**POLICE PIPES AND DRUMS OF PLATTSBURGH, NEW YORK**

**BY-LAWS**

# ARTICLE I: NAME

SECTION 1. The organization shall be known as ***Police Pipes and Drums of Plattsburgh, New York.***

## ARTICLE II: OBJECTIVES

SECTION 1. To form a Highland Pipe and Drum Band with a Mission Statement to honor fallen Law Enforcement Officers and Firefighters, killed in the line of duty, and to support the law enforcement, firefighter and military communities through the time honored art of bag piping and drumming.

SECTION 2. To form a separate competition unit of the band, from qualified members of the performance band, to compete at various highland gatherings and events.

SECTION 3. To recruit and accept new students from the general public who have an interest and desire in learning to play the great highland bagpipes or drums and to provide free instruction.

SECTION 4. To cooperate with other societies or groups which have similar culture and historical interests in Scottish music and dance and to offer performances at their events.

SECTION 5. To offer and provide, when possible, free performances to community organizations, hospitals and various other outreach activities within the City of Plattsburgh.

SECTION 6. To engage in fee-based performances to aid in meeting the financial needs required to sustain and perpetuate the band.

## ARTICLE III: MEMBERSHIP

SECTION 1. Membership shall be extended to any person who endorses the objectives of the ***Police Pipes and Drums of Plattsburgh, New York.*** Any person desiring to become a member shall petition to the President.

SECTION 2. Active membership shall be constituted by placement into the band roster.

Acceptance and placement of one's name into the band roster shall be determined by majority vote of the Executive Board at the next Executive Board meeting following the declaration of an individual of his/her desire to become a band member.

SECTION 3. Active membership may be terminated by a majority vote of the Executive Board for conduct or activities which impugn or detract from the good reputation of the band or for a demonstrated lack of interest or support in achieving the goals and objectives of the band.

SECTION 4. Only active members on the band roster shall be permitted to vote on matters put before the membership or to partake of privileges or benefits that accrue to the band.

SECTION 5. Annual dues may be assessed in and amount not to exceed $25.00 per member as determined and justified by the Executive Board and only after having been accepted by a majority vote of the band membership as a whole. Dues for any given calendar year shall be established by the band membership no later than the last day in December of the preceding year. New band members shall pay dues based on their date of acceptance into the band, pro-rated to the number of full calendar months remaining in the calendar year that they were accepted into the band.

## ARTICLE IV:EXECUTIVE BOARD

SECTION 1. ***The Police Pipes and Drums*** shall be governed by an Executive Board composed of elected officers as described in ARTICLE XII of these By-Laws.

SECTION 2. The Executive Board shall have full responsibility and control over band finances and for the conduct of the band activities.

## ARTICLE V: ELECTION OF OFFICERS

SECTION 1. Election of officers shall be accomplished at a general membership meeting to be held in the month of December.

SECTION 2. Each officer shall serve for a period of twelve months beginning on Jan. 1.

SECTION 3. There will be no limit on the number of consecutive terms an individual may serve as an officer.

SECTION 4. Nominations will be taken from the floor from those members present and all voting will be decided by a simple majority.

SECTION 5. In the event that an officer resigns his/her position or leaves the band, the President shall appoint another individual from the band membership to complete the term of the vacated position.

# ARTICLE VI: BY-LAWS

SECTION 1. Amending of the By-Laws shall be accomplished at a meeting called for the purpose and announced to the band membership in a timely manner.

SECTION 2. Acceptance of any amendment or revision to the By-Laws shall be decided by a two-thirds majority vote of those members present.

SECTION 3. Amendments to the By-Laws shall become effective when they are accepted by a proper vote of the general band membership.

SECTION 4. An official copy of the By-Laws shall be retained by the Secretary. All amendments to the By-Laws shall be attached to the official copy of the By-Laws.

# ARTICLE VII: MEETING

SECTION 1. Meetings will be held at least once a week, at a location decided by the Pipe Major, for the primary purpose of conducting band rehearsal and providing instruction for students. These weekly meetings may, from time to time, be suspended for the purpose of conflicting holiday activities or other special events. Routine business may be conducted at these meetings, therefore, any meeting is considered to be a bonafide meeting of the ***Police Pipes and Drums of Plattsburgh, New York.***

SECTION 2. An annual meeting shall be held in the month of December for the purpose of electing officers for the succeeding year.

SECTION 3. Other meetings may be called for special events or for the purpose of dealing with unanticipated problems or business.

SECTION 4. The Executive Board shall meet at least once every two months at a location and a date determined by the President and shall be open to any active member of the band. During such meetings, any member may ask for permission to be recognized for the purpose of bringing a matter to the attention of the Executive Board. Only Executive Board members shall be permitted to vote in such meeting.

SECTION 5. QUORUM. A quorum shall consist of all those members present at any meeting of the band. A quorum of the Executive Board shall consist of no fewer than five officers, one of which must be the President or Vice-President. The Executive Board consists of the President, Vice-President, Treasurer, Secretary, Pipe Major, Pipe Sergeant, Drum Major, Drum Sergeant, and Business Manager (per Article XI).

## ARTICLE VIII: PARLIAMENTARY AUTHORITY

SECTION 1. The President shall use his/her discretion in implementing procedures that promote meetings that are orderly, expeditious and thorough and provide a democratic atmosphere that ensures opportunity for all members to be heard and vote.

SECTION 2. At the discretion of the President, Robert's Rules of Order (most recent edition), may be imposed.

SECTION 3. In any case where Robert's Rules of Order are inconsistent with the By-Laws of the band, the By-Laws shall prevail.

## ARTICLE IX: COMMITTEES

SECTION 1. Occasionally, the Executive Board may find it useful and expedient to appoint a committee to accomplish a specific task. Once the task of a committee has been accomplished, that committee is automatically and without discussion dissolved.

## ARTICLE X: FINANCIAL AUTHORITY AND RESPONSIBILITY

SECTION 1. Any monies payable and due the band shall be given to the Treasurer at the earliest possible date for deposit into the band treasury account.

SECTION 2. No expenditures may be made from the band treasury without the majority approval of the Executive Board at a properly convened meeting of the Executive Board.

SECTION 3. All expenditures from the band treasury shall be made from the band checking account.

SECTION 4. All checks written on the band checking account shall require the signature of the band treasurer plus one other officer, as designated by the Executive Board. The names of the authorized signatories shall be provided to the institution carrying the band checking account by the Treasurer. The Treasurer shall up-date those names on a periodic basis as is necessary.

SECTION 5. Purchases, commitments or advance expenditures made by any individual without the prior approval of the Executive Board are unauthorized and prohibited.

SECTION 6. In the absence of a band banking account, the ***Police Pipes and Drums of***

***Plattsburgh, New York*** will utilize the accounts of the Fraternal Order of Police. Lodge #999. The ***Police Pipes and Drums of Plattsburgh, New York*** Treasurer will coordinate with the FOP Treasurer on all deposits and expenditures and will ensure that all expenditures are approved by the band Executive Board. The band Treasurer will keep a separate set of band financial records and will regularly ensure that the FOP Treasurer is in agreement with these records.

SECTION 7. The Treasurer shall report the status of the band finances at each meeting of the Executive Board on a form adopted by the Executive Board.

## ARTICLE XI: BUSINESS AND BOOKING MANAGER

SECTION 1. The Executive Board may appoint a Business Manager whose responsibility is to promote the band, solicit and suggest courses of business for the band and book engagements and activities for the band.

SECTION 2. The Business Manager shall serve at the pleasure of the Executive Board.

SECTION 3. The Business Manager shall be considered a member of the Executive Board but shall have no voting privilege unless he/she is an active performance member of the band.

SECTION 4. The Business Manager shall attempt to attend all Executive Board Meetings.

SECTION 5. The Business Manager may be reimbursed for expenses incurred in his/ her performance of duties by submitting receipts for claimed expenses. Proper expenses and payment for said expenses shall be approved by a majority vote of the Executive Board.

## ARTICLE XII: OFFICERS

SECTION 1. The elective officers of the ***Police Pipes and Drums of Plattsburgh, New York*** shall be composed of two groups: Administrative and Musicianship.

1. The Administrative Group shall consist of a President, a Vice-President, a Secretary and a Treasurer.
2. If necessary, the positions of Secretary and Treasurer may be combined. In general, it is the responsibility of this group to maintain the records, finances, correspondence and organizational focus of the band.
3. The Musicianship Group shall consist of a Pipe Major, Pipe Sergeant, Drum Major and Drum Sergeant.
4. If necessary, the position of Drum Major and Drum Sergeant may be combined.
5. It is the responsibility of this group to provide for the instruction and development of students and provide orderly and meaningful instruction in marching as well as any other matter that may pertain to the actual performance of the band.
6. All officers shall perform those duties as prescribed in SECTION 3 of this article as well as any other duty or responsibility which may be pertinent to the position that may be found in any other article of these By-Laws. Because of the nature of ***Police Pipes and Drums of Plattsburgh, New York,*** there is no conflict or prohibition in any individual holding one office simultaneously in each group.

SECTION 2. All terms of office shall be for a period of one calendar year commencing on the first day of January.

SECTION 3. Responsibilities of Officers. A. Administrative Group.

 PRESIDENT

 The President shall:

* 1. Preside at all business and Executive Board meeting and have primary responsibility for their governance.
	2. Establish a schedule for all business, Executive Board and other meetings required to fulfill the requirements of these By-Laws.

VICE-PRESIDENT

The Vice-President shall:

1) Preside at all meetings and perform any duties normally performed by the President in his/her absence.

SECRETARY

The Secretary shall:

* 1. Record and keep the minutes of all business and Executive Board meetings.
	2. Maintain a file of all band correspondence.
	3. Maintain and provide to all band members a regularly up-dated roster of active band members.

 TREASURER

 The Treasurer shall:

* 1. Maintain an accurate record of band income and expense.
	2. Prepare and present to the Executive Board a monthly financial status report.
	3. Ensure that all band financial obligations are paid in a timely manner.
	4. Keep in his/her possession all check books, credit cards or other instruments that are capable of being used for the purpose of incurring band financial obligations.

QUARTERMASTER

The Quartermaster shall be an appointed position by the President and shall not have voting privileges on the Executive Board. The Quartermaster shall be tasked with:

* 1. Obtaining uniform pieces and band equipment for performing unit members and approved by the Executive Board.
	2. Issuing uniforms, as described by the Executive Board, to performing unit members when approved by the Pipe Major or the Drum Sergeant.
	3. Maintaining uniforms pieces and band equipment owned by the band and provided to members.
	4. Maintaining a supply of uniform pieces and equipment for temporary issue or replacement to band members. B. Musicianship Group.

PIPE MAJOR

The Pipe Major shall:

 1) Have sole authority to make decisions concerning band repertoire. 2) Determine the nature and conduct of practice chanter rehearsal, bagpipe rehearsal and over all band performance rehearsal.

 3) Determine the time and place of all practice and training session.

PIPE SERGEANT

The Pipe Sergeant Shall:

* 1. Perform all the duties of the duties of the Pipe Major in his/her absence.
	2. Perform those duties that may be required to aid the Pipe Major in order to serve the optimum function and organization of the band.

DRUM MAJOR

The Drum Major shall:

* 1. Lead the band during performances.
	2. Relinquish command to the Pipe Major for in place static performances.

DRUM SERGEANT

The Drum Sergeant shall:

* 1. Be responsible for training drummers
	2. Perform those duties that may be required in order to serve the optimum function and organization of the band.

## ARTICLE XIII: RESPONSIBILITY OF BAND MEMBERSHIP

SECTION 1. Any person, having expressed the desire to become a band member and having been accepted by the Executive Board as a member is expected to regularly attend band meetings, rehearsals, activities and events.

SECTION 2. Any member who is unable to fulfill the expectations of SECTION 1 of this article is required to convey to the Pipe Major or President the reason(s) for failure to meet this expectation. Failure to do so shall result in said member's name being expunged for the band roster. Any member who fails to appropriately represent the band, as determined by the Executive Board, shall have his/her name expunged from the band roster.

SECTION 3. Any member whose name is expunged from the band roster shall be immediately notified by the President and said member shall immediately return or make arrangements with the President to return all band property which is in his/her possession.

# ARTICLE XIV: UNIFORMS

SECTION 1. The Executive Board shall adopt and prescribe the band uniform as per law enforcement and military protocol. The description and requirements of the uniform shall be disseminated to all band members within one month after the adoption of these By-Laws.

SECTION 2. At the discretion of the Pipe Major, no band member shall be permitted to perform with the band unless attired in the prescribed band uniform.

SECTION 3. Prescribed Uniform Requirements

Kilt - Black Watch Tartan

Shirts (Blue, White) – Blue long sleeve (tie optional) / White short sleeve (no tie) with appropriate band patches / Blue short sleeve shirt (no tie) with appropriate band patches.

Epaulet red ribbons

Collar or epaulet pins

Sporran: Long Horse Hair for pipers / Black Day Use for drummers

Tie: Black Watch Tartan

\*Belt: Black leather belt with choice of silver buckle

Hose: Pipers – Blue: Drummers – Red and White Diced

Flashes: Red Flashes

\*Sgian Dubh: Choice by Member

Hat: Balmoral or Glengary w/ badge and hackle

\*Shoes: Black police dress type or Ghillie Brogues Spats: White with white buttons

\* supplied by member.

SECTION 4. Uniforms at public or private performances. It is the intent that Band members wear the Band uniform when the performance is consistent with the Band’s Mission Statement. If the Band decides not to accept a performance offer, individuals may be approached to perform. In these circumstances, individuals shall obtain approval from the Pipe Major to wear the Band uniform.

## ARTICLE XV: DISSOLUTION OF THE BAND

SECTION 1. Dissolution of the band may occur only after a majority vote of the Executive Board.

SECTION 2. When dissolution has been called for by the Executive Board, the President shall mail, to each active band member a notice of dissolution stating the rationale for such action and schedule a general meeting of the band to take place no earlier than 30 days nor later than 60 days of the Executive Board action.

SECTION 3. A majority of two thirds of a general membership vote shall constitute formal dissolution.

SECTION 4. Immediately following an affirmative vote for dissolution, the President, Pipe Major and Treasurer shall take possession of all band owned properties and assets.

SECTION 5. The Treasurer shall ensure that all band obligations are paid in full.

SECTION 6. After all obligations have been paid, all assets shall be donated to a worthy charity within the City of Plattsburgh to be determined by a majority vote of the Executive Board.

## ARTICLE XVI: TRANSMISSION OF BY-LAWS

SECTION 1. Each active band member shall be provided with a copy of these By-Laws.

SECTION 2. Each new band member shall be provided with a copy of these By-Laws immediately after having been accepted as a band member.

Approved/Amended: Accepted by the membership December 3, 2016**.**