



Western United States Pipe Band Association Northern Branch

By-Laws

Revised January 21, 2017

ARTICLE I – Name

- 1.1. The name of this organization is the Western United States Pipe Band Association Northern Branch, hereafter referred to as the Northern Branch or NB.

ARTICLE II – Objectives-Goals

- 2.1. **WUSPBA Objectives.** The NB shares the goals and objectives of the Association (WUSPBA) as stated in its Constitution and By-Laws. These By-Laws shall not conflict with those of the Western United States Pipe Band Association, hereafter referred to as WUSPBA.
- 2.2. **Northern Branch Objectives.** The NB serves member pipe bands and solo players in good standing with WUSPBA in the Northern region of the Western United States. The NB is one of two in California and represents both Northern California and all of Nevada, except Las Vegas.

ARTICLE III – Branch Membership

- 3.1. **Members.** All pipe bands and soloists located within the NB region that are members in good standing with the WUSPBA (i.e., not in arrears or lapsed standing, as determined by the WUSPBA Treasurer), are eligible for affiliation with the NB.

ARTICLE IV – Officers

- 4.1. **Officers of the Northern Branch.** The officers of the Northern Branch and their respective duties are as follows:
- 4.1.1. **President.** The President shall preside at all NB meetings and represent the NB on the WUSPBA Executive Committee. The President shall organize or delegate the running of the NB workshops and gather information of interest to members for inclusion in the WUSPBA newsletter.
- 4.1.2. **Vice President.** The Vice President shall assist the President if required, preside at the NB meetings in the absence of the President, and become President if the President resigns or otherwise leaves office during his/her term of office. The Vice President shall conduct a yearly informal audit of the NB financial books and bank account and provide a report to the membership at the annual meeting.
- 4.1.3. **Secretary.** The Secretary shall notify member bands and solo members of NB meetings, make a record of all NB meetings, and mail or email, a summary of business transacted at NB meetings to all member bands and solo members. The Secretary shall handle NB correspondence, serve as workshop registrar, and maintain a notebook of meetings minutes including a brief record of NB activities and achievements for the year. The notebook shall document the history of the NB, and will provide valuable information for future NB officers.
- 4.1.4. **Treasurer.** The Treasurer shall keep records of the NB finances, maintain a bank account for the NB, control member band assessments and workshop registration fees, and pay expenses as necessary. The Treasurer shall prepare a summary financial report for presentation at the annual meeting and make available the books and bank account ledger/statements for audit by the NB Vice President.
- 4.2. **Election of Officers and Terms of Office.** Officers are elected by the members present at the Northern Branch AGM. Officers of the NB will serve for 2-year terms, beginning the day after they are elected. The terms of office will be staggered as follows: President and Treasurer will be elected at the NB AGM following each even-numbered year; Vice President and Secretary will be elected at the NB AGM following each odd-numbered year.
- 4.3. **Eligibility.** Any individual member of the Northern Branch, or registered member of a Northern Branch band, who is at least 18 years of age, is eligible to serve as a Northern Branch officer. Additionally, any custodial parent or legal guardian of a minor child who is ineligible solely because of age is also eligible to serve as a Northern Branch officer.

- 4.4. **Replacing Officers.** The Vice President will automatically assume the Office of President, should the President leave office during the year. If the Vice President is unable or unwilling to assume the Office of President, the remaining NB officers will appoint a President. For the Office of Vice President, Secretary or Treasurer, the remaining NB officers shall appoint a replacement. In all cases, a replacement officer shall serve for the remainder of the current term.
- 4.5. **Reimbursement of Officers.** NB officers shall serve without pay or honoraria, but shall be reimbursed for expenses directly related to fulfillment of the responsibilities of office.
- 4.6. **Removal of Officers.** Any officer who fails to fulfill his/her duties may be removed from office at a special meeting called by the general membership. Each member band present or solo member present and in good standing shall vote at the same ratio for band, game sponsor, and solo member as allowed at the WUSPBA annual general meeting on the question of removal from office. Votes on the question of removal from office shall be conducted by secret ballot. If an officer is removed at a special meeting, the vacancy shall be filled at that meeting by nominations from the floor.
- 4.7. **Nominations.** Nominations for officers shall be accepted from the floor at the Northern Branch AGM. However, no person may be nominated from the floor who is not present at the meeting. The Secretary may also accept nominations in advance of the NB AGM, provided that the Secretary's contact information and the deadline for submitting advance nominations are stated in the notice of the NB AGM. If nominations are received in advance, the Secretary shall contact the nominated individuals before the elections are held to verify that they are willing to serve.

ARTICLE V – Branch Meetings

- 5.1. **Northern Branch AGM.** The NB annual meeting shall be held yearly for the purpose of electing new NB officers and discussing the year's activities and the proposed activities for the next year. The Secretary shall notify member bands and solo members at least 30 days before the meeting of the place, time and agenda, as well as the nominating committee's slate of proposed slate of officers, if an election will be held. Three Officers shall be considered a quorum.
- 5.2. **Special Meetings.** Special meetings to discuss the business of the NB may be called by a majority of officers at any time. Written notification of a special meeting, including the agenda, shall be sent to each member band or solo member at least 15 days prior to the special meeting. Written notification may be sent via email.
- 5.3. All NB business may be conducted via email.

ARTICLE VI – Board Meetings

- 6.1. Meetings shall take place when the President calls a meeting. The Secretary shall notify all board members of the time and location of the meeting via email. The President shall give at least a 5 day advance notification prior to the meeting.

ARTICLE VII – Amendments

- 7.1. Any NB member band or solo member in good standing may propose a change to the By-Laws. Proposed changes must be submitted in writing to the Secretary at least 15 days before the annual meeting and shall be mailed or emailed to all member bands and solo members, or posted to the NB website and made available for public viewing, no later than 7 days before the meeting at which the changes will be considered. Each member band and solo member present and in good standing shall be entitled to the voting ratio set by WUSPBA on each proposed change to the By-Laws. Members present at any meeting will decide by majority vote all issues other than those elsewhere stated in these By-Laws.