

**INNERLEITHEN PIPE BAND**

*CONSTITUTION*

As revised 23 January 2002

# **INNERLEITHEN PIPE BAND**

## ***CONSTITUTION***

### **1 NAME**

The name of the band shall be “Innerleithen Pipe Band”, hereafter the band.

### **2 OBJECTS**

The objects of the band shall be to advance the education of the public in the art of Bagpipe Playing and Drumming by the presentation of public performances and other related activities. In furtherance thereof but not otherwise the band shall seek:

- a) To promote pipe bands and the playing of pipe band music
- b) To form and maintain a competition pipe band
- c) To compete at the highest possible grade in competition
- d) To maintain membership of the Royal Scottish Pipe Band Association or its successor organisation
- e) To provide tuition and education in the playing of bagpipes and drums
- f) To do all other things as are charitable in law for the attainment of these objects.

### **3 MEMBERSHIP**

#### ***a) Members***

Membership of the band shall be open to any person or organisation that supports the object of the band. Membership shall be of the following types:

#### ***i) Individual Members***

- a) Playing Members - members who actively play an instrument with the band
- b) Non-Playing Members - member who do not play instruments but who otherwise support the objects of the band

#### ***ii) Affiliated Organisations***

The band may allow any organisation to affiliate to the band on such terms as it thinks fit and may terminate the affiliation of any such organisation. Each affiliated organisation shall be entitled to notice of all general meetings and may send observers who may speak but who may not vote.

All individual members of the band shall have a vote at general meetings. Playing members shall have two votes each. Non-Playing members shall have one vote each.

All individual members of the band shall sign a membership form stating that they will abide by this constitution. The secretary of the band shall keep a membership list of individual members and affiliated organisations.

***b) Subscriptions***

The rate and date or dates of payment of members' subscriptions shall be set by the Annual General Meeting.

***c) Ceasing Membership***

Members shall cease membership of the band by:

- i) Submitting a letter of resignation to the secretary. All band equipment and uniform shall be returned upon resignation and all monies due to the band shall be paid.
- ii) The committee terminating the membership of any member whose conduct is considered by the committee to be detrimental to the objects of the band provided that:
  - a) Any complaint must be put before the committee either in written or verbal form together with any supporting evidence
  - b) The committee has made an attempt to draw the matter of complaint to the attention of the member concerned and to resolve any dispute by conciliation: and
  - c) The member concerned shall have been given one week's notice of the meeting at which their expulsion is to be discussed together with details of the allegations and an opportunity to be heard by the committee
- iii) Death.

## **4 MEMBERS MEETINGS**

**a) Practices**

The band shall hold practices at times and places as determined by the playing membership of the band.

**b) Playing Engagements and Competitions**

The band shall play at engagements and competitions as decided by the playing membership of the band. No engagements or competition shall be accepted without the prior approval of the majority of the playing membership of the band.

**c) Annual General Meeting**

The band shall hold once a year an Annual General Meeting in the first six weeks of the year. The business of the Annual General Meeting shall be consideration of accounts: the committee report; election of committee; election of office bearers; fixing of subscriptions; any other business.

- d) Extraordinary General Meeting  
An extraordinary general meeting may be convened at any time by either:
- i) The Committee
  - ii) 25% of members making a written request to the secretary for a general meeting to be convened. Such a written request must specify the business to be considered.
- e) Notice of General Meetings  
Notice of general meetings shall be given to each member in writing at least 7 days prior to the date of the meeting. Such a notice shall specify time and place of the meeting and the business proposed to be transacted at the meeting together with any resolutions proposed to be put to the meeting.
- f) Decisions  
Decisions on resolutions shall be made by simple majority voting.
- g) Quorum  
The quorum at any general meeting shall be 9 voting members. No business may be transacted at any general meeting if the meeting is inquorate.
- h) Chairman  
The chairman of the band shall preside at any general meeting. The chairman shall have a casting vote as well as a deliberate vote. If the chairman is absent the General Meeting shall choose one of their number to preside.
- i) Minutes  
The secretary shall take minutes at any general meeting. If the secretary is absent the general meeting shall choose an office bearer or committee member to take minutes of the meeting.
- j) Treasurer  
If the treasurer is to be absent from any general meeting, the chairman and/or secretary shall be briefed before the meeting by the treasurer on any financial matters which may arise.
- h) Procedure  
Subject to this constitution, the procedure at general meetings shall be determined by members in general meetings.

## **5 MANAGEMENT**

### **a) Musical Management**

The band shall elect from its playing membership the following office bearers to look after the musical direction of the band:

- i) Pipe major
- ii) Drum major
- iii) Leading drummer

All office bearers shall retire automatically at the Annual General Meeting, but may stand for re-election.

### **b) Committee**

The band shall elect from its voting membership a committee to look after the business affairs and general running of the band. The committee shall comprise:

- i) Chairman
- ii) Secretary
- iii) Treasurer
- iv) Piping Representative
- v) Drumming Representative

And up to four other members, if decided by a General Meeting.

- b)i All committee members shall retire automatically at the Annual general meeting, but may stand for re-election.
- b)ii The committee shall meet at least 5 times between Annual General Meeting, at times and places as the committee decides.
- b)iii Decision in committee shall be made by simple majority voting.
- b)iv The quorum at committee shall be three members. No business shall be transacted if the committee is inquorate.
- b)v The chairman shall preside at committee meetings. The chairman shall have a casting vote as well as a deliberate vote. If the chairman is not present the committee shall choose one of their number to preside.
- b)vi The secretary shall take minutes at committee meetings. If the secretary is not present the committee shall choose one of its number to take minutes.
- b)vii If the treasurer is to be absent from any committee meeting, the chairman and/or secretary shall be briefed before the meeting by the treasurer on any financial matters which may arise.

## **6 FINANCE AND PROPERTY**

- a) All monies raised by or on behalf of the band shall be received by the treasurer and shall be applied to the objects of the band.
- b) The treasurers shall keep proper accounts of the finances of the band.
- c) A bank account shall be opened and maintained in the name of the band. There shall be three signatories to the account, any two of whom can authorise

- payments. The signatories shall be the chairman, secretary and treasurer of the band. A minimum sum of £50 shall be maintained in the account.
- d) A statement of accounts for the last financial year shall be submitted by the committee to the Annual General Meeting.
  - e) Members shall be required to sign for all items of equipment, instruments, and uniforms issued to them and make any appropriate payments as agreed by the committee. Members will be required to return all equipment, instruments and uniforms issued to them on resignation or expulsion from the band.
  - f) The property of the band, other than cash at the bank, shall be vested in not more than four custodians. They shall deal with property as directed by the committee. Custodians shall be elected at General Meeting and shall hold office until death or resignation, unless removed by a resolution passed at a General Meeting.

## **7 CHANGE OF CONSTITUTION**

This constitution may be altered by a resolution passed at a General Meeting by a majority of two thirds of those present and voting thereon.

## **8 DISSOLUTION**

The band may be wound up by a resolution passed at a General Meeting by a majority of not less than two thirds of those present and voting thereon. In the event of the dissolution of the band, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the band, but shall be given or transferred to a recognised charitable organisation(s) having objects similar to those of the band.