
Bylaws



Western United States Pipe Band Association

www.wuspba.org

Ratified November 22, 2014

Article I. Name

1. Name: The name of this organization is the Western United States Pipe Band Association, here after referred to as the WUSPBA or the Association

Article 2. Objectives

2. Objectives: The objectives of the non-profit organization WUSPBA are as follows:
 - 2.1 Promotion: To promote and encourage education in the culture and advancement of piping, drumming, drum majoring, and pipe bands in the United States
 - 2.2 Fellowship: To create and maintain a bond of fellowship with all pipers, drummer, and drum majors
 - 2.3 Contests: To devise and operate a proper system of piping, drumming, drum major, and pipe band contest rules

Article 3. Membership and Registration

3. Membership: Membership in the Association is open to all pipe bands and individuals who subscribe to the objectives cited in Article 2. All members, either as band members or as individual members, must abide by the Associations bylaws, contest rules, and the WUSPBA Code of Conduct.
4. Fiscal Liability: Members of WUSPBA shall not be individually responsible for the financial obligations of the Association.
5. Classes of Membership:
 - 5.1. Bands: Band memberships are described in table 1.
 - 5.2. Individual members: Individual memberships are described in Table 2.

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	Active	Juvenile	Associate	Outside
Description	Any band located in the Western United States competing in Grades 1, 2, 3, 4, or 5	Any band located in the Western United States that all members except one (1) must be eighteen (18) years of age or younger	Any band located in the Western United States that does not plan on competing during the year	Any bands located outside of the Western United States
Annual Fee	\$300	\$50	\$40	N/A
Fee Due Date	January 15	January 15	January 15	N/A
Late Registration	\$400	\$75	\$60	N/A
Additional Requirements	The annual fee must be paid to participate in any Association activities.	The annual fee must be paid to participate in any Association activities.	The annual fee must be paid to participate in any Association activities.	The band must subscribe fully to the bylaws and rules of the association and be a member in good standing in an affiliated association.
Privileges				
Publications	Designated representatives will receive notifications and publications of the Association.	Designated representative will receive notifications and publications of the Association.	Designated representative will receive notifications and publications of the Association.	Notices and publications are posted on the Association's website for viewing by the general public.
Educational Offerings	All members are permitted to participate in any educational offerings of the Association.	All members are permitted to participate in any educational offerings of the Association.	All members are permitted to participate in any educational offerings of the Association.	Any outside band may join WUSPBA as an Associate band upon payment of the appropriate fee. This will entitle them to receive WUSPBA literature and workshop materials.
Voting	A band will designate a representative who will have full voting privileges on all Association business.	A band will designate a representative who will have full voting privileges on all Association business.	A band cannot vote on association business.	N/A
Vote Weight	7 votes per band	7 votes per band	N/A	N/A
Notes		Juvenile bands will be assigned to Grade 1, 2, 3, 4, or 5 for purposes of participating in non-Juvenile events.		

Table 1. Band Memberships

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	Band	Soloist	Adjudicator	Games Sponsor	Associate	Life Member
Description	Any member of an Association band (Active, Juvenile, or Associate) who is not a solo member or an adjudicator	Any piper, drummer, or drum major regardless of geographical location who competes in a WUSPBA sanctioned solo contest	An adjudicator is any piper, drummer, or drum major residing within the Western United States who is eligible to judge WUSPBA events upon recommendation by the Music Board and approval by the Executive Committee. Adjudicators are not required to pay an additional soloist membership fee.	Contest Organizer members are representatives of contests that have been sanctioned by WUSPBA in the preceding year. Each sanctioned contest is allowed one Sponsor member.	Individual members who are supporters of the objectives of the Association who are neither competitors in solo events nor adjudicators	A Life Member is anyone who has been granted a life membership certificate by the Executive Committee.
Annual Fee	N/A	\$25	\$25	Games sanctioning fee paid for previous year's contest	\$25	N/A
Family Membership	N/A	\$10 each additional immediate family member living at the same location	\$10 each additional immediate family member living at the same location	N/A	\$10 Each additional immediate family member living at the same location	N/A
Fee Due Date	N/A	January 15	January 15	N/A	January 15	N/A
Late Fee Per Member	N/A	\$10	\$10	N/A	\$10	N/A
Privileges						
Participation in Association Activities	The band annual fee must be paid prior to participation in any Association activities.	The annual fee must be paid prior to participation in any Association activities. Members of affiliated associations must provide proof of membership or register with WUSPBA as a	The annual fee must be paid prior to participation in any Association activities. Members of affiliated associations must provide proof of membership to participate in sanctioned	The annual fee must be paid prior to participation in any Association activities.	The annual fee must be paid prior to participation in any Association activities.	The member may participate in any Association activity.

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		soloist to participate in sanctioned WUSPBA contests.	WUSPBA contests.			
Publications	Notices and publications are posted on the Association website for viewing by the general public.	The member will receive electronic notifications and publications of the Association based on the member-provided and updated contact information.	The member will receive electronic notifications and publications of the Association based on the member-provided and updated contact information.	The member will receive electronic notifications and publications of the Association based on the member-provided and updated contact information.	The member will receive electronic notifications and publications of the Association based on the member-provided and updated contact information.	The member will receive electronic notifications and publications of the Association based on the member-provided and updated contact information.
Educational Offerings	All members are permitted to participate in any educational offerings of the Association.					
Voting	Non-voting unless acting as the authorized band representative	May vote on all Association business excluding band contest rules and band annual fees	May vote on any Association business	May vote on any association business	N/A	May vote on any Association business
Vote Weight	N/A	1	1	1	N/A	1
Notes		Members of the Executive Committee and the Music Board shall have full voting privileges on all Association business. Executive Committee and Music Board member votes shall count one time, regardless of their status as a solo member and in addition to any votes as a band representative.	Members shall be eligible to adjudicate contests within the WUSPBA jurisdiction as designated by the Executive Committee. Failure to pay dues by the due date plus a grace period of fifteen (15) days will result in removal from the adjudicator list. Any individual not on the list cannot adjudicate at WUSPBA sanctioned events.			

			Individuals who have been removed from the list will be reinstated upon notification from the Solo Registrar that the dues have been paid.		
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Table 2. Individual Memberships

5.2.1. Contact Information: All individual members must submit a valid e-mail address and phone number to the Association for contact purposes. This information is not shared with outside entities unless the member has indicated his or her approval. Information is only released to WUSPBA contest sponsors and WUSPBA branch representatives. The Executive Committee must approve dispersal of contact information prior to transmittal.

5.2.2. Lack of Contests: If during the course of a contest season there are less than three (3) events offered in a given grade within the entire association, registered solo competitors in that grade may apply in writing for a full rebate of their registration fee excluding late fees. This must occur at the conclusion of the contest season.

Article 4. Officers of the Association

6. Officer Titles

- 6.1. Positions: The officers of the Association will be President, Vice President, Executive Secretary, Sanctioning Secretary, Band Registrar, Solo Registrar, and Treasurer.
- 6.2. Past President: The Executive Committee shall have the power to vest the Past President with a badge of office.
- 6.3. Duties: These officers will perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

7. Election of Officers

- 7.1. Balloting: Officers are elected by secret ballot at the Annual General Meeting (AGM).
- 7.2. Eligibility: Members of active bands and individual members in good standing are eligible to serve as Association officers.
- 7.3. Terms: Officers will serve staggered two-year terms. Their term of office will begin at the close of the Annual General Meeting (AGM) at which they are elected or appointed.
- 7.4. Nominations: Any WUSPBA member may submit nominations for officers to the Executive Secretary.
- 7.5. Publication of Nominees: The names of members who have been nominated and who have accepted the nomination will be printed in the fall issue of the WUSPBA newsletter if the nominations were received by the publication date. Additionally, nominations are

posted to the association website if received at least forty (40) days in advance of the Annual General Meeting (AGM).

7.6. Additional Nominations: Additional nominations are accepted from the floor at the time of elections at the Annual General Meeting (AGM).

8. Duties of the President

8.1. Meetings: The President shall preside at all meetings.

8.2. Business of the Association: The President shall be responsible for the overall business of the Association, including coordinating the work of the Executive Committee.

8.3. Coordination with Contest Organizers: The President shall be responsible for overseeing coordination with the organizers of piping, drumming, and pipe band competitions.

9. Duties of the Vice President

9.1. Deputize: The Vice President shall deputize for the President.

9.2. Preparations for the AGM: The Vice President shall be responsible for overseeing all planning and preparations for the Annual General Meeting (AGM).

10. Duties of the Executive Secretary

10.1. Corporate Seals and Papers: The Executive Secretary shall have custody of the corporate seal and of such books and papers as the Executive Committee may direct.

10.2. Correspondences: The Executive Secretary shall be responsible for all correspondences of the Association.

10.3. Meeting Notifications: The Executive Secretary shall notify the members of the Association, in advance, regarding all meetings of the general membership.

10.4. Minutes: The Executive Secretary shall keep the minutes of the proceedings of the Executive Committee and the minutes of all general membership meetings in books provided for such purposes.

10.5. Annual Report: The Executive Secretary shall prepare and submit to the Executive Committee an annual report to be distributed at the Annual General Meeting (AGM).

10.6. Other Duties: The Executive Secretary shall perform any other duties that may be assigned to him or her by the President of the Association.

11. Duties of the Sanctioning Secretary

11.1. Sanctioning Request Forms: The Sanctioning Secretary shall:

11.1.1. Receive completed Sanctioning Request Forms from the Games Organizers

11.1.2. Update Sanctioning Request Forms as necessary

11.2. Competition Events: The Sanctioning Secretary shall ensure that tracked events offered at games adhere to rules listed in the Bylaws and the Contest Rules.

- 11.3. Adjudicators: The Sanctioning Secretary shall confirm that adjudicators are approved by their home association for the events to which they are assigned to judge.
- 11.4. Sanctioning: Upon completion of the Sanctioning Request Forms by games organizers and upon approval of the events and judges, the Sanctioning Secretary shall label a contest as approved by the Association. Once approved, the Sanctioning Secretary shall inform the games organizers, the Band Registrar, the Solo Registrar, and the Webmaster.
- 11.5. WUSPBA Representative: The Sanctioning Secretary shall confirm that a WUSPBA representative is in attendance at each contest.
- 11.6. Other Duties: The Sanctioning Secretary shall perform such other duties that may be assigned to him or her by the President of the Association.

12. Duties of the Band Registrar

- 12.1. Membership Roster: The Band Registrar shall maintain a complete and accurate list of all band members of the Association.
- 12.2. Register Members: The Band Registrar shall register all new band members.
- 12.3. Band Competition Results: The Band Registrar shall maintain a grading chart that records the results of each band's performance in each grade for the purposes of band grading recommendation.
- 12.4. Champion of Champions: The Band Registrar shall tabulate and verify contest results in order to compute Champion of Champions points for all bands.
- 12.5. Other Duties Incident to the Office: The Band Registrar shall perform all other duties incident to the office of Band Registrar, subject to the control of the Executive Committee.
- 12.6. Other Duties: The Band Registrar shall perform such other duties that may be assigned to him or her by the President of the Association.

13. Duties of the Solo Registrar

- 13.1. Membership Roster: The Solo Registrar shall maintain a complete and accurate list of all members of the Association including soloists, judges, associates, officers, and games organizers.
- 13.2. Register Members: The Solo Registrar shall register all new members. This includes all soloists, judges, associate members, and games organizers.
- 13.3. Solo Competition Results: The Solo Registrar shall compile and maintain records of competition results among soloists and provide a report of each sanctioned contest to the Executive Committee and the Music Board Chair.
- 13.4. Champion of Champions: The Solo Registrar shall tabulate and verify contest results in order to compute Champion of Champions points for all soloists.
- 13.5. Other Duties Incident to the Office: The Solo Registrar shall perform all other duties incident to the office of Solo Registrar, subject to the control of the Executive Committee.

13.6. Other Duties: The Solo Registrar shall perform such other duties that may be assigned to him or her by the President of the Association.

14. Duties of the Treasurer

14.1. Accounts and Books: The Treasurer shall keep correct accounts and books showing the financial affairs of the Association.

14.2. Liquidation of Debts: The Treasurer shall liquidate all debts after approval by the Executive Committee.

14.3. Executive Committee Treasurer's Report: The Treasurer shall report on the financial position of the Association at each meeting of the Executive Committee.

14.4. AGM Treasurer's Report: The Treasurer shall prepare a financial statement through 31 December of each year for the approval of the Executive Committee and for presentation at the Annual General Meeting (AGM). Upon request, the Treasurer shall submit the books, accounts, and bankbooks to the appointed Audit Committee for review.

14.5. Banking: The Treasurer shall deposit the funds of the Association into the appointed bank in the name of "The Western United States Pipe Band Association."

14.6. Audit: The Treasurer shall present a financial statement to the membership at each AGM documenting the fiscal status of the Association as of 31 December of the previous year.

14.7. Legal Filing: The Treasurer shall be responsible for filing all necessary statements and forms to meet the requirements of federal, state, and local laws.

Article 5. General Membership Meetings

15. Annual General Meeting (AGM)

15.1. Time: The Annual General Meeting (AGM) of the Association shall be held during the last three months of the calendar year.

15.2. Determination: The Executive Committee shall determine the time and location of the AGM within three months of the previous AGM.

15.3. Notification: The time and location shall be posted on the Association's web site as soon as is possible and shall be published in the subsequent issue of the Association's newsletter.

16. Special Meetings

16.1. Executive Committee: The Executive Committee may call special meetings as determined by a majority vote.

16.2. Written Petition: Active and Juvenile bands may call for a special meeting by means of a written petition. The representatives of at least two-thirds of all active and Juvenile bands must sign the petition.

16.2.1. Agenda: The written petition must contain an agenda for the special meeting.

16.3. Notification: Written notice of a special meeting must be sent to the membership postmarked no later than thirty (30) days before the meeting.

17. Parliamentary Authority

17.1. Rules: The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all cases in which they are applicable and in which they are consistent with these Bylaws and any special rules of order the Association may adopt.

17.2. Conflicts: In the event of a conflict with Branch bylaws or in the absence of a Branch bylaw, WUSPBA bylaws will take precedence in order to resolve a specific Branch parliamentary issue.

18. Quorum: Representatives from one-third or more of the active and Juvenile bands in good standing will constitute a quorum at any annual or special meeting.

Article 6. Executive Committee

19. Membership: The Executive Committee shall consist of the President, Vice President, Executive Secretary, Sanctioning Secretary, Band Registrar, Solo Registrar, Treasurer and the Presidents of the Branches of the Association. If currently vested with a badge of office, the Past President shall serve on the Executive Committee.

19.1. One Office: No member of the Executive Committee shall serve in more than one office at the same time except in the event of a vacancy and only until such vacancy is filled in a timely manner.

19.2. Music Board Exclusivity: No member of the Executive Committee shall serve on the Music Board at the same time. No member of the Music Board shall serve on the Executive Committee at the same time.

20. Quorum: A majority of the Executive Committee will constitute a quorum for any Executive Committee meeting.

21. Powers: The Executive Committee shall have full power to conduct the business of the Association between meetings and to interpret these bylaws, and Contest Rules, subject only to actions taken at annual or special meetings. To provide for special circumstances, the Executive Committee has the authority to waive provisions of the Bylaws and Contest Rules upon written request from a member. Waivers must be approved by 2/3 of the members of the Executive Committee. Members of the Executive Committee must abstain from voting on waivers where a conflict of interest may exist. If the waiver is granted, it must be published to the general membership as soon as practically possible within ten (10) days.

21.1. Enforcement: The Executive Committee shall have the power to enforce the bylaws and contest rules of the Association. In all matters of bylaws and contest rules interpretation, the decision of the Executive Committee shall be binding on both band and individual members.

21.2. Suspension from Membership: The Executive Committee shall have the power to suspend from membership, for such time as the Executive Committee determines, any band or solo member judged to be guilty of violations of the bylaws or contest rules of the Association.

21.3. Life Membership

- 21.3.1. Meritorious Service: The Executive Committee shall have the power to grant a Life Membership Certificate to anyone who, in the opinion of the Executive Committee, has given meritorious, special, or outstanding service to the Association.
- 21.3.2. Past President: If the Executive Committee grants the Past President a badge of office, it shall carry with it Life Membership in the Association.
22. Responsibilities: The responsibilities of the Executive Committee include:
- 22.1. General Supervision: The Executive Committee shall supervise the affairs of the Association between meetings.
- 22.2. Meeting Determination: The Executive Committee shall fix the time and location of any meeting.
- 22.3. Recommendations: The Executive Committee shall provide recommendations at annual or special meetings.
- 22.4. Budget
- 22.4.1. Establishment: Prior to the Annual General Meeting (AGM), the Executive Committee shall establish a budget for the Association.
- 22.4.2. Educational Fund: Included in the budget shall be a special fund that will be set-aside for educational purposes. In establishing the amount of this fund, the Executive Committee shall consider reserves, projected revenues, anticipated expenditures, and recommendations from the Finance Committee.
- 22.5. Other Duties: The Executive Committee shall perform other duties as specified in these bylaws or by a vote of the membership at an annual or special meeting.
- 22.6. Conflicts: The Executive Committee shall be subject to the orders of the Association and none of its actions shall conflict with actions taken by the Association.
23. Unexpired Terms and Vacant Offices: The Executive Committee shall appoint qualified members to fill the unexpired terms of members of the Executive Committee who cannot continue due to resignation or inability to perform the duties of the office. The Executive Committee shall also appoint, for a period of one (1) year, qualified members to fill any vacant offices of the Executive Committee, other than Branch Presidents, should such an office go unfilled after the election at an Annual General Meeting (AGM).
24. Suspension or Removal of Officers
- 24.1. Requests: An officer may be suspended or removed with cause by a vote of the Executive Committee at any special meeting called for such purpose, or at any regular meeting. Any WUSPBA member in good standing, or a legal guardian of said member, may request of the Executive Committee an investigation into an officer's conduct. The requesting member or legal guardian must be directly affected by the officer's conduct. Such a request must be submitted electronically to the Executive Secretary after having been reviewed and endorsed by the President and Vice President of the aggrieved party's local branch. If the subject of the investigation would be an officer in the aggrieved party's own branch or if those offices are vacant, an endorsement by two WUSPBA members in good standing will suffice instead of branch endorsement. An

inquiry request will incur a filing fee of \$20 to be submitted with the request. Should the officer be found guilty of misconduct, the filing fee will be refunded.

24.2. Investigation: Upon a majority vote from the Executive Committee, the Executive Committee shall appoint a special investigative team comprised of WUSPBA members in good standing outside of the Executive Committee. Depending on the findings of said team, the Executive Committee may convene a special meeting in order to discuss the question and research the offenses in private. The officer in question must be given ample notice and opportunity to present his or her case. The investigation and discussion will be followed by a secret ballot of the Executive Committee excluding the officer in question. A two-thirds majority vote is required for suspension or removal of the officer.

24.3. Suspension: The Executive Committee will determine the duration of the suspension.

25. Operating Expense Liability: The Association shall bear any operating expenses of the officers, the Music Board members, and members specifically requested by the Executive Committee to perform official acts on behalf of the association.

26. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Executive Committee in all cases in which they are applicable and in which they are consistent with these Bylaws and any special rules of order the Executive Committee may adopt.

Article 7. Branches

27. WUSPBA Branches

27.1. Composition: The branches of WUSPBA will be the Northern California Branch, the Southern California Branch, the Intermountain Branch, and the Great Basin Branch.

27.2. Participation: Participation in branch activities will be limited to bands and solo members in good standing that resides in the appropriate geographical area for the branch.

28. New Branches: Additional branches of WUSPBA may be established upon approval by a majority of the Executive Committee.

29. Branch Organization

29.1. Freedom to Organize: Branches will be free to organize in any manner that is not in conflict with the objectives of WUSPBA or these bylaws.

29.2. Approval: Rules governing the actions of each branch will be forwarded to the Executive Committee for approval.

30. Bylaws Authority

30.1. Compliance: Each branch shall undertake to comply with the bylaws and rules of WUSPBA.

30.2. WUSPBA Bylaws: The bylaws and rules of WUSPBA shall govern all matters not referred to in branch rules.

30.3. Executive Committee: Branches may not act in lieu of the Executive Committee.

31. Branch President

31.1. Term: Branch Presidents shall be elected for one or two year terms.

31.2. Executive Committee Membership: Branch Presidents are ex-officio members of the Executive Committee.

31.3. Expenses: The branch may defray their expenses for participation at meetings and at the Annual General Meeting (AGM).

31.4. Vacant Office: In the event that a branch is not able to fill the office of their branch president, the Association Executive Committee shall have the power to appoint a temporary branch president who resides in the branch until which time the branch can convene to elect a permanent one.

32. Governing Rules: The following rules governing branches must be followed:

32.1. Band Membership: No band can be admitted into membership of a branch unless said band is a member in good standing of the Association.

32.2. Annual General Meeting: The Annual General Meeting (AGM) of each branch must be held not later than five (5) weeks before the date of the Annual General Meeting (AGM) of the Association.

32.3. Minutes: Minutes of all branch meetings and copies of all branch correspondence must be forwarded to the Executive Secretary of the Association.

32.4. Dual Officer Positions: Officers of the branches shall not be barred from eligibility to hold Association office.

32.5. Branch Financial Support

32.5.1. Remission of Funds from the Association: The Treasurer of the Association shall remit to the Treasurer of each branch annually the sum of \$10 for each band that has paid its membership fee.

32.5.2. Education Fund: Branches in good standing shall be entitled to apply for support from the educational fund to sponsor educational workshops for band and solo members.

32.6. Branch Dues

32.6.1. Dues to the Branch: Branches may impose a yearly assessment to support branch projects and expenses upon a vote of a majority of their own member bands.

32.6.2. Independent Fund Raising: Independent fund raising events are permissible and branches may accept donations for specific purposes.

32.7. Disputes: In the event of a dispute between any band or members and the branch, the aggrieved party shall have the right of appeal to the Executive Committee. The decision of the Executive Committee shall be binding on all parties.

32.8. Contest Permits

- 32.8.1. Powers: Branches shall not have the power to grant contest permits, but a branch or any of its member bands may promote contests.
- 32.8.2. Conditions: Any branch or band that is the organizer of a contest must comply with all conditions related in Article 6, sections 25 and 26.

Article 8. Committees

- 33. Subcommittees: The Executive Committee shall appoint subcommittees as needed to perform assigned duties.
- 34. Confirmation: All decisions reached by committees must be referred to the Executive Committee for confirmation.
- 35. Further Action: Any committee decisions not confirmed by the Executive Committee shall be returned to the appropriate committee for further consideration.

Article 9. Music Board

- 36. Appointment: A Music Board of no fewer than five (5) members shall be appointed.
- 37. Chairperson: The Executive Committee shall appoint a Chairperson for the Music Board annually within one (1) month of the adjournment of the Annual General Meeting (AGM).
- 38. Board Members: The Chairperson of the Music Board shall appoint additional members to the Music Board subject to Executive Committee approval.
- 39. Duties: The duties of the Music Board are as follows:
 - 39.1. Advisory: The Music Board shall serve as the musical and technical advisors to the Association.
 - 39.2. Grading: The Music Board shall recommend to the Executive Committee the appropriate grade for all bands and solo performers.
 - 39.3. Judges: The Music Board shall recommend to the Executive Committee a panel of approved band and solo judges.
 - 39.4. Meetings: The Music Board shall meet not less than once every three (3) months. Such meetings may be attended in person or conducted electronically. A quarterly report shall be prepared for each meeting and submitted to the Executive Committee. The Music Board shall prepare and present an annual report at the Association's Annual General Meeting (AGM).
 - 39.5. Other Duties: The Music Board shall perform other duties as requested by the Executive Committee.
- 40. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Music Board in all cases in which they are applicable and in

which they are consistent with these Bylaws and any special rules of order the Music Board may adopt.

Article 10. Finance Committee

41. Appointment

- 41.1. Appointment Deadline: A Finance Committee consisting of three (3) members will be appointed annually within one month of the adjournment of the Annual General Meeting (AGM).
- 41.2. Committee Membership: The membership of the committee shall consist of the Treasurer plus two other WUSPBA members as recommended by the Treasurer and approved by the Executive Committee.
- 41.3. Quorum: Two members of the committee shall constitute a quorum.

42. Budget

- 42.1. Recommendation: The Finance Committee shall recommend a budget to the Executive Committee at least one (1) month prior to the Annual General Meeting (AGM).
- 42.2. Goals: The Finance Committee shall study whether the goals of the Association can be met given the anticipated expenses and income. The committee shall make recommendations to the Executive Committee regarding budget reductions or increases.

43. Advisory Capacity: The Finance Committee shall serve as an advisory body to the Executive Committee by recommending accountancy systems, investments, and other matters as requested by the Executive Committee.

44. Meetings: The Finance Committee shall meet as required or as convened by the Chairman. The committee must meet at least once prior to the Annual General Meeting (AGM).

45. Fiduciary Responsibility

- 45.1. Accountancy System: The Finance Committee shall establish the accountancy system of the Association.
- 45.2. Cash: The Finance Committee shall regulate the cash on hand to be held by the Treasurer at any given time.
- 45.3. Signing Authority: The Finance Committee shall ensure that no withdrawals are made except on the signed authority of the Treasurer or the President of the Association.

Article 11. Audit Committee

46. Appointment: The Executive Committee shall appoint a committee of the membership to conduct a review of the financial statements and financial affairs of the Association in advance of the Annual General Meeting (AGM). The Audit Committee shall report the results of the review to the Association at the Annual General Meeting (AGM).

47. Other Meetings: The Executive Committee shall appoint a committee of the membership to conduct a review of the financial statements and the financial affairs of the Association at such other times as are deemed necessary.
48. Barred Participation: No member of the Finance Committee may participate in the audit.

Article 12. Publication Committee

49. Composition: A Publications Committee of three members including the Executive Secretary, the Editor of the WUSPBA Newsletter, and one other WUSPBA member will be appointed annually. The Executive Committee shall appoint the third member of the committee.
50. Responsibilities: The Publications Committee shall be responsible for production of the newsletter and other publications of the Association and for the sale of advertising space in the various publications.

Article 13. Judges

51. Judges Panel: The Association shall maintain a Panel of Judges from which all judges for contests shall be drawn.
- 51.1. Additions: Additions to the panel shall be made upon a two-thirds recommendation of the Music Board.
- 51.2. Extraordinary Circumstances: The Executive Committee shall be responsive to any extraordinary circumstances.
52. Preference
- 52.1. Selection: The adjudicators for sanctioned competitions shall be drawn from the approved adjudicators list of the Association and/or from the approved adjudicators list of piping/pipe band associations officially recognized by and affiliated with the Association.
- 52.2. Qualifications: Adjudicators shall adjudicate only the grades of bands, piping light music, piobaireachd, and drumming for which they have been qualified by their home association.
- 52.3. Exceptions: Games proposing the use of an adjudicator that is from a jurisdiction without an adjudicator approval process for the desired discipline or who is not on the approved adjudicator list shall obtain timely approval by the Association prior to the engagement.

Article 14. Band Grading

53. Policy: It shall be the policy of the association to place all bands in an appropriate competitive grade.
54. Grades: The Executive Committee shall, on the recommendation of the Music Board, grade all bands into one of the following grades: Grade 1, Grade 2, Grade 3, Grade 4 or Grade 5.

- 54.1. Use of a Grading Chart: The Executive Committee shall have the power to consider the Band Registrar's grading chart when the annual regrading occurs.
- 54.2. Regrading During a Contest Season: The Executive Committee may regrade any band at any time during the contest season if such a course of action should be deemed necessary.
55. New Bands: All new bands applying for membership in the Association shall be referred to the Music Board for a recommended grade. The Music Board shall send this recommendation to the Executive Committee for approval.
- 55.1. Readmission: When a band applies for readmission to the Association, it shall be placed in its former grade.
- 55.2. Appeal: If on readmission a band should appeal its assigned grade, the matter shall be referred to the Music Board for a recommendation about the appropriate grade.
56. Outside Bands
- 56.1. Grading Prior to Contest: Regardless of grade, any band from outside the Association's geographical area entered in a contest shall be graded by at least three members of the Music Board prior to the contest.
- 56.2. Alternate Grading Committee: In the event that three Music Board members are not available, the pipe majors and drum sergeants of the competing Grade 1, Grade 2, and Grade 3 bands who are present in addition to any Music Board members present shall constitute an ad hoc committee for the purposes of grading the band.
57. Conflicts of Interest: No member of the Executive Committee or Music Board may vote concerning deliberations regarding the grading of a band in which he or she is a member.

Article 15. Solo Grading

58. Policy: The Executive Committee shall, on the recommendation of the Music Board, place all solo competitors into an appropriate competitive grade.
- 58.1. Use of a Grading Chart: The Executive Committee shall have the power to consider the Solo Registrar's grading chart when the annual regrading occurs.
- 58.2. Regrading During a Contest Season: The Executive Committee may regrade any soloist at any time during the contest season if such a course of action should be deemed necessary.
59. New Soloists: All new solo competitors applying for membership in the Association shall be referred to the Music Board for a recommended grade. The Music Board shall send this recommendation to the Executive Committee for approval.
- 59.1. Readmission: When a solo competitor applies for readmission to the Association, he or she shall be placed in his or her former grade.
- 59.2. Appeal: If on readmission a solo competitor should appeal his or her assigned grade, the matter shall be referred to the Music Board for a recommendation about the appropriate grade.

60. Outside Soloists: All soloists must be registered with WUSPBA or a recognized association. If a solo competitor is a member of a different association, WUSPBA shall honor the grading recommendation of the presiding association. WUSPBA reserves the right to request proof of association membership and grade designation as a requirement to compete.
61. Conflicts of Interest: No member of the Executive Committee or Music Board may vote concerning deliberations regarding the grading of him or herself.

Article 16. Contests

62. Approval of Contests

62.1. Submissions by Contest Organizers: The contest organizer proposing to sponsor a full pipe band, mini-band, or solo contest within the geographical area of the Association must submit the following:

62.1.1. Local Rules: The contest organizer must submit any local rules to the Executive Committee for approval before issuing them to the bands and solo competitors.

62.1.2. Contest Times: The contest organizer must submit the contest times to the Executives Committee. Contest events shall be held within plus or minus fifteen (15) minutes of the times submitted.

62.1.3. Names of Judges: The contest organizer must submit the names of the judges engaged from the approved panel of judges to the Executive Committee at least four (4) weeks prior to the date of the contest.

62.1.4. Outside Judges: Contest organizers wishing to use judges from outside the area of the Association must submit the names of those judges for approval by the Executive Committee at least six (6) weeks prior to the date of the contest.

62.2. Band Contests Under WUSPBA Rules: Any contest located within the Western United States involving pipers and drummers playing in concert and being judged as a unit, except street parades, shall be considered a band contest and shall be held under the rules of the Association.

62.3. Assisting Outside the Rules: Any band, registered member of a band, or solo competitor taking part or assisting in a contest outside the rules of the Association shall be guilty of an infringement and shall be liable for such penalties as the Executive Committee may decide.

63. Permits: Permits to hold solo only contests are available upon application to the WUSPBA for a flat fee of \$100 payable to the WUSPBA. Permits to hold pipe band contests are available upon application to the WUSPBA.

63.1. Costs: The costs of the permits are described in Table 3.

Number of Bands	Cost
One (1) to five (5)	\$125 per day
Six (6) to ten (1)	\$150 per day
Eleven (11) to fifteen (15)	\$175 per day
Sixteen (16) or more	\$225 per day

Table 3. Permit Costs

- 63.2. Issue Requirements: A permit will be issued only after the Executives Committee has approved the local contest rules and judging panel.
- 63.3. Member Bands: Permits will be issued to member bands or branches without fee under the following conditions:
- 63.3.1. Financial Underwriting: A member band or branch shall be considered an organizer of a competition and exempt from the permit fee only if they are providing the majority of the financial underwriting for the competition in question.
- 63.3.2. Consent: Prior consent of the Executive Committee must be obtained.
- 63.3.3. Other Conditions: All other conditions of Article 15, section 58.1 must be met.

Article 17. Contest Rules Protests

64. Infringement with Protest: In the event of a protest being lodged by one band against another band for infringement of the rules at any contest and the Association representatives are unable to render a decision, the Executive Committee shall make a full inquiry into the protest. Should the Executive Committee be satisfied that an infringement has taken place, it may suspend the decision of the judges and award any prize to the band next in order of merit.
65. Infringement without Protest: The Executive Committee shall have the power to act without a protest being lodged if it is satisfied that an infringement of the rules has occurred.

Article 18. Dispute Resolution

66. Conflicts of Interest: No member of the Executive Committee or Music Board may participate in the deliberations regarding a dispute involving a band of which he or she is a member other than to present information related to the dispute.
67. Request for Reconsideration: Any band or individual member aggrieved by a decision of the Executive Committee may request reconsideration.
- 67.1. In Writing: Such requests for reconsideration must be made in writing. The request must include a statement from the band or individual member setting forth with specificity all the facts or reasons why the decision is claimed to be incorrect. The request must include the name, current address, and telephone numbers of any witness who might provide evidence or information in support of the request for reconsideration.
- 67.2. Request Period: Such requests for reconsideration must be post-marked or hand delivered to the Executive Secretary within thirty (30) days of the aggrieved party having received notice of the Executive Committee's decision.
- 67.3. Extension: The Executive Committee may extend this thirty (30) day period upon a showing by the aggrieved party that despite due diligence, the aggrieved party was unaware of such action within the normal timeframe.

- 67.4. Notification: Upon receipt of the written objection, the Executive Secretary shall, within fourteen (14) days, provide copies of the objection to all members of the Executive Committee and the Music Board.
68. Music Board Informal Resolution: If the band or individual continues to be aggrieved following the receipt of written notification of the Executive Committee's ruling, the aggrieved party may request that the matter be submitted to the Music Board for informal resolution.
- 68.1. Request Period: Such requests for reconsideration must be post-marked or hand delivered to the Executive Secretary within thirty (30) days of the aggrieved party having received notice of the Executive Committee's decision.
- 68.2. Notification: Upon receipt of the written objection, the Executive Secretary shall, within fourteen (14) days, provide copies of the objection to all members of the Executive Committee and the Music Board.
- 68.3. Contact with the Aggrieved Party: Upon receipt of the written request for implementation of the informal resolution process, the Chairperson of the Music Board, or such member of the Music Board as he or she may appoint, will personally contact the aggrieved party in order to gather information in support of the Music Board's informal resolution. The member of the Music Board charged with contacting the aggrieved party will henceforth be referred to as the Music Board Contact.
- 68.4. Music Board Approval: Any informal resolution of the objection must be presented to the Music Board for approval by a quorum. Approval of the resolution by the Music Board shall become final and binding on both WUSPBA and the aggrieved party.
- 68.5. Time Limit: In the event that an informal resolution of the objection has not been made within sixty (60) days of filing, the Music Board Contact shall notify all members of the Executive Committee and the Music Board that an informal resolution has not been obtained.
- 68.6. Extension: Upon agreement between the Music Board Contact and the aggrieved party, the time limit may be extended. Such an extension shall be confirmed in writing to the Executive Secretary.
69. Binding Arbitration: Any dispute resulting from any decision of the Executive Committee which cannot be resolved with a request for reconsideration or informal resolution by the Music Board shall be resolved by binding arbitration pursuant to the Rules of the American Arbitration Association.
- 69.1. Jurisdiction of Law: In the event that such dispute involves questions of law, such questions, including interpretation of these bylaw and contest rules, shall be determined pursuant to the laws of the State of Nevada. Any arbitration under these rules shall occur in Reno, Washoe County, Nevada.
- 69.2. Commencement of Proceedings: Arbitration proceedings shall be commenced upon written demand for arbitration from any member band through its authorized representative or from any individual member currently in good standing with the Association. The Executive Secretary shall receive notification and immediately notify the Executive Committee and the American Arbitration Association.
- 69.3. Statute of Limitations: Any dispute shall be considered waived if a request for arbitration is not made within one (1) calendar year of the aggrieved party's notification of the Executive Committee's decision that is the subject of the dispute.

70. Arbitration Rules: Notwithstanding any rule of the American Arbitration Association to the contrary, the following rules apply.
- 70.1. Conclusion Time: Unless otherwise agreed to in writing between the requesting party and legal representative of the Association, such arbitration shall be concluded within one hundred and twenty (120) days of the request.
- 70.2. Legal Discovery Procedures: Unless otherwise agreed to in writing between the requesting party and legal representative of the Association, legal discovery procedures, including but not limited to interrogatories, requests to produce, requests to admit, and depositions, shall not be conducted in these arbitration proceedings.
- 70.3. Evidence: All parties to such arbitration shall simultaneously disclose in writing to all other parties thirty (30) days prior to any arbitration hearing under this rule or as agreed upon by all such parties in writing the names, current addresses, and telephone numbers of all witnesses and the content of the evidence to be offered.
- 70.4. Written Statements: Any party may substitute a sworn, written statement to the Arbitrator for consideration in lieu of appearance and live testimony of any witness where such statement has been disclosed and provided to all other parties. Such a statement must be received forty-five (45) days prior to any arbitration hearing under this rule.
71. Award of Reasonable Attorney's Fees: In any dispute resulting in a request for arbitration, the prevailing party shall be entitled to an award of reasonable attorney's fees from the Arbitrator upon request and verification by sworn statement from counsel and supported by bills and a copy of the applicable fee agreement. Any party requesting such attorney's fees shall be considered to have waived any privilege attached to bills and fee agreements necessary to determine the reasonableness of such fees.
72. Personal Liability: Notwithstanding any provisions of law or these bylaws to the contrary, in consideration of being granted membership in the Association, all member bands and individual members agree that no member of the Association's Adjudication Panel, Music Board, Executive Committee, or any band or individual member of the Association shall be personally liable for any compensatory, punitive, or other monetary damages arising as a result of any decision, act, omission, or other conduct by such person(s) which is based on a good faith intent to act within the scope of these bylaws or contest rules.
73. Monetary Compensation Limit: Notwithstanding any provisions of law or these bylaws to the contrary, in consideration of being granted membership in the Association, all member bands and individual members agree that all compensatory, punitive, or other monetary damages, excluding and award of reasonable attorney's fees as described in Article 17 Section 67, suffered by any band or individual arising as a result of any decision, act, omission, or other conduct of the Association which is based on a good faith intent to act within the scope of these bylaws or contest rules, shall not exceed the amount of that band or individual member's registration fee for the year in which the dispute arose.
74. Sole Method of Resolution: Notwithstanding any provisions of law or these bylaws to the contrary, in consideration of being granted membership in the Association, all member bands and individual members agree that the dispute resolution established in this section shall constitute the sole method for resolving objections or disputes to actions of WUSBPA, the Executive Committee, the Music Board, the Contest Committee, or any individual member thereof.

Article 19. Amendments

75. Bylaws: These bylaws may be amended at the Annual General Meeting (AGM) by a two-thirds vote, provided that the proposed amendment has been submitted in writing to the membership at least thirty (30) days prior to the Annual General Meeting (AGM). Amendments must be submitted to the Executive Secretary forty-five (45) days in advance of the Annual General Meeting (AGM). Any amendments submitted on paper must also be provided to the Executive Secretary in a digital text format.
76. Contest Rules: The Contest Rules may be modified by a simple majority vote at the Annual General Meeting (AGM) or at a special meeting provided that the proposed modification has been submitted in writing to the membership at least thirty (30) days prior to the Annual General Meeting (AGM). Amendments must be submitted to the Executive Secretary forty-five (45) days in advance of the Annual General Meeting (AGM). Any amendments submitted on paper must also be provided to the Executive Secretary in a digital text format.

Article 20. Statement of Non-Discrimination

77. Provisions: There shall be no discrimination in the application of the provisions of these bylaws or Contest Rules with regard to race, color, religion, national origin, ancestry, sex, sexual orientation, or status as a veteran.
78. Application of the Provisions: The provisions of these bylaws and Contest Rules shall be applied equally to all members without regard to marital status, handicap, status as a disabled veteran, age, or citizenship.