

Kilbarchan Pipe Band
Constitution
(Proposed Amendment - November 2012)

Aims:

1. To foster a safe and sociable environment in which to encourage interest in the playing of pipes and drums.
2. To provide the best support and tuition possible for those willing to improve their musical skills.
3. To develop and improve the skills of the participants to the best of their ability.
4. To raise money with a view to purchasing musical instruments, equipment and uniforms. Any funds raised could also be used towards any other costs incurred through the normal running of the band.

Activities:

1. To teach and improve the standard of piping and drumming.
2. To participate in competitions.
3. To undertake public performances as appropriate.

Membership

1. Membership shall be open to all interested individuals, irrespective of age, gender, ethnic background, sexuality or religion. Children, normally from the age of 8 years, may also be members of the band.
2. An individual is considered to be a member when one or both of the following criteria have been met over a continuous three month period:
 - The individual has regularly attended the weekly practice/tuition sessions.
 - The individual, or the individual's parent(s)/representative(s), have set up a monthly standing order made payable to the band.

3. On a regular basis, say quarterly, the committee will review the current list of members to confirm, or otherwise, that it is up to date and that all those recorded on the current list are considered to be bona fide members. In the event that there is some dubiety as to whether a person is a member or not, a democratic decision shall be made by the committee members present at the committee meeting and the updated list sent to the secretary. (See Note 4 below).

4. A List of Members, including all contact details, will be maintained and updated, as appropriate, by the Secretary.

5. When any person is wearing band uniform, and is therefore representing Kilbarchan Pipe Band, their conduct should always be of an acceptable standard. Any instances of inappropriate behaviour will be reported to the Management Committee who will take relevant action.

6. Where members are considering playing outwith the band, permission should be sought from the Pipe Major prior to the relevant event taking place. Such permission would normally cover all future events by the individual concerned.

7. Should a member leave the band, their membership shall cease and all instruments and/or uniform, previously supplied by the band, should be returned immediately or, at the latest, within one calendar month of the person leaving the band. (Specific details of instruments and/or uniform loaned to individuals are recorded on each person's Loan Agreement sheets which are retained by the Pipe Major.)

Safeguarding

1. All Band members involved in tuition will be registered under the PVG (Protection of Vulnerable Groups) scheme to work with children.

2. Any associated costs in obtaining such certification will be met from band funds.

3 The management committee will appoint a coordinator to ensure registration is carried out as appropriate and to keep the band up to date with relevant legislation.

Management:

1. A Management Committee will be formed, from the membership, to conduct the day-to-day business of the Band. They will hold their posts from the date of their appointment until the next AGM.
2. The Management Committee will have the following Office Bearers: Chairperson, Secretary, Minute Secretary and Treasurer.
3. In addition to the above Office Bearers, the following roles will also be allocated: Pipe Major, Pipe Sergeant, Pipe Corporal & Drum Sergeant. The members to whom these roles are allocated, may, or may not, also be members of the Management Committee.
4. As the Band evolves, it may be necessary to create additional Office Bearers and/or Roles to those detailed above.
5. The maximum number of members on the Management Committee will be fifteen. The management Committee quorum is five.
6. Should a member leave the Management Committee, for whatever reason, it will not be necessary to appoint another member to the Management Committee until the next Annual General Meeting (AGM). Should the number of members fall below five, it will be necessary to call an Extraordinary General Meeting (EGM) to appoint additional members to the Management Committee to bring the number up to a minimum of five until the next AGM.

Election of Management Committee:

1. The posts of the four Office Bearers, and the other Roles, as detailed above, will be held for a period of one year from one AGM until the next AGM. Nominations for Pipe Major should be submitted in writing to the Secretary at least two weeks prior to the AGM.
2. At each AGM, members will be proposed and seconded for all the above posts by members in attendance. All members aged 16 or over will be eligible for these posts.

3. Where any of the above posts are contested, a secret ballot, administered by the Chair Person, or a nominated deputy, will be held at the appropriate time during the AGM.

4. Each member in attendance, aged 16 or over, will have one vote and a simple majority will prevail. In the event of a tie, the Chair Person will have a casting vote. (The Chair Person will also have a deliberative vote).

5. All band members will also be eligible for election onto the Management Committee, as non-office bearing members, and such election will also take place annually at the AGM. The same rules, regarding proposing/seconding, voting/subsequent ballots and period of tenure, as detailed above, will apply.

Committee Meetings:

1. Committee meetings will normally be held on a monthly basis. However, there should be at least six Committee Meetings between AGM's.

2. The provisional time, date and location of planned committee meetings shall be agreed at the AGM and it shall be made clear then that all committee members are welcome to submit items for inclusion on the agenda, preferably notifying the secretary of the item in advance of the meeting. Similarly, non-members, (e.g. friends or relatives of band members), are welcome to submit any items for inclusion in the agenda to any committee member or the chairperson.

3. The secretary, who is responsible for the content of the agenda, will send the agenda to all committee members no later than five working days before the committee meeting. The responsibility for the conduct of the meetings, and the order in which items are dealt with, lies with the chairperson. Within ten days of the meeting, the minute secretary will send a draft copy of the minutes to all committee members. Subsequent to their adoption at the next committee meeting, the minute secretary will liaise with the IT person so that the minutes can be published in the "Members' Area" of the KPB Website within ten days of the committee meeting.

4. Voting on any issues during the Committee meetings will be on a simple majority basis of all Committee members present. The Chairperson will have both a deliberative vote and, where appropriate, a casting vote.

Annual General Meeting:

1. The AGM will normally be held in September or October each year, or as otherwise agreed by the Management Committee. All members, irrespective of age, will be invited to attend the AGM. The AGM will be conducted in a way which will be understood by the younger members.
2. The provisional time, date and location of the AGM shall be agreed at the previous AGM and it shall be made clear then that all members are welcome to submit items for inclusion on the agenda, preferably notifying the secretary of the item in advance of the meeting.
3. The secretary, who is responsible for the content of the agenda, will send the agenda to all members no later than five working days before the AGM. The responsibility for the conduct of the meetings, and the order in which items are dealt with, lies with the chairperson. Within ten days of the AGM, the minute secretary will send a draft copy of the minutes to all members. Any material discrepancies in the draft minutes should be referred back to the minute secretary within ten days of their receipt. The minute secretary will then liaise with the IT person so that the revised/draft minutes can be published in the “Members’ Area” of the KPB Website within one calendar month of the AGM. Subsequent to their adoption at the next AGM, the minute secretary will liaise with the IT person so that the minutes can be published in the “Members’ Area” of the KPB Website within ten days of the AGM.
3. Voting on any issues during the AGM will be on a simple majority basis of all members present, who are aged 16 or over. The Chairperson will have both a deliberative vote and, where appropriate, a casting vote.
4. Changes to the constitution can only take place at an AGM or at an EGM, specially convened for that purpose. Changes to the constitution require a two thirds majority of those members in attendance at the meeting who are aged 16 or over.

Extraordinary General Meetings:

1. An Extraordinary General Meeting may be called by any member provided they have the written agreement of at least half of the members of the Management Committee. Alternately, a member may approach the

chairperson directly who will subsequently raise the issue at the next committee meeting. The request to call the EGM will be granted provided that at least half of the committee members present are in agreement. The specific reason(s) for the meeting must be stated in writing to the Chairperson. The Chairperson, in liaison with the Management Committee, will make suitable arrangements within one calendar month of receiving such communication. Only the stated topic can be discussed at the EGM.

2. When circumstances arise that are of imminent, fundamental or radical importance, the Chairperson, in liaison with committee, shall call an EGM, normally at a month's notice. However, if there is an emergency, at no less than seven days' notice. All decisions at EGM's are to be taken by the simple majority of all active members present, who are aged 16 or over.

Finance:

1. Any fees charged will represent the necessary level to cover the cost of rental of premises for practice, cost of music and practice instruments. A small additional portion may be set aside for unavoidable tutoring costs, replacement of instruments and future contingencies. The Management Committee will review this as/when necessary.

2. As a general rule, band members, or their families/representatives, will be expected to make a regular monthly financial commitment to the band prior to the Band purchasing musical equipment or uniforms for the relevant member. (This excludes practice chanters, tutor books, drum sticks/beaters and drum pads.) This would normally be expected to be by monthly standing order. There may be instances where making such a financial commitment is not practical. Where this is the case, the Management Committee will review each case individually and advise the relevant parties accordingly.

Audit:

1. An auditor should be appointed from within the membership to conduct an annual review of the Band's accounting records. This review should be undertaken after prior consultation with the current Treasurer.

2. If deemed appropriate by the Management Committee, an External Auditor should be appointed to conduct an independent Audit as/when necessary.

Special Funds:

1. Where additional funding is required to cover travel and/or accommodation costs for events, no individual member will be expected to meet these costs. If the trip is an agreed Band activity, the Band will meet all such costs. Specific fund raising events may be held to meet such costs and it is expected that members will participate in the work this entails.

Dissolution:

1. If the Band falls into abeyance or is dissolved, at an EGM, called for the purpose, all assets and funds will be released after all creditors are cleared. Any assets will be shared between the Piping Centre and the College of Piping, both in Glasgow.