

EASTERN UNITED STATES PIPE BAND ASSOCIATION

BRANCH GUIDELINES

Release Notes

Approved March 6, 1977	
Revised July 1, 2006	
Revised February 2, 2010	
Revised June 27, 2013	Allow for Electronic Elections
March 31, 2017	Removed Treasurer position and description
April 17, 2017	Updated the management structure of the Branch to a council format, with up to 10 members. Three of which are officers, a chair, vice-chair, and a secretary. Updated section X1 – Reversion of funds

Article II, Section 4 of the by-laws of the EUSPBA provides for the division of the Association's membership into sub-units to be known as Branches. All branches shall be accountable to the Association, and their purpose shall be to further the objectives of the Association. The philosophy adopted in making this provision regards a Branch as an extension of the Association, and as such is an integral part of the whole, operating within a single structure. The following guidelines are hereby adopted for the formation and operation of Association Branches, keeping foremost in mind, and maintaining to the best and fairest extent possible, the rights and privileges of each member of the Association as defined in the Association's by-laws.

I. Branch Formation and Branch Membership

All members of the EUSPBA shall have an equal opportunity to form a Branch of the Association. Membership in a Branch shall not be mandatory for EUSPBA membership (i.e. any member may choose to be "unaffiliated").

II. Minimum Membership Requirements for Branch Formation

All proposed Branches must have a minimum membership equal to the value 50, attained by assigning a value to band memberships and to individuals as follows:

one band membership = 15

one individual membership = 1

The minimum membership requirement may be attained by any combination of EUSPBA band memberships and/or EUSPBA individual memberships. However, for the purpose of initial Branch formation, individual memberships used to achieve the above cited minimum membership number must be from persons not belonging to a band included in the band minimum membership number.

Example: 45 = three member bands
+5 = five individual members (who are not members of any of the three bands)
50 = minimum requirement

All proposed Branches shall submit to the Executive Committee a list of those memberships counted in attaining the minimum requirement. The EUSPBA's Recording Secretary shall certify that the memberships are current and in good standing.

III. Procedures for Formation of a Branch

Members of the Association wishing to form a Branch of the Association should follow these procedures:

- 1) Secure the minimum membership requirement, and submit a list of those memberships, and a proposed name of the Branch to the Executive Committee.
- 2) Upon approval of the application, a meeting should be held within ninety (90) days by the Branch organizers for the purpose of electing Branch Officers.
- 3) Upon completion of the first meeting, newly elected Branch Officers should forward the following to the Executive Committee:
 - A list of the Branch Officers
 - An address for communicating with the Branch
 - A proposed list of activities for the year, and an estimated budget for the year

IV. Name of the Branch

The name of each Branch of the Association shall be: "Eastern United States Pipe Band Association, _____ Branch" with such name inserted as proposed by the organizers of the Branch, subject to approval by the Executive Committee.

V. Management of the Branch

The management of each Branch shall be vested in a council of up to 10 members, with three Officers: a Chair, a Vice-Chair and a Secretary. All officers and council members shall be participants in good standing with the Association, and of that Branch. All terms of office shall be for a period of two (2) years. Council members are volunteers from the branch and appointed by the Chair and Vice-Chair. They should be representative of all geographical areas of the branch. Since the administration of finances and EUSPBA membership has become centralized, the role of the Branch in fulfilling these duties has changed over the years. The main intention of the 'Branch Council' is really to be "*Diplomats*" to help spread communications from the EUSPBA and the Branch, as well as hear gripes or suggestions for improvement.

VI. Election of Officers Revised June 25, 2013

Depending on the number of branch officers, elections may be 'staggered' so that all officers' terms do not expire in the same year. These elections must be held prior to the Annual Branch Meeting (see VII) . **Electronic Elections (via email) are allowed, provided the process is approved by the executive committee.** Another branch member may be designated by the branch chairman to perform this duty if necessary. New officers may take office at the meeting, similar to the main body's election and AGM process (*see more on this in VII. Meetings below*).

VII. Meetings

An Annual General Meeting (AGM) of the members of the Branch, for the purpose of transacting any business which may come before the meeting, shall be held at such time and place as may be designated by the Branch Officers. Branches must hold their annual meeting no later than one month prior to the Association's Annual General Meeting, in order to allow time for branches to submit proposals to the Executive Secretary for inclusion on the main body AGM agenda. It shall be the duty of the Branch Secretary to email the logistics of the Branch AGM, stating the time, place, and, in general terms, the business to be transacted at the meeting. Such written notice shall be communicated via email to each member of the Branch at least thirty (30) days prior to such Annual Meeting. It is incumbent upon each member to maintain a current email address with the EUSPBA membership coordinator / secretary.

VIII. Duties of Branch Officers

Branch Chair: The Chairman shall be Chief Officer of the Branch; he/she shall coordinate all communications between the central organization of the Association and the Branch membership; he/she shall appoint any and all branch committees; he/she shall preside over all meetings of the membership of the Branch, and of all Officers' meetings; he/she shall furnish any and all budgets to the Association as requested by the Executive Committee.

Branch Vice-Chair: The Vice-Chair shall support the Chair in the execution of those duties and fill-in for the Chair, when needed. For example, if the Chair cannot attend a particular meeting, the Vice-Chair would represent the branch instead. The primary intention of the Vice-Chair is to help execute the initiatives outlined by the Chair, and to support and enhance the branch.

Branch Secretary: The Secretary shall maintain correspondence between the Association and the Branch membership; he/she shall notify the membership of all Branch meetings;; he/she shall keep the minutes of all Branch meetings and of all Officers' meetings and furnish them to the Recording Secretary of the Executive Committee.

IX. Duties of the Branch

Each Branch of the Association shall be responsible for:

- 1) Upholding the EUSPBA's Articles of Incorporation, bylaws, rules, and policies of the Association;
- 2) Maintaining communications with the Association through the Executive Committee, and disseminating information from the Association to the members of the Branch;
- 3) Seeking out those persons or groups interested in piping, drumming, and pipe bands, and furnishing them with information.
- 4) Appointing an individual to coordinate monitor activities at the branch level. Branch monitor coordinators should provide a complete list of monitor assignments for each **contest** in their jurisdiction to the Recording Secretary (or designee) no later than 30 days prior to the **contest**.
- 5) Complying on an annual basis with the procedures outlined in Article III, Section 3, of this document.

X. Branch Charters

A charter shall be issued to each approved Branch, recognizing it as an official Branch of the EUSPBA. A Charter shall be valid for a period of one (1) year from the date of issuance hereof, but shall be automatically renewed unless, within thirty (30) days prior to the expiration of such one-year period the Executive Committee of the Association shall notify the Branch that the Charter will not be renewed. A Branch may surrender this charter at any time after giving at least thirty (30) days prior written notice thereof to the Executive Committee of the Association.

A Charter may be revoked, or the membership of a Branch in the Association suspended, for just cause by a two-thirds (2/3) vote of the members of the Association's Executive Committee. Just cause for the revocation of a Charter or the suspension of Association membership shall mean the failure to abide by the Association's Articles of Incorporation, Bylaws, Branch Charter, and Branch Guidelines established by the Executive Committee, Rules, or policies.

Just cause for the revocation of a Charter or the suspension of Association membership shall also mean conduct of a Branch prejudicial to the interests and purposes of the Association as stated in the Association's Articles of Incorporation, by-laws, rules, and policies. This Charter shall not be revoked, and the membership of a Branch in the Association shall not be suspended, unless and until the Executive Committee shall have first given prior written notice of its proposed action and shall have afforded a Branch, through a duly authorized representative, reasonable opportunity to be heard in opposition to such action.

XI. Reversion of Funds

In the event of the liquidation, dissolution, or other cessation of the existence of a Branch, whether voluntary or involuntary, all of the assets of a Branch, including all fees, receipts and monies, shall be remitted to the Treasurer of the Association, unless the Executive Committee of the Association shall, consistent with the provisions contained in the Association's Articles of Incorporation, direct an alternative disposition of such assets.

All Branches of the EUSPBA will come under the authority and jurisdiction of the EUSPBA Executive Committee at all times.