Rules must be intimated to the Secretary in writing not less than one calendar month before the date of the Annual General Meeting. This rule may be amended at the discretion of the Executive Committee.

1.19.2 Each Band in paid up membership shall be entitled to send registered representatives to Annual and Special General Meetings. The voting power of all bands will be equal - one band one vote. All changes to the Constitution and Rules shall be by a two-thirds majority of Band Representatives present and entitle to vote and voting. In the event of equality of any vote the Chairman shall have a casting vote.

1.19.3 The Branch Secretary shall notify the Association Chief Executive Office 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 Chief Executive Office 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 Chief Executive Officer, the election of Officials will be carried out by the Branch President.

1.19.4 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.

1.19.5 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. Standing Orders are as stated in the RSPBA Constitution & Rules.

1.19.6 At the Annual General Meeting an auditor shall be appointed. They shall audit the books and accounts and report their findings at the Annual General meeting.

1.19.7 Annual Branch fees may be levied the amount to be determined annually at the Annual general Meeting.

1.19.8 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 subcommittee if nominated at the Annual General Meeting.

1.19.9 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.

## ***2. Competition & Education Activities***

### **2.1 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 Board of Directors meetings.
- The Management Committee is responsible for seeking approval from Music Board/Board of Directors to all competition format changes.

### **2.2 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 the Piping and Drumming Qualifications Board (PDQB) 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.

### **3. Local Contest Rules**

These local contest rules alter or replace RSPBA rules for local contest in the Lothian & Borders Branch, and are published on the Branch website.

#### **3.1 Local Contests**

The L&B Branch Secretary will be regarded as the Competition Secretary in all cases relating to local contests in the Branch.

3.1.1 The Competition Secretary will have full responsibility for communication with all parties in relation to the contest, i.e. Promoters, Adjudicators, Stewards, Branch Committee, Directors, and competitors.

3.1.2 Late entries following the published closing dates may be accepted from Bands or Drum Majors as directed by the promoter in conjunction with the Competition Secretary.

3.1.3 When more than one “MSR set” or “Selection” of tunes has been submitted, the Pipe Major will be allowed to make his own choice of which set to play, or if desired, can have the selection made for them by a ‘draw’ on the line.

3.1.4 Where a band is competing in more than one grade, all reasonable efforts will be taken to have the band compete in their natural grade first. If however this would cause a delay to the competition, bands must be willing to play as directed by Board of Directors representative on the day, or face disqualification.

3.1.5 The first Band to compete in any Grade must be at the starting point in the Contest Arena by the allotted time; thereafter it is the bounden duty of each succeeding Band to move forward as directed by the Stewards. Where a band withdraws from a local contest, the following band will be required to play within a reasonable time, as defined by the Board of Directors representative on the day.

#### **3.2 Marching and Discipline Contests**

3.2.1 Where possible, adjudicators should be drawn from HM forces, but in some cases Promoters may provide their own personnel.

#### **3.3 Trophies**

3.3.1 Bands, drum majors and solo competitors failing to return trophies clean and in good condition in compliance with the Branch’s wishes will result in the band, drum major, or solo competitor being fined an amount as determined by the Annual General Meeting and shall be suspended until the fine has been paid to the Branch and the trophy returned as directed.

#### **3.4 Indoor Contests**

3.4.1 In an indoor competition, if a band has entered more than one mini-band, and subsequently withdraws one of these mini-bands, then the remaining mini-band will play in the first draw slot allocated to that band.

### **3.5 Supreme Awards and Points Allocation**

3.5.1 The recipients of these awards shall be the Band / Drum corps with the highest overall points accumulated from any 5 of the Branch contests. Points being awarded as follows: -First Place 6 points; second place 5 points; and so on. In the event of a tie in total points, preference shall be: -

1. Band/Drum Corps with most FIRST PRIZES.
2. Band/Drum Corps with most points in the Branch Championships.

3.5.2 For these awards, Bands are confined to their own grades.