



**CONSTITUTION OF THE
PRAIRIE PIPE BAND ASSOCIATION OF
MANITOBA INC.
November, 2011**

ARTICLE 1 NAME

ARTICLE 2 GOALS

ARTICLE 3 PHILOSOPHY

ARTICLE 4 NO GAIN

ARTICLE 5 OPERATIONS

BY-LAW 1 MEMBERSHIP

BY-LAW 2 FEES

BY-LAW 3 WITHDRAWALS AND SUSPENSIONS OR EXPULSIONS

BY-LAW 4 CUSTODY AND USE OF SEAL

BY-LAW 5 BOARD OF DIRECTORS

BY-LAW 6 DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

BY-LAW 7 MEETINGS

BY-LAW 8 RULES AND REGULATIONS

APPENDIX A CONTEST PACKAGE

APPENDIX B CODE OF CONDUCT

APPENDIX C ADJUDICATOR CERTIFICATION

ARTICLES

ARTICLE 1 NAME

The name of the Association is the “Prairie Pipe Band Association of Manitoba Inc.”, herein after referred to as the “P.P.B.A.M.” and the “Association”.

ARTICLE 2 GOALS

The Association is a non-profit organization, which shall:

- 2.1 Promote and encourage the culture and advancement of bagpipe music and pipe bands.
- 2.2 Foster a bond of fellowship and affiliation with all pipers, drummers, pipe band associations with similar goals.
- 2.3 Devise and administer piping, drumming and pipe bands contest rules and regulations.
- 2.4 Support and encourage pipe band competitions and highland games that foster the goals of the association.

ARTICLE 3 PHILOSOPHY

The association shall be non-sectarian, non-racial, and non-partisan politically.

ARTICLE 4 NO GAIN

The association shall be carried out without purpose of gain for its members. Any profits or accretions to the association shall be used for promoting the purpose of the association.

ARTICLE 5 OPERATIONS

The operation of the association shall be carried out chiefly in the Province of Manitoba, and will operate under the calendar year November 1 to October 31.

BY-LAWS

BY-LAW 1 MEMBERSHIP

1.1 The members of the association shall be divided into the following categories.

1.1a **BAND MEMBER** – Any pipe band may be a member of the association upon submission of a nominal roll, payment of prescribed fees, and approval of the application by the Board of Directors. Membership entitles a band to compete in competitions sanctioned by the association, and entitles that band to three voting delegates who shall exercise all membership privileges including holding office in the PPBAM. All individuals who appear on a graded band's approved nominal roll must pay a membership fee and are entitled to compete in solo and band events sanctioned by the association.

1.1b **REGULAR MEMBER** – Any individual may be a member of the association upon application, payment of fees, and approval of the application by the Board of Directors with all membership privileges including one vote and holding office in the PPBAM.

1.1c **HONOURARY LIFE MEMBER** – The membership, from time to time, by majority vote, may elect Honourary Life Members who shall have all the privileges of a regular member except the right to vote and hold office. No membership fees shall be collected.

1.1d **ASSOCIATION MEMBER** – Any highland games association, society, association, or corporation that subscribes to and supports the goals of the PPBAM is entitled to make application as an association member with all the privileges of a Regular Member.

1.2 Applications for membership shall be approved by the Board of Directors and presented at the next General Meeting.

BY-LAW 2 FEES

2.1 The Board of Directors shall propose all membership fees, for each class of member, each year at the Annual General Meeting. These fees shall be voted on by a quorum vote of the members.

2.2 All fees shall be due by a date set by the Executive and/or when the nominal role is filed. All fees paid after the due date shall be assigned a late fee in addition to the required fee.

BY-LAW 3 WITHDRAWALS AND SUSPENSIONS OR EXPULSIONS

- 3.1 The Board of Directors may suspend or expel any member or band upon proof of behaviour detrimental to the goals of the PPBAM and with the approval of the membership by quorum vote at any General meeting.
- 3.2 Upon suspension or expulsion the member shall vacate any office, committee or a band's representation in the association.
- 3.3 Any member may withdraw from the association at any time with written notice to the association but shall not be entitled to a refund of dues or fees paid.
- 3.4 The Board may expel or suspend any member for default in the payment of fees levied in accordance with the constitution.

BY-LAW 4 CUSTODY AND USE OF THE SEAL

- 4.1 The seal of the PPBAM shall be in the custody of the secretary or such persons as may be designated by the Board of Directors.
- 4.2 All documents required to be sealed on behalf of the association including band nominal rolls shall be sealed in the presence of the secretary or such persons as designated by the Board of Directors.

BY-LAW 5 BOARD OF DIRECTORS

- 5.1 A Board of Directors shall manage the affairs of the Association. Subject to the constitution and said by-laws the Board may exercise all the powers and do all the acts necessary to meet the goals of the Association.
- 5.2 The Board of Directors shall consist of the President, Past-President, Vice-President, Secretary, Treasurer, and a minimum of four (4) other directors but not to exceed six (6) other directors. These directors should include Director of Grading, Director of Contests and Director of Band and Public Relations.

- 5.3 The Directors shall hold office until the next annual general meeting and shall be eligible for re-election.
- 5.4 The Directors shall be elected at each Annual General Meeting from the active membership of the association.
- 5.5 The Board of Directors may act notwithstanding any vacancy in the number of directors.
- 5.6 Notice of a Board Meeting shall be given to the officers at least 14 days prior to the date of the meeting. The officers may establish regular meeting dates or may by unanimous consent meet at any time or place without 14 days notice.
- 5.7 A majority of Board Members personally present at a Board Meeting shall constitute a quorum for the purpose of transacting business for the Association.
- 5.8 The Board may appoint any member in good standing to fill vacancies due to any cause. Such appointment to be valid only until the next Annual General Meeting.
- 5.9 The Board may appoint any sub-committees deemed necessary and assign duties to them.
- 5.10 A director shall not vote in respect of any such contract or transaction with the association in which he or she is interested, and if he or she shall do so that vote shall not be counted, but he or she shall be counted in the quorum present at the meeting at which such vote is taken.
- 5.11 Directors shall not be compensated by the association for being or acting as a director or receive any other direct or indirect profit from their office. However, a director shall be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the association.
- 5.12 The Board of Directors shall have the power to make rules and regulations governing piping and drumming and pipe band competitions and the participations therein of members as contestants or officials. They may also make rules and regulations for the government of the association provided they are not inconsistent with the by-laws. Any by-law changes must be approved at the next general meeting of the association.

BY-LAW 6 DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

6.1 The duties of the President shall be as follows:

6.1a Preside at all meetings of the association and the board.

6.1b Give leadership to the association by reporting to the membership and the Board on the conduct and management of the business of the association.

6.1c Liaison with other officers of the association in the carrying out of duties and appoint interim committees and committee chairs as from time to time may be in the best interests of the association.

6.1d Sign all such documents as authorized by the board.

6.1e Carry out such duties as are prescribed by the Board or that are prescribed elsewhere in these by-laws and as are incidental to the office of the president.

6.2 The duties of the Vice-President shall be:

6.2a Perform the duties of the president in his or her absence or inability to act.

6.2b Be an ex-officio member of any sub-committees that may from time to time be appointed.

6.2c Sign all documents as authorized by resolution of the Board.

6.2d Carry out such duties as are prescribed by the Board or that are prescribed elsewhere in these by-laws or are incidental to the office of the vice-president.

6.2e Select an accredited judge to assist in providing training and qualifying of eligible judges and prepare a list of appropriate candidates for judging to present to the Board for scrutiny.

6.2f. Select an accredited judge to establish guidelines for selecting judges and ensure individuals being considered for appointment to the judging list apprentice alongside a qualified judge, submitting point sheets and comments to the Director or designate for approval.

6.3 The duties of the Secretary shall be as follows:

6.3a Conduct the correspondence of the association.

6.3b Issue notice of meetings of the association and directors.

- 6.3c Keep and distribute all minutes of meetings of the association.
 - 6.3d Have custody of all documents and records of the association except those required to be kept by the treasurer and grading committee.
 - 6.3e Have custody of the common seal of the association.
 - 6.3f Maintain the register of members.
- 6.4 The duties of the Treasurer shall be:
- 6.4a Keep the financial records of the association including books of accounts, necessary to comply with the act.
 - 6.4b Render financial statements to the directors, members, and others when required.
 - 6.4c Present a detailed operating budget to the membership for approval at the Annual General Meeting.
 - 6.4d Have the financial records of the association audited annually using the fiscal year November 1-October 31 and presented to the membership at the next General Meeting.
- 6.5 The duties of the Director of Grading shall be as follows:
- 6.5a Form and chair the grading committee. The committee shall include one piper and one drummer.
 - 6.5b Together with the grading committee complete the registration of bands, the acceptance of the band nominal rolls and issue individual grading cards for each piper and drummer, and administer transfer of players.
 - 6.5c Together with the committee maintain a log of results from the Grading Memo Sheets of all PPBAM sponsored games to be compiled as a League Table for the purpose of grading and declaring the Champion Supreme Awards.
 - 6.5d Accept in writing any protest regarding grading and in consultation with the Director of Contests make recommendations to the Board
 - 6.5e Keep a file of all grading, nominal rolls and PPBAM Rules and Regulations along with any pertinent information necessary for the purpose of grading and transfer of players.
 - 6.5f Provide written reports to each Board Meeting and General Meeting.

6.6 The duties of the Director of Contests shall be as follows:

6.6a Form and chair the Contest Committee to be responsible for contest rules and regulations, protests and sanctioning.

6.6b Scrutinize and furnish information pertinent to all games and events sanctioned by the PPBAM.

6.6c Research proposals for changes to the PPBAM Rules and Regulations from time to time and present same to the Board for consideration.

6.6d Maintain a current list of eligible judges, and keep a record of all judges who adjudicate at all contests and games sanctioned by the PPBAM.

6.6e. Receive and mediate all written protests regarding incidents at a particular contest including violation of rules and regulations and report to the Board the nature of the complaint and the action taken.

6.6f Provide written reports to each Board and General Meeting.

6.6g Maintain a file of all contest rules and regulations.

6.7 The duties of the Director of Band and Public Relations shall be as follows:

6.7a Encourage membership in the association and communication between members.

6.7b Support the advancement of bagpipe music and pipe bands through initiatives such as training, workshops and shared information and the like.

6.7c Assist in preparing and distributing communications and news to the membership such as newsletters and websites.

6.7d Foster a good public image of the PPBAM and a good working relationship between its membership.

6.7e Encourage mutual support with other associations with similar interests and goals.

6.7f Keep a log of PPBAM sponsored events and games.

6.7g Assist the grading committee with the preparation and presentation of the Annual Champion Supreme Awards.

6.7h Provide written reports to each Board and General Meeting.

6.8 The duties of Committee Chairs shall be:

6.8a Preside at all committee meetings of the association or Board.

6.8b Provide reports on the committee's status and progress to the Board at all Board of Directors meetings.

6.8c Provide reports on the committee's status and progress to the membership at any general meetings.

6.8d Carry out any duties as prescribed by the Board of Directors in relation to the committee.

6.9 The duties of the Past President shall be:

6.9a Chair any meetings for which the President and Vice-President are not in attendance.

6.9b Cast a deciding vote in the event of a tie. The Past President shall not vote otherwise.

6.9c Provide leadership and continuity to the Board of Directors from one year to the next.

6.9d Act as the chairperson of the nominating committee for the positions on the Board of Directors of the Association.

6.9e Act as scrutineer during elections at the Annual General Meeting.

BY-LAW 7 MEETINGS

7.1 The Annual General Meeting of the association shall be held in the fall of each year on a date fixed by the Board.

7.2 The President may call a special General Meeting when necessary or when requested to do so in writing by at least ten members. All requests of such meetings shall state the purpose of the meeting.

7.3 At least 30 days notice of a General Meeting of the association shall be communicated to the membership by means of letter post, telecommunication and/or electronic mail.

- 7.4 A majority consisting of 50 percent plus one of the eligible voting members present at any general meeting shall constitute a quorum for the purpose of voting.
- 7.5 Voting shall be done by secret ballot in the case of election of the Board of Directors and by show of voting cards in other cases.
- 7.6 Meetings shall be conducted using Roberts Rules of Order.
- 7.7 Each member is entitled to only one vote, regardless of how many memberships held. Bands are entitled to 3 voting delegates, each delegate having one vote.

BY-LAW 8 RULES AND REGULATIONS

8.1 Pipe Band Requirements

8.1a Each band may have only one grading and will be graded as follows:
Grade 1, Grade 2, Grade 3, Grade 4, and Grade 5.

8.1b Bands who reside in Manitoba or whose home association is PPBAM and who wish to compete in competitions sanctioned by the PPBAM must be registered with the PPBAM. All other bands must be registered with an association.

8.1c Bands must submit a nominal roll of all their players for approval and grading to the association by the date prescribed by the PPBAM

8.1d A certified nominal roll must accompany each band at each competition and be presented upon request for scrutiny.

8.1e Transfer of playing members may occur only once during the calendar year and must be registered and approved by the association with official amendments to the nominal rolls of each band.

8.1f New playing members may be added at any time to a competing band's nominal roll with the approval of the board, provided that individual is not on any other competing band's nominal roll.

8.1g Appeals for up-grading and down-grading must be submitted to the Board within 30 days of the grading being issued.

8.2 Sanctioned Competition Requirements

8.2a All contests recognized and approved the PPBAM must be run according to PPBAM rules and regulations.

8.2b Any protest regarding judging, or otherwise, of recognized and approved contests must be submitted in writing no later than 10 minutes after the conclusion of a contest to the local games committee. If the local games committee cannot settle the matter, the final decision on the protest will be made by designated PPBAM representatives attending the games.

8.2c The order of play will be decided by a draw unless otherwise noted in the entry form and where possible, the grade 4 event will play first, followed by grade 3 event, then grade 2 event, then the grade 1 event.

8.2d Any band not complying with the rules of the local games committee and of the PPBAM when competing will be subject to disqualification.

8.2e All arrangements of the awarding of prizes after competitions shall be the responsibility of the local games committee.

8.2f Contest organizers must notify a band contestant if theirs is the only band registered in that event at the close of entries.

8.2g The minimum number of players required by bands when competing in a full band contest recognized and approved by the PPBAM is:

Grade 1	8 pipers	3 side drummers	1 bass drummer
Grade 2	6 pipers	2 side drummers	1 bass drummer
Grade 3	6 pipers	2 side drummers	1 bass drummer
Grade 4	5 pipers	2 side drummers	1 bass drummer
Grade 5	5 pipers	2 side drummers	1 bass drummer

Bands not meeting the minimum requirement shall play for adjudication only.

8.2h When a band bass drummer is not able to play and the band requires one to compete a substitute bass drummer may be obtained from another band of equal or lower grade on a temporary basis not to exceed one year, with the approval of the PPBAM Executive.

8.2i A piper or drummer is eligible to compete for two bands under the following conditions:

- a) The piper or drummer must appear on the nominal roll of both bands.
- b) The two bands are of a different grade.
- c) The piper or drummer must appear as an instructor on the lower grade band's nominal roll.
- d) Bands may only have one piping instructor and one drumming instructor who are designated members of another band.

8.2j Each band between marching on and off the contest field must retain the same number of playing members.

8.2k A band may choose to play up one grade level provided that the following criteria are met:

- a) The competition committee has indicated on the entry form that challenging up a grade is permitted and the committee determines that there is enough time available for the band to compete in the higher grade.
 - b) The band competes in all events in its regular grade.
 - c) The band meets the music requirements for the higher grade's events.
 - d) There is at least one other band registered to compete in the higher grade.
- Should a band choose to play up, there will be a mandatory review of that band's grading before the following competition season. At that time, based on player turnover, and results over the entire season, the band may be subject to upgrading.
 - In the event that a band wins a prize in two grades, competition organizers must award all prizes won.
 - In the event that a band plays up and no other band competes in that higher grade event, the band shall play for adjudication only.

8.2l It is the responsibility of each contest organizer to ensure each competitor is a graded member of the PPBAM or a 'home' association.

8.2m Massed bands tunes will be selected by the most senior Pipe Major of all competing bands and mass bands will be under the direction of the senior Pipe Major. The local games organizing committee will be responsible for lining the bands up promptly at the conclusion of the games and then turning the musical selection over to the senior Pipe Major.

8.2n Where possible, classes with more than 23 entries should be split into two separate classes. Competition organizers shall not aggregate the points. Prizes and champion supreme points shall be awarded to each section of the event as if it was a separate event.

8.2o Band Tuning Times – Bands will be expected to be tuned and at the line for their contest at their appointed time or a revised time as communicated to them from local contest organizers. Bands arriving after their appointed or revised time may be disqualified.

8.2p Solo Piping Tuning Times - Piping competitors shall adhere to the following tuning times: for piobaireachd, a limit of 5 minutes; for all other events a limit of 3 minutes or as per the judge's discretion. Individuals exceeding the allowable tuning times may be disqualified

8.3 Tune Requirements: Bands competing in competitions recognized and approved by the PPBAM will be required to play the following:

8.3a Grade 1 Bands – All bands entering grade 1 shall submit two medleys five to seven minutes; and two march, strathspey and reel selections for each contest. In each case one selection will be drawn at the line before the performance. The combined scoring of both events shall be used to determine the winner. The second medley will be played for any mini band contest at those games.

8.3b Grade 2 Bands – All bands entering grade two shall submit one medley four to six minutes and two march, strathspey and reel sets for each contest. One set will be drawn at the line before performance. The combined scores of both events shall be used to determine the winner. Grade two mini bands shall play a medley of four to six minutes.

8.3c Grade 3 Bands – All bands entering grade three shall play at least four parts each of a march, strathspey and reel set of their own choice and/or a medley of three to five minutes.

8.3d Grade 4 Bands – All bands entering grade four events shall play one medley of 3 to 5 minutes and/or one quick march medley (consisting of at least 8 parts of march music) from 2:45 – 4:30 minutes.

8.3e Grade 5 Bands – All bands entering grade five events shall play one quick march medley (consisting of 8 parts of march music) from 2:45 – 4:30 minutes.

8.3f In slow march contests, for grades 1,2,3, 4, and 5 bands shall play at least two parts slow march and at least four parts 6/8 to be performed in a circled formation.

8.4 Judging and Scoring Requirements

8.4a The scoring for competitions shall be done where possible using the ranking and point system, and in the event of a tie, the ensemble place shall take preference.

8.4b In order to determine aggregate winners, the following point system must be used: 1st = 6 points, 2nd = 4 points, 3rd = 2 points, 4th = 1 point, 5th = 1 point, 6th = 1 point.

8.4c At any events or contest, a judge shall make every attempt not to adjudicate:

- a) An organization of which they are a member;
- b) a pipe band of which they are on the nominal roll;
- c) a relative in a solo event;
- d) wherever possible, their own student in a solo event.

By informing the local contest organizers of any conflicts.

8.4d PPBAM adjudication forms must be used at all approved contests and copies of the band results given to each competing band at the close of the contest. Grading Memo Sheets and band results must be forwarded to the PPBAM Board within 30 days of the contest.

8.4e Results of the band events at each contest including points scored from each judge must be communicated to each competing band following each contest.

8.4f Only those judges approved by the PPBAM or affiliated associations shall be allowed to judge at an approved contest. Judges residing in Manitoba must have a PPBAM Judge's membership.

8.4g Judges shall not approach closer than three meters while adjudicating a band in competition.

8.4h Sanctioned Games are required to have 2 piping, 1 ensemble, and 1 drumming judge for band events.

8.5 Solo Contest Requirements

8.5a All solo competitors, residing in Manitoba and entering any competition sanctioned by the PPBAM must possess and present on request a grading card obtained from the PPBAM. All others must have a grading card from their home association stating their name and grade for that calendar year.

8.5b Appeals against up-grading or down-grading must be in writing and sent to the PPBAM.

8.5c Piping categories to be used, and tunes and sets required to be submitted are:

Professional Piping

- MSR: submit 4 of each tune OR 2/4 March submit 4 and Strathspey and Reel submit 4 of each tune
- Hornpipe and Jig: submit 3 of each tune OR Jig submit 4 tunes; selected tune played twice, time permitting
- 6/8 March: submit 3, play 2

Amateur Grade 1 Piping

- MSR: submit 2 of each tune OR 2/4 March submit 2 and Strathspey and Reel submit 2 of each tune
- Hornpipe and Jig: submit 2 of each tune playing each once OR Jig submit 2 tunes; selected tune played twice, time permitting
- 6/8 March: submit 2

Amateur Grade 2 Piping

- MSR: submit 2 M / 1S / 1R OR 2/4 March submit 2 and Strathspey and Reel
- Hornpipe and Jig OR Jig: submit 2
- 6/8 March

Amateur Grade 3 Piping

- 2/4 March, Strathspey and Reel
- Jig
- 6/8 March

Amateur Grade 4 Piping

- 2/4 March
- Slow Air (2 parts)

Novice Piping

- 2/4 March (2 parts)

8.5d Practice Chanter event must use the approved PPBAM Chanter Contest Playing Requirements. Competitors competing in the chanter class are ineligible to compete in band events as a piper at the same contest.

8.5e Where two or more sets are submitted the competitor will play the adjudicator's choice. A march, strathspey and reel will be taken as one set and the adjudicator will not split the sets.

8.5f Snare Drumming categories to be used and tunes and sets required to be submitted are:

Professional Snare Drumming

- MSR: submit 2 sets
- Hornpipe and Jig: submit 2 sets
- Drum Solo WITHOUT piper, 3-5 minutes

Amateur Grade 1 Snare Drumming

- MSR
- Hornpipe and Jig
- Drum Solo WITHOUT piper, 2-4 minutes

Amateur Grade 2 Snare Drumming

- MSR
- Hornpipe and Jig
- 6/8 March

Amateur Grade 3 Snare Drumming

- MSR
- Jig
- 6/8 March

Amateur Grade 4 Snare Drumming

- 2/4 March

Novice Snare Drumming
- 2/4 March (2 parts)

8.5g Novice Drum pad must use the approved PPBAM Drum Pad Contest Playing Requirements. Competitors competing in the drum pad class are ineligible to compete in band events

8.5h When required to play four parts, competitors must use one four-parted tune or two different two-parted tunes.

8.5i All competitors will be graded based on a review by the Director of Grading.

8.5j An amateur solo competitor who has accepted money for prizes at any contest is considered to be professional and may no longer compete in amateur solo competitions.

8.5k Tenor Drumming categories shall include Novice, Intermediate, and Professional/Open. The Novice Tenor shall play a March, the Intermediate shall play an M/S/R, and the Professional shall play an M/S/R and a Hornpipe and Jig. Bass Drumming categories shall include Novice and Professional/Open. The Novice Bass shall play an M/S/R and the Professional shall play an M/S/R and a Hornpipe and Jig.

8.5l Categories and tune requirements for piobaireachd shall be:

Professional and Open	submit 4 tunes
Grade 1 (Senior)	submit 3 tunes
Grade 2 (Intermediate)	submit 2 tunes
Grade 3 (Junior)	submit 1 tune
Grade 4 (Novice)	Ground and 1 st variation

8.5m Any competitor may choose to compete in a grade higher than what is stated on their current grading card, provided that he/she enters all the events in his/her regular grade. However, should a competitor choose to play up, there will be a mandatory review of that person's grading before the following competition season.

APPENDIX A - Contest Package

Current Package available at www.ppbam.org/downloads/contestpackage.pdf

APPENDIX B - Code of Conduct - follows

APPENDIX C - Criteria for Adjudication Process available at www.ppbam.org/downloads/adjudicatorcertificationcriteria.pdf

APPENDIX B

THE PRAIRIE PIPE BAND ASSOCIATION of MANITOBA

CODE of CONDUCT

Judges, competitors and members shall conduct themselves in a manner that promotes the goals of, and brings credit to, the PPBAM.

- Members of the PPBAM are expected to know and follow the rules and regulations that govern the PPBAM.
- Competitors are expected to know and follow the rules governing the contest they have entered.
- Members, contest organizers and their committees must be treated with courtesy and respect.
- Competitors and Bands must report on time to their event and be courteous to the stewards and contest organizers.
- Competitors, except chanter & drum pad, must be in appropriate military uniform or Highland Dress, which includes at least a kilt, dress shirt, highland socks and dress shoes, tie optional.
- Chanter and Drum Pad students are expected to wear dress pants & dress shirt, Highland Dress or military uniform.

Bands are expected to cooperate and participate in Massed Bands at all Contests and wear appropriate Highland Dress.