

The Constitution of
The Royal Scottish Pipe Band Association
(Northern Ireland Branch)
Adopted 30th
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DOCUMENT CONTROL

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1.0 TITLE

The Title of the Branch shall be The Royal Scottish Pipe Band Association (Northern Ireland Branch) and shall be known in these rules as “the Branch”.

2.0 OBJECTS

The Branch shall have for its objects:

- To promote and encourage the culture and advancement of Pipe Band Music.
- To facilitate and encourage the teaching and promotion of piping, drumming and Drum Majoring to the highest standard.
- To create and maintain a bond of Fellowship with all Pipe Band Personnel.
- To devise and operate a proper system of local Pipe Band Contest Rules.
- To organise, facilitate, regulate, encourage and operate Pipe Band Championships held within Northern Ireland and to cooperate in similar endeavours outside Northern Ireland.
- The enjoyment of the rights and freedoms set forth in this Constitution shall be secured without discrimination on any ground 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.

3.0 WINDING UP

- 3.1 In the event of the Branch winding up any funds shall be disposed of charitably and in accordance with the rules of the Royal Scottish Pipe Band Association.

4.0 ANNUAL GENERAL MEETING

- 4.1 The Annual General Meeting of the Branch shall be held between October and December each year.

5.0 STANDING ORDERS AND RULES

- 5.1 The Branch will adopt and maintain Standing Orders (Appendix 1.) and have the authority to adopt and issue local rules.

6.0 GENERAL MEETINGS

- 6.1 The Branch shall meet in general meeting a minimum of 4 times each year, and there shall be no fewer than two meetings in the period from January to June inclusive and likewise in the period from July to December inclusive.
- 6.2 The Branch Executive may summon a Special General Meeting at any time they consider necessary or in compliance with a requisition stating the objects of the meeting and signed on behalf of at least 18 bands.

- 6.3 At any General Meeting of the Branch, representatives of 10 separate bands or twenty per cent of those bands entitled to attend such meeting whichever shall be the lower attending and entitled to cast a vote on behalf of a Band shall constitute a quorum at any General Meeting, which shall include the Annual General Meeting.

7.0 MEMBERSHIP

- 7.1 Membership of the Branch shall be open to properly constituted Pipe Bands in good standing, consisting of Highland Bagpipe players, Drum Majors and Drummers. Membership of the Branch shall have been considered granted to a Band when it has been admitted according to these rules and only when the membership fee has been discharged by that Band.
- 7.2 The Executive Committee may at any time, for any reason suspend or expel a Band from membership and the rights of the Band and its representatives pursuant to membership of the Branch shall forthwith be suspended or cease.
- 7.3 Following any suspension or expulsion of a Band, the Executive Committee may decide in its absolute discretion what (if any) procedures to adopt upon appeal from the Band which is subject to the decision of the Executive Committee. The Executive Committee may in its absolute discretion decide to adopt procedures for consideration of appeals against such decisions but otherwise all such decisions shall be final.
- 7.4 There may be an annual membership fee agreed by the Branch at the Annual General Meeting.
- 7.5 All bands joining the Branch will be allocated to a Branch Section.

8.0 VOTING AND REPRESENTATION

- 8.1 Each Band in membership of the Branch shall be entitled to send two representatives to Annual or General Meetings.
- 8.2 All representatives must produce proof of membership in order to obtain a voting card.
- 8.3 All Bands shall be entitled to one vote only.
- 8.4 Voting shall be by ballot. At the absolute discretion of the Chairman, the ballot may be by show of hands or by secret ballot.
- 8.5 In the event of equality of any vote the Chairman of the meeting shall have a casting vote.

9.0 NOTICES OF MOTION:

- 9.1 Any notices of motion or proposed alterations to the Constitution must clearly identify the current provision and define the intention of the motion or alteration,

whether by insertion, deletion, addition or substitution failing which it shall not be included in the Agenda for the Annual General Meeting.

- 9.2 Such alterations to the Constitution may only be approved by the Annual General Meeting or Special General Meeting called for that purpose.
- 9.3 Any notice of motion, including any alteration to the Constitution may only be passed if it receives the approval of two thirds of those bands present and voting.
- 9.4 Notices of motion must be forwarded to the Branch Secretary to arrive no later than three weeks in advance of the relevant meeting.

10.0 MANAGEMENT & STRUCTURE

10.1 The Management of the Branch is vested in an Executive Committee which will comprise the following Voting Members:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- Contest Committee Chairman
- Finance Committee Chairman
- RSPBANI School Committee Chairman
- Marketing and Communication Committee Chairman
- Mid Ulster Section Representative
- Co Fermanagh Section Representative
- Co Antrim Section Representative
- Co Down Section Representative

10.2 The Executive Committee will also include the following Non – Voting Members:

- President
- Vice President
- Child Protection Officer
- Minute Secretary
- The representatives of the Branch who shall have been selected to attend the RSPBA Board of Directors.
- The representatives of the Branch who shall have been selected to attend the RSPBA Music Board.

11.0 HONORARY POSITIONS

11.1 A number of honorary positions may be elected at Annual General Meetings. These may include Patron, Branch Life Ambassadors and Honorary Vice President(s).

12.0 ELECTION OF OFFICERS

- 12.1 Election to the Executive Committee set out in Rule 10.0 and to the Honorary Positions set out in Rule 11.0 shall be held at the Annual General Meeting save for Section Representatives.
- 12.2 Nominations for each of the Offices shall be submitted to the Branch Secretary to arrive not less than three weeks prior to the date fixed for the Annual General Meeting.
- 12.3 If no written nominations in accordance with Rule 12.2 have been received for any particular Office, then nominations for that Office may be tendered without notice from the floor of the Annual General Meeting.

13.0 DUTIES OF OFFICE BEARERS

- 13.1 Chairman: shall preside at all meetings and shall be Ex-Officio on all committees.
- 13.2 Vice-Chairman: - shall deputise for the Chairman.
- 13.3 Treasurer: shall be responsible for keeping correct accounts and books showing the financial affairs of the Branch and shall deposit the funds of the branch in a Bank or Building Society in the name of The Royal Scottish Pipe Band Association N I Branch. He shall also prepare and submit to the Annual General Meeting, together with bank book, a yearly audited statement of Income and Expenditure
- 13.4 Secretary: shall be responsible for all the general administration of The Branch and shall keep a record of membership and issue notice of all meetings. He shall prepare an annual report on the administration and affairs of the Branch for presentation to the Annual General Meeting.
- 13.5 Minute Secretary: shall keep a roll of attendance at meetings, record minutes of meetings and generally assist the Secretary

14.0 EXECUTIVE SUB COMMITTEES

- 14.1 Sub-Committees shall be formed as and when required by the Executive Committee.
- 14.2 Sub-Committees may co-opt members for a period of time as determined by the Executive Committee provided that the number of co-opted members must not exceed the number of elected members on any committee.
- 14.3 All Sub-Committee decisions and recommendations must be referred to the Executive Committee for confirmation and, if unacceptable, may be returned to the respective Committee for further consideration.

- 14.4 It shall be deemed a matter which may be subject to discipline or censure for any Sub-Committee member to divulge Committee decisions or recommendations prior to approval of the Executive Committee
- 14.5 The Executive may at any time and for any reason dissolve or suspend a Sub-Committee and directly administer the affairs of that Sub-Committee in its absolute discretion.
- 14.6 Any person may only serve on a Committee of the Executive for such time as the Band with which that person is registered remains in membership of the Branch. Should that person's Band cease to be in membership of the Branch, then that person's committee membership shall terminate forthwith.
- 14.7 Should the members of any sub-committee of the Executive wish to adopt their own rules and procedures, these rules must first be approved by the Branch Executive Committee and the Executive may at any time direct the rules and procedures to be observed by any committees.
- 14.8 No committee shall have the power to adopt a policy unless that policy has received approval from the Executive Committee.

15.0 STANDING COMMITTEES

- 15.1 Without prejudice to the generality of the foregoing provisions there shall be the following Standing Committees of the Branch.
- Contest Committee
 - Finance Committee
 - Marketing and Communication Committee
 - Northern Ireland Branch School Management Committee
- 15.2 Standing Committees are to report formally to each meeting of the Branch and Branch Executive. All policies, prior to adoption by the Standing Committee, decisions and recommendations must be referred to the Executive Committee for ratification and, if unacceptable, may be returned to the respective Committee for further consideration.
- 15.3 Standing Committees shall be responsible for furnishing to the Branch Treasurer full accounts of that Committee not less than three weeks before the date of the Branch Annual General Meeting.
- 15.4 The proceedings of standing committees shall follow Branch standing orders in as much as they apply.
- 15.5 It shall be deemed a matter which may be subject to discipline or censure for any Standing Committee member to divulge Committee decisions or recommendations prior to approval of the Executive Committee.

15.6 The quorum at all standing committee meeting shall be 50% of the membership. In the event of equality of any vote the Chairman of the meeting shall have a casting vote.

15.7 Contest Committee

15.7.1 The Contest Committees function is to ensure that all Branch competitions are planned and all financial and logistical arrangements are in place to achieve successful outcomes.

15.7.2 The Contest Committee shall consist of the following members:

- Contest Committee Chairman
- Branch Chairman
- Branch Secretary
- Trophy Steward – who shall be elected at AGM.
- Chief Steward – who shall be elected at AGM.
- Branch Treasurer

15.7.3 The Contest Committee may appoint ad hoc groups to assist them in carrying out their function, e.g. Ancillary Support Group, Compilers, Branch Stewards, etc. Any such groups are to have a maximum of 5 members and are normally to be chaired by the Contest Committee Chairman.

15.8 Finance Committee:

15.8.1 The Finance Committee function is to provide an overseeing role to all financial matters undertaken within the Branch.

15.8.2 The Finance Committee shall consist of the following members:

- Finance Committee Chairman
- Branch Chairman
- Branch Treasurer
- Branch Assistant Treasurer - who shall be elected at AGM.
- Committee Member - who shall be elected at AGM.

15.9 Northern Ireland Branch School Management Committee:

15.9.1 The School Management Committees function is to ensure that the Educational remit of the Branch is delivered successfully. They shall also have the power to form their own rules etc. limited strictly in term of the regulation and good management of the Branch School.

15.9.2 The School Management Committee shall consist of the following members:

- School Chairman.
- Branch Chairman
- Branch Treasurer
- School Principal – Non voting
- 2 x Committee Members - who shall be elected at AGM.

15.9.3 The School management committee will appoint an Education Sub – Committee to assist it in carrying out its functions.

15.10 Marketing and Communication Committee:

15.10.1 The Marketing and Communication Committees' function is to ensure that the Branch maintains efficient communications both internally and externally

15.10.2 The Marketing and Communication Committee shall consist of the following members:

- Communication Committee Chairman.
- Branch Chairman
- Branch Secretary
- Press Officer - who shall be elected at AGM.
- I.T. Administrator - who shall be elected at AGM.

16.0 BRANCH SECTIONS

16.1 The Branch may organise, establish and regulate no more than four "Sections" for any purpose whatsoever. These Sections will function in a similar manner to standing committees of the Branch.

16.2 Sections shall be styled "The Royal Scottish Pipe Band Association (Northern Ireland Branch) [DESIGNATION] Section

16.3 Sections shall consist of not less than six bands in membership of the Branch.

16.4 The Management of each Section shall be vested in a Committee consisting of Chairman, Vice Chairman, Secretary, Treasurer and no less than two other persons who shall each be members of Bands in membership of both the Branch and relevant Section.

16.5 Each Section shall conduct an Annual General Meeting not less than four weeks and not more than eight weeks before the Annual General Meeting of the Branch.

16.6 This AGM will be attended by at least one Branch Official who will act as the Presiding Officer for the election of the Committee Officers.

16.7 Each Section shall be responsible for furnishing to the Branch Treasurer full accounts of that Section not less than fourteen days before the date of the Section Annual General Meeting.

16.8 The Branch may at any time and for any reason dissolve or suspend a Section and directly administer the affairs of that Section in its absolute discretion.

16.9 At all times, including upon dissolution, the assets and property, whatsoever situate of each Section shall remain the property of the Branch.

17.0 EXPENSES:

- 17.1 The reasonable expenses of office bearers and other persons conducting business for or on behalf of the Branch may be paid from funds held by the Branch where such expenses shall be considered in the interests of the Branch. This shall not ordinarily extend to include the discharge of expenses of those persons attending at Branch events of meetings as representatives of member Bands.

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APPENDIX 1: STANDING ORDERS

1. All RSPBANI Branch business meetings shall be governed by Standing Orders.
2. The mover of the motion shall have the right to speak for 5 minutes in support thereof. The same right will be given to the mover of an amendment.
3. In no case will the mover of either a motion or an amendment be allowed to speak during the discussion except to reply to a point of order or on the request of the Chairman of the meeting to elucidate any point already referred to in the original motion or amendment.
4. The seconder of a motion or amendment shall not be allowed to take any further part in the discussion.
5. At the close of the debate the mover of the amendment will be allowed 5 minutes to reply, followed by the mover of the motion, who will also be allowed 5 minutes to reply.
6. The reply in each case must be confined strictly to the subject matter of the debate and on no account will any new material be introduced.
7. Should the mover of a motion take part in the debate subsequent to his/her moving of the motion, his/her action shall automatically close the debate, and the question shall then be put to the Meeting.
8. All other speakers taking part in the debate shall be allowed 5 minutes each and shall only be allowed to speak a second time during the debate on the authority of the Chairman of the meeting.
9. Any motion or amendment which has not been seconded shall not be discussed or put to the Meeting.
10. Any person on rising to speak shall state the name of the Band he/she represents. In addition, any person moving a motion or amendment shall read, or clearly state, the motion or amendment. Thus read, or stated, it shall not be varied.
11. To suspend any one or more of the Standing Orders the proposer must clearly state the number, or numbers of the Standing Orders he/she wishes to have suspended.
12. If the suspension is not seconded it shall not be put. When, or if, the suspension is seconded, the motion shall be put without further discussion.
13. To suspend any one or more of the Standing Orders a majority vote of not less than two-thirds of the Bands present will be necessary.
14. The Chairman of the Meeting shall have the powers to close or adjourn the meeting after the Standing Orders have been read. Likewise he/she shall have the power to interpret any question of doubt from no matter what source.

15. Every person present, on rising to speak shall address the Chairman of the meeting.
16. If the Chairman of the meeting should rise at any point during the course of a debate, the person then addressing the Meeting shall immediately resume his/her seat and shall not take further part in the debate except on the instructions of the Chairman of the Meeting.
17. All persons shall acquaint themselves with the Standing Orders and undertake to assist the Chairman of the meeting in ensuring that they are rigidly enforced.

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