

Southern

United

States

Pipe

Band

Association



By-Laws

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**BYLAWS OF THE
SOUTHERN UNITED STATES PIPE BAND ASSOCIATION**

BYLAW 1. PRINCIPAL OFFICES

The principal office of the Association for the transaction of its business is located in the City of Orlando, County of Orange, and State of Florida. The Association may have such other offices as may from time to time be designated by its members or its Executive Committee

BYLAW 2. FISCAL YEAR

The fiscal year of the Association shall, for all purposes, begin on September 1st to August 31st of the following year.

BYLAW 3. EXECUTIVE COMMITTEE

- A. Composition and Term of Service.** An Executive Committee of five members shall govern the Association. The members of the Executive Committee shall consist of the President, Vice-President, Treasurer/secretary, and two Members-at-Large. The President, Vice-President, Treasurer/secretary and two Members-at-Large shall serve as members of the Executive Committee by virtue of their election at the Annual General Meeting of the Association and shall hold such membership for a term of one (1) year from the date of the annual meeting. Newly elected officers will take over their office at the close of the Annual General Meeting and run through the close of the following AGM.
- B. Nominating Committee.** In April of each year, the Executive Committee shall appoint a nominating committee to consist of three (3) members of the Association who are not members of the Executive Committee. At least six (6) weeks before the Annual General Meeting such committee shall advise the Treasurer/secretary of its nominations for the vacancies in the Executive Committee to be filled at the next Annual General Meeting. The Treasurer/secretary will provide copies of the slate of nominees to members upon request. Other nominations may be made from the floor at the Annual General Meeting.
- C. Management of Association Property.** Property of the Association may be used or disposed of in accordance with the directions of the Executive Committee. The Executive Committee shall not incur any debt or liability exceeding the net assets of the Association.
- D. Insignia, Colors, Badges, Flags and Newsletter.** The Executive Committee may adopt insignia, colors, badges, and flags for the Association, as it deems desirable. The Executive Committee shall publish and distribute, to all members of the Association and to such other groups or individuals it deems appropriate, a newsletter or minutes of previous meetings, which shall be published no less frequently than quarterly.
- E. Signature of Contracts and Formal Documents.** The President and the Treasurer/secretary shall sign contracts and formal documents.

BYLAW 4. MEETINGS OF THE EXECUTIVE COMMITTEE

- A. **Regular Meetings.** Meetings of the Executive Committee shall be held at least one (1) hour prior to all general membership meetings.
- B. **Special Meetings.** The President may call a special meeting of the committee at any time. A special meeting must be called on the written request of any four (4) members of the Executive Committee. At least seven (7) days notice by mail or email of such meeting must be given to the members of the Executive Committee, which notice must state the object of the meeting.
- C. **Quorum and Vote Required to Pass Proposed Actions.** Four (4) members of the Executive Committee shall constitute a quorum at meetings of the Executive Committee. The vote of the majority of the members present shall be the act of the Executive Committee. Meetings of this committee may also be conducted via group telecommunication.
- D. **Order of Business.** At meetings of the Executive Committee, the following shall be the order of business:
1. Roll call
 2. Minutes of preceding meeting and action thereon
 3. Reports of officers and committees
 4. Elections
 5. Unfinished business
 6. New Business.

BYLAW 5. OFFICERS AND COMMITTEES

- A. **Designation of Officers.** The Executive Committee of the Association shall be President, Vice-President, Treasurer/secretary, two Members-at-Large, and standing committee chairs. All officers shall be elected annually by ballot of the Association members at the Annual General Meeting and shall hold office until their successors are elected. A plurality of votes cast shall be required to elect. Any active member of the Association is qualified to be an officer of the Association.
- B. **Vacancies.** Any vacancies of the officers or in the standing committees shall be filled by a majority vote of the total remaining Executive Committee members and shall serve for the remainder of the term of such former member.
- C. **Duties of the President.** The President, or in his absence, the Vice-President, shall preside over the AGM of the Association and the Executive Committee. In the absence of the President and the Vice-President, a Member-at-Large shall preside. If neither of the Members-at-Large is present, a temporary presiding officer shall be elected from among the members present.
- The President* shall appoint and monitor all committees of the Association and of the Executive Committee, unless such appointments are otherwise specially provided or ordered. He shall exercise a general supervision over all of the Association and shall perform all duties incident to this office.
- The President* shall be a member, ex-officio, of all committees, but he shall not be counted in determining a quorum. In the absence of the President, the Vice-President may serve in his stead.
- The President* shall act as the official spokesperson for the SUSPBA to all outside organizations. In the absence of the President, the Vice-President may serve in his stead.
- The President* shall also resolve discrepancies in band rosters, individual and band grading, and individual and band protests. In the absence of the President, the Vice-President may serve in his stead.

- D. Duties of the Vice-President.** In the absence or disability of the President, the Vice-President shall perform all duties of the President, and in so acting shall have all powers of, and be subject to all restrictions of the President, for matters concerning SUSPBA members, and perform other duties assigned by the President. The Vice-President shall be responsible for keeping the President informed of issues and concerns of the Association, and will advise the President on possible solutions to problems involving any games or events, which are of concern to the general membership or the Games Committees.
- E. Duties of the Treasurer/Secretary. The Secretary functions:** The Treasurer/secretary shall keep a complete record of all proceedings and correspondence of the Association, and the Executive Committee. The Treasurer/secretary shall send notices of meetings, distributing to members of the Association or Executive Committee as required. The Treasurer/secretary shall keep a membership book or mailing list containing the names and addresses received from each member. The Treasurer/secretary shall also record, in the membership book, the date and manner of termination of any such membership, and shall be responsible to perform the following:
1. Forward copies of the SUSPBA minutes and games results to the Webmaster to be posted to the SUSPBA Website. Hard copies are made available upon written request.
 2. Collect dues and membership applications.
 3. Assign membership numbers and distribute membership cards.
 4. Maintain separate rosters of SUSPBA certified judges, the Executive Committee, Pipe Majors.
 5. Maintain the official pipe band rosters.
 6. Distribute copies and updates to the documents in items 4 and 5 to all members of the Executive Committee.
 7. Distribute rosters of all solo competitors, pipe majors, and recognized judges to all sanctioned Games Committees annually with updates as needed.
- F. Duties of the Treasurer/secretary. The Treasurer functions:** The Treasurer/secretary shall keep the books and accounts of the Association, and shall perform any other duties usually assigned to a treasurer including but not limited to:
1. Maintaining records of the origin of all income.
 2. Maintaining records of all expenditures.
 3. Maintaining records of all debts.
- The Treasurer/secretary shall make payments only for bills properly approved by the President. Anything over \$500 must be decided on and approved by the Executive Committee. In the absence or incapacity of the Treasurer/secretary, his/her power to sign checks may be delegated by the President to the Vice- Presidents signature cards.
- G. Duties of the Statistician(s).** Will be appointed by the Executive Committee. The Statistician(s) shall be responsible to perform the following:
1. Collect all pipe band Association copies of judge's sheets at the end of each games.
 2. Verify all score computations and results following the games.
 3. Provide a breakdown of the following to the SUSPBA secretary following each contest:
 - a) Individual results and rankings for all individual and band competitions.
 - b) A band-scoring synopsis.
 4. Compute scores and rankings and provide results for all Champion Supreme winners at the Annual General Meeting.
- H. Duties of Members at Large (2).** The Members-at-Large shall act as representatives of the SUSPBA and assist and monitor the games from their designated areas, to be determined annually by the Executive Committee. They shall be the primary points of contact for members in their region.

- I. Newsletter Editor.** The Newsletter Editor shall publish a newsletter quarterly and shall include information of interest to members. Items could include game dates, competition results, advertisements, letters to the editor, etc. The newsletter, known as the “**Pipeline**”, will be the official publication of the Association and will be distributed to members via email and posted to the SUSPBA Website. The Newsletter Editor is appointed by the President and shall serve a term of one year. The Editor will mail the newsletter to any current member upon written request of a hard copy.
- J. Webmaster.** The Webmaster will maintain and update the SUSPBA Website as directed by the Executive Committee, is appointed by the President and shall serve a term of one year.
- K. Bylaws Editor.** A Bylaws editor and committee may be appointed by the Executive Committee, if deemed necessary.
- L. Music Advisory Board.** The Music Advisory Board shall review all Rules and Requirements, and make suggestions for changes as deemed necessary, and will recommend any additions, deletions or corrections to the Executive Committee who will review and present said changes to the Association at the AGM for final approval or disapproval. The Board will recommend re-grading of individuals and pipe bands, upon consultation of the Judges Committee, to the Executive Committee for approval. The Music Advisory Board Chairman shall be appointed by the President of the Association and may request members from each music discipline to serve on the committee. Any member of the Association may serve on the Music Advisory Board, except that no member of the Executive Committee other than the President ex officio shall be eligible to serve on this Board.
- M. Contest Committee.** The Contest Committee shall be headed by the Member-at-Large responsible for that region. This committee shall consist of such number of members as shall be selected by its chairman, plus The Director of Piping and Drumming and/or other official representatives for the games. They shall be responsible for:
1. Conducting and recording results of all draws for position and tune selections.
 2. Resolving protests by either individual competitors or competing bands.
- The Contest Committee shall have the power to deal with all complaints and protests relating to the contest for that day, and shall ensure that all SUSPBA and Games Rules are fully adhered to. They shall have the power to disqualify any band or individuals not adhering to the rules or the time requirements of the Games.
- N. Judges Committee.** The President shall annually select the Judges Committee from the current SUSPBA Judging Panel.
1. At least three (3) committee members will be selected from the piping adjudicators and three (3) from the drumming adjudicators. More may be selected as the President deems necessary, but an odd number must be appointed within each discipline.
 2. The Judges Committee shall maintain a current list of certified adjudicators.
 3. The Judges Committee shall maintain an examination program for the certification of new adjudicators.
 4. Piping members may vote only on piping matters and drumming members may vote only on drumming matters.
 - a) Only current Judges Committee members shall vote on recommending new adjudicator candidates for the official SUSPBA Judging Panel.
 - b) Recommendations of the Judges Committee shall be presented to the Executive Committee for their review and determination.
- O. Special Committee.** Special committees may be appointed from time to time by the Executive Committee or the President to consider and report to the Executive Committee on subjects requiring investigation.

BYLAW 6. EXECUTIVE COMMITTEE GENERAL RESPONSIBILITIES

Executive Committee General Responsibilities. The general responsibilities of the Executive Committee shall be:

- A. Examine, develop, and vote on all legislation and recommendations brought before it.
- B. Establish, update, and put into effect a comprehensive set of Rules and Regulations governing the competition and judging of pipe band and individual contests.
- C. Establish and put into effect a comprehensive system of grading, upgrading, and downgrading a pipe band and individual competition.
- D. Ensure the Judges Committee establishes qualifications for judging pipe band and individual contests, and endorse a competent judging panel on such qualifications.

BYLAW 7. MEMBERSHIP AND DUES

- A. **Application.** Pipe band and individual applicants shall submit such application forms as shall be prescribed from time to time by the Executive Committee. Pipe band applicants and members shall submit a detailed list of all playing members of the band on application or renewal of membership. This detailed list should include name, address, phone number, E-mail if applicable and instrument played (with competition grade if applicable). Application for membership or renewal thereof, must be done at least 30 days prior to the first sanctioned games at which the band or individual wishes to compete.
- B. **Patron Members.** Patron members shall be those organizations or individuals desiring to further the objectives of the Association who have contributed to the Association Two Hundred Dollars (\$200.00) or more (or other such amounts as may be designated hereafter by the Executive Committee) for the fiscal year of the Association in which patron membership is desired.
- C. **Honorary Membership for Indefinite Term.** Honorary members for an indefinite term shall be those individuals as determined by the Executive Committee who have made outstanding contributions to the furthering of Scottish culture and the objectives of the Association.
- D. **Dues.** Initial annual dues in the Association shall be an amount to be decided upon by the general membership at the AGM. Such annual membership dues shall be due and payable upon application for membership or renewal. Any member neglecting to pay his dues or obligations of any kind for a period of two (2) months after they are due, provided notice thereof shall have been mailed or emailed to them, shall forfeit their rights to membership; and after one additional month, if such dues or obligations are still unpaid, shall be dropped from rolls of membership at the action of the Executive Committee.
- E. **Sanctioning.** The SUSPBA invites all who are interested in becoming a Sanctioned Highland Games to submit a fee in an amount to be decided upon by the general membership at the AGM. Sanctioned Games agree to abide by the SUSPBA Rules and Regulations for competition.

BYLAW 8. TERMINATION OF MEMBERSHIP

- A. **Termination by Resignation, Death or Expulsion.** The membership of any member of the Association shall automatically terminate upon death or on written request for termination delivered to the President or Treasurer /secretary of the Association, or on his or its expulsion, by the Executive Committee.

- B. Grounds for Suspension or Expulsion.** Any member may be suspended or expelled from the Association for willful infractions of the articles of Associations, of any bylaw or rule or requirement, or for acts or conduct that the Executive Committee may deem disorderly, injurious, or hostile to the interests of objections of the Association, provided such member or band is given notice of the proceedings against them and is provided an opportunity to be heard in their own defense.
- C. Initiation of Suspension or Expulsion.** Proceedings under this section shall be initiated by resolution of the Executive Committee on a complaint against any member signed by five (5) other members and filed with the Treasurer /secretary. On adoption of the resolution or receipt of the complaint, as the case may be, the Executive Committee shall schedule the matter to be heard at the next meeting of the Executive Committee. The Treasurer/secretary shall deliver to the accused member, at least fourteen (14) days prior to the date of the hearing, a copy of the resolution of complaint, together with a notice of the time and place of the hearing.
- D. Hearing.** The President shall preside at such hearing and shall read the charges against the accused member. The member shall be allowed to make a statement in their own behalf, cross examine the witnesses testifying against them and call witnesses on their own behalf.
- E. Determination of Hearing.** The Executive Committee may, by the affirmative vote of two-thirds (2/3) of its members, request the offending member to resign or may suspend or expel them. Should they decline to resign, on such request, the Executive Committee shall strike their name from the rolls.

BYLAW 9. BRANCHES

The Association may, at any annual or special meeting, by an affirmative majority vote, establish state or regional branches. Any branch so established may adopt its own bylaws, which shall be ratified by the Executive Committee. Any branch bylaws that are in conflict with the established objectives, articles of Association, bylaws, or rules and requirements of the Association shall be stricken.

BYLAW 10. ANNUAL MEETING OF ASSOCIATION (AGM)

- A. Date of Annual Meeting.** The Annual General Meeting of the Association for the election of officers, election of Executive Committee, and the transaction of the general business of the Association, shall be held on the first Saturday of June in each year at Orlando, FL, or at such time or location determined by the Executive Committee.
- B. Special Meetings.** Special meetings of the Association may be called at any time by the President, and must be called at any time by the President, or in his absence by the Vice-President or Treasurer/secretary, on written request of a majority of the Executive Committee, or on written request of not less than ten (10) members of the Association. Fourteen (14) days notice (mail or email) of any special meeting must be given to the members of the Association. Such notice must state the purpose of the meeting.
- C. Quorum.** Ten percent (10%) of the total voting membership shall constitute a quorum at the meetings of the Association. The vote of majority of the members present shall be the act of the Association. Members may vote by absentee ballot. The ballot must:
 - 1. Have the member's name, address, and phone number, membership number, and signature.
 - 2. List votes for or against specific items previously distributed to members.
 - 3. Be received by the Treasurer/secretary seven (7) days prior to the meeting the ballot is intended.

D. Order of Business.

1. Roll call
2. Minutes of preceding annual meeting and all subsequent special meeting(s)
3. Reports of officers and committees
4. Elections
5. Unfinished business
6. New Business

BYLAW 11. AMENDMENTS

These bylaws may be amended by the affirmative votes of a majority of the members voting at the regular or special meeting of the Association, provided that written notice by mail or email of such amendment or amendments and the nature shall be distributed to members at least 30 days prior to the AGM or meeting at which such amendment or amendments to be presented for consideration. Any duly adopted amendments to the bylaws shall be binding on all members. Members not present at such meeting may vote for or against such amendments by letter addressed to the Treasurer/ secretary. All changes to these bylaws will be incorporated into the bylaws and posted to the SUSPBA Website within 60 days of the change.

BYLAW 12. DISSOLUTION

This Association may be dissolved by the vote of a two-thirds (2/3) majority of its members. In the event of dissolution, the property of the Association shall be distributed as follows: as determined by the Executive Committee, but limited to non-profit organizations.

These bylaws are adopted on the fifth day of June 2004.