

RULES FOR REGIONAL COUNCILS

TITLE, EFFECTIVE DATE, DEFINITIONS

- 1.1.1 The title of these Rules is “Rules of An Coimisiun le Rinci Gaelacha (Regional Councils) 2021”.
- 1.1.2 These Rules replace the Rules for Regional Councils 1996 and shall have effect from when the new committees come into effect for the 2021-23 term.
- 1.1.3 In these Rules:
“**A Council**” means a committee, established by, and sub-ordinate to An Coimisiun, in accordance with these Rules for the purpose of carrying-out certain delegated functions of An Coimisiun in a specified Region.
- 1.1.4 “**A Region**” means a geographical area, specified by An Coimisiun as a Region for Coimisiun purposes, the boundaries of which may be adjusted or redrawn from time to time as An Coimisiun, at its sole discretion, may consider advisable, following appropriate consultation with the Regional Councils and also, if it deems necessary, with any other groups or individuals, possibly affected by such boundary adjustments;
- 1.1.5 “**A Member**” means a member of a Council, validly elected or nominated to such membership in accordance with these Rules, or entitled to such membership ex-officio as provided for in Rule 6.1.1 below.

STATUS OF A REGIONAL COUNCIL

- 2.1.1 A Regional Council is a body, subsidiary to An Coimisiun le Rinci Gaelacha, and subject to the control of:
(a) An Coimisiun (i.e., formal meetings of An Coimisiun itself);
(b) An Buanchoiste (the Executive or Standing Committee).

GENERAL RESPONSIBILITIES OF A COUNCIL

- 3.1.1 A Regional Council is responsible for the promotion of Irish Dancing in general, and the aims of An Coimisiun in particular in its Region. In doing so, it is subject to the Constitution, Articles of Association and Rules of An Coimisiun and, to such directives, as may be issued from time to time, by An Coimisiun itself, or the Buanchoiste.
- 3.1.2 It must implement the Rules of An Coimisiun and must not add to, amend or waive those Rules without the expressed, prior permission of An Coimisiun.

SPECIFIC FUNCTIONS OF A COUNCIL

Competition Registration

A Council must

- 4.1.1 Co-operate with, and assist, An Coimisiun in the operation of the competition registration scheme for its own Region.
- 4.1.2 Ensure that, as far as possible, all organisers of registered competitions

in the Region maintain a satisfactory level of efficiency, competence and professionalism in the organising, running and general presentation of their events and comply in full with the requirements of the Rules of An Coimisiun for Registered Competitions and any further directives, in relation to competitions that An Coimisiun may issue.

- 4.1.3 Ensure that An Coimisiun is fully aware of any problems or difficulties in relation to competitions in the Region and advise An Coimisiun as to any possible special action or provision, that may be required.

Transfer of Pupils, Procedures to be followed etc.

A Council must

- 5.1.1 Implement the **Transfer of Pupils Rules** in the Region, as set out by An Coimisiún. [Click here to view a copy of these rules](#)
- 5.1.2 Maintain a register recording in the case of each transfer the:
- (a) name of the pupil transferred;
 - (b) name of the new teacher;
 - (c) name of the former teacher;
 - (d) date of the receipt of notification of the transfer;
 - (e) date of issue of notification of receipt of the transfer to the dancer's both new and former teachers.
- 5.1.3 Inform both the former and new teachers of the date of receipt of the transfer and the date from which the pupil may again take part in competitions.
- 5.1.4 The responsibility for notifying the Council of the transfer lies with the new teacher and such notice must be given in writing (email will suffice).
- If acknowledgement of receipt of the notification is not received by the new teacher within ten days of it being sent to the Council, the onus is on the new teacher to contact the Council on the matter.
- 5.1.5 A Council, if it so desires, may implement such reasonable and fixed fees, as it deems necessary, for the administration of transfer procedures.

Implementation of An Coimisiun Rules and Directives

A Council must

- 5.2.1 Ensure, as far as possible, that teachers and other persons, involved in functions and activities under the control of, affiliated to, or authorised by An Coimisiun, comply in full with the Rules and directives of An Coimisiun.
- 5.2.2 In the case, where the Council deems that a serious breach of the Rules and/or Directives of An Coimisiun by a teacher or adjudicator has occurred, refer the matter to An Coimisiun for further investigation.
- 5.2.3 In the case of a serious breach of Rules or directives by competition organisers, refer the matter to An Coimisiun for further investigation.
- 5.2.4 *In dealing with matters of complaint, discipline, etc. a Council must, at all times, adhere strictly to the **Disciplinary Procedures of An Coimisiun**, as updated in 2021. [Click to view a copy of this document.](#)*

Other Duties

- 5.3.1 Where a teacher resides outside of a Council's Region of jurisdiction, but has a class or pupils within the Region, then, that teacher is, in respect of that class or pupils, subject to the Council, as if he or she were resident in the Region.
- 5.3.2 Misconduct, in the Region, by an adjudicator, resident elsewhere, must be dealt with by way of report to An Coimisiun.
- 5.3.3 *In dealing with matters of complaint, discipline, etc. a Council must, at all times, adhere strictly to the **Disciplinary Procedures of An Coimisiun** as updated in 2021. [Click to view a copy of this document.](#)*
- 5.3.4 Where a teacher permits parents, or in some cases, the pupils themselves to make competition entries, in doing so, the parent or pupil is taken as acting with the teacher's consent. Where a pupil is wrongly entered as regards age or grade, either by the parent or pupil, the Council may require that the teacher concerned takes appropriate disciplinary action.

Oireachtas Rince Reigiunach - Regional Qualifying Championships

A Council must

- 5.4.1 Organise, or arrange to have organised, a Regional Oireachtas Rince from which a number of dancers, in different age groups, will qualify to represent the region at Oireachtas Rince na Cruinne, the World Irish Dancing Championships.
- 5.4.2 Ensure that the syllabus and rules of the Regional Oireachtas, in so far as they relate qualifying events for Oireachtas Rince na Cruinne, are per the official syllabus for Oireachtas Rince na Cruinne, as approved by An Coimisiun.
- 5.4.3 Determine the qualifiers in accordance with the official points system of An Coimisiun.
- 5.4.4 Furnish to An Coimisiun, as soon as possible, following the Regional Oireachtas, full details of the number of competitors who **actually danced** in each qualifying competition, a copy of the official Regional Oireachtas syllabus, the official programme, and a list of the qualifiers in each championship.
- 5.4.5 The Council Secretary shall also provide details to An Coimisiun of subsequent "next-in-line" qualifiers, i.e. those dancers ranked in result order after all qualifying places have been filled, where the original qualifiers are "conflicted" and cannot participate due to their teachers being selected to officiate at Oireachtas Rince na Cruinne.
- 5.4.6 Comply with any directive of An Coimisiun as to the latest date by which the Regional Oireachtas must be held each year;
- 5.4.7 Failure to comply with any of the Rules 5.4.1 to 5.4.5 above may result in An Coimisiun withholding or withdrawing recognition of the Regional Oireachtas as a valid qualifying event for Oireachtas Rince na Cruinne.
- 5.4.8 Provided their entries are made by a specified closing date and, in accordance with the Regional Oireachtas rules, allow to take part in solo championships of the Oireachtas all dancers, who are normally resident

in the Region, are pupils of currently registered teachers, and are not under suspension or a period of refrainment from competition under any relevant rule of An Coimisiun.

- 5.4.9 a) It should be noted that, in the case of solo championships, it is the place of normal residence of the dancer that determines the Regional Oireachtas in which he or she may compete and not the residence of the teacher or the venue of the class attended.
- 5.4.10 a) Where a dancer is a student, who, for the purposes of full-time education, resides elsewhere during school or university term, rather than in the normal place of residence of his/her parents/legal guardians, then the normal place of his/her parents/legal guardians shall be regarded as the normal place of residence of the dancer for the purpose of competing in registered dancing competitions unless An Coimisiun shall authorize otherwise.
b) However, permission may be sought from an Coimisiun to have the place of residence of the student in full-time education regarded as the dancer's normal place of residence for the purpose of competing in registered competitions. Such permission should be sought before 1st October and, if granted, this concession will expire on the 30th June of the following year.
- 5.4.11 In the case of team events, concessions on the place of residence shall **be made on the basis set out in the current Oireachtas Rince ne Cruinne syllabus** or, alternatively, as directed from time to time by An Coimisiun. (Current rule: Where a team is comprised of dancers resident in more than one region, the team must dance in the region in which the majority of the team resides. Where a team consists of equal numbers of dancers from two different regions, the team shall dance in the region of the teacher's choice).

Correspondence, Complaints, etc.

- 5.5.1 Deal, without any undue delay, with enquiries, complaints and other correspondence from persons in the Region, or in connection with matters in the Region (provided the question or matter at issue is the responsibility of the Council, as provided for in these Rules).
The Council must always insist that complaints are made in writing, (email will suffice) even where the complainant is a member of the Council.

Regional Meetings with Teachers, Adjudicators and Competition Organisers

- 5.6.1 In order to improve communication, co-operation and understanding the Council will hold a meeting at least once a year open to:
(a) registered adjudicators and teachers resident in the Region;
(b) all members of the Council;
(c) representatives of An Coimisiun;
(d) registered teachers teaching in the Region, even though resident elsewhere;
(e) organisers of registered competitions in the region.
- 5.6.2 At such meeting, the aims and work of An Coimisiun, including the Council will be outlined and issues, relevant the various parties in the region, discussed.

Sending of Regular Reports and Information to An Coimisiun

- 5.7.1 Keep An Coimisiun informed of the work of the Council by submitting a brief written or verbal report on an annual basis.
- 5.7.2 Should anything occur in the region, which may attract publicity, inform the Cathaoirleach of An Coimisiun.
- 5.7.3 Provide, without delay, any information An Coimisiun or the Buanchoiste may request from time to time.

Publicity and Publications

- 5.8.1 Use all reasonable means to obtain favourable publicity in the media for Irish dancing in general and the work of An Coimisiun and the Council, in particular.

Representation at Meetings

- 5.9.1 As well as sending a representative to meetings of An Coimisiun itself, on a regular basis, a Council should send representatives to other meetings, seminars and workshops, if requested by An Coimisiun to do so.

Promotion of Dancers Grade Examinations and Other Schemes

- 5.10.1 In conjunction with An Coimisiun and An tUdarás Scrúdaithe, organise and encourage teachers to organise dancers Grade Examinations throughout the Region on a regular basis.
- 5.10.2 Co-operate with An Coimisiun in fund-raising and other schemes for the benefit of dancing and the organisation as a whole.

Co-operation with other Irish Cultural Organisations

- 5.11.1 Establish contact and, where possible, co-operation with other organisations and groups in the region working for the promotion of Irish dancing, language, music or games.

Compliance with Financial Rules and Directives

- 5.12.1 Comply in full with the financial provisions of these Rules and with any other requests in relation to matters of finance that An Coimisiun may make.

Other Obligatory Functions

- 5.13.1 Undertake any additional functions not specified in Rules 5.1.1 to 5.12.1 that An Coimisiun may, from time to time, request.

COUNCIL MEMBERSHIP

Number of Members and Methods of Election and Nomination

- 6.1.1. The membership of a Regional Council will normally consist of the following:-
 - (a) Six registered teachers and/or adjudicators elected by secret postal ballot by teachers and adjudicators in the Region.

Candidates, their nominators, and those entitled to vote, must be currently registered with An Coimisiun, at the dates of nomination and election.

- (b) Six members, who normally must not be teachers or adjudicators, nominated at its sole discretion by An Coimisiun.
An Coimisiun, however, in making its nominations, will take into account suggestions from the Regions concerned, but it is not under any obligation to accept such suggestions, either in whole, or in part.
- (c) Two members, elected to membership of An Coimisiun by teachers and adjudicators resident in the Region.
- (d) Persons, nominated to An Coimisiun by An Coiste Gno of Conradh na Gaeilge, who are normally resident in the Region, except in the case of Comhairle Laighean (the Leinster Council). In the case of Leinster, An Coimisiun will nominate four of the members proposed by Conradh na Gaeilge, who are resident in the province, to membership of the Council.
- (e) Persons, co-opted to An Coimisiun at its AGM, who are resident in the Region.

6.1.2 An Coimisiun may at any time at its sole discretion, and if it so considers it necessary and desirable:-

- (a) include registered teachers and/or adjudicators amongst the members at 6.1.1 (b) above, where enough suitable and willing non-teacher/adjudicator nominees are not available;
- (b) nominate less than the six members prescribed at 6.1.1 (b) above where it considers enough suitable nominees are not available.

Filling of Vacancies, and Disqualification or Removal from Council Membership

- 7.1.1 Should, for any reason, during a Council's period of office, a vacancy arise in any category of the Council membership, An Coimisiun will, if it deems it necessary, nominate the person next in line, on the most recent election result, to fill the vacancy.
- 7.1.2 If an adjudicator, or teacher, member of a Council elected under Rule 6.1.1 (a) above, fails to re-register with An Coimisiun during his or her period of Council membership, or should his or her registration be terminated or suspended during that period, then that person's membership of the Council will automatically cease forthwith and the resultant vacancy on the Council filled as at Rule 7.1.1 above.
- 7.1.3 Persons nominated by An Coimisiun to membership of a Council under Rule 6.1.1 (b) or (c) above may be removed by An Coimisiun from Council membership at any time for conduct deemed to be to the detriment of An Coimisiun or the Council but such removal must be implemented in accordance with the Disciplinary Procedures of An Coimisiún as updated 2021.

RESPONSIBILITIES AND DUTIES OF COUNCIL MEMBERS

Attendance at Meetings

- 8.1.1 Council members are expected to attend at meetings of their Councils. Consistent failure by elected or nominated members to attend meetings, (for instance, non-attendance at three or more consecutive meetings) without furnishing acceptable excuses, may result in the termination by An Coimisiun of such persons' Council membership. The question of such termination may be initiated either by An Coimisiun or by the Council concerned.

Participation in Council Work and Activities

- 8.2.1 It is the duty of all Council members to participate, as fully as possible, in the work and projects of their respective Councils, including the organising and running of the Regional Oireachtas and other Council organised competitions, implementation of fund-raising schemes, supporting and helping to organise social functions and other Council projects.
- 8.2.2 Councils, in turn, must endeavour to involve all their members, as far as possible, in Council work and projects, in so far as it is appropriate and suitable to do so.

General Conduct, Maintenance of Confidentiality etc.

- 8.3.1 Council members must always adhere strictly to the Rules relating to the confidentiality of Council business (See Rules 12.1.1 to 12.1.3 below); never use their Council membership to further their own purposes and ensure that their conduct at all times is in keeping with their Council membership.

PERIOD OF OFFICE OF COUNCILS, DISBANDMENT AND SUSPENSION

Period of Office

- 9.1.1 A Council will normally serve for a period of two years.

Disbandment and Suspension

- 9.2.1 An Coimisiun may, at any time, disband or suspend a Council for reasons of inactivity, breach of these or other Coimisiun rules, failure or refusal to implement Coimisiun directives, engaging in activities not permitted under these rules, without prior permission of An Coimisiun.
- 9.2.2 Disbandment or suspension of a Council may be implemented only by the passing of a formal notice of motion, which has appeared on the agenda of an ordinary or special meeting of An Coimisiun, and after the Council in question has been afforded a fair and adequate opportunity of defending itself against the allegation(s) made.

Alternative Regional Authorities

- 10.1.1 An Coimisiun, at its sole discretion, may appoint another suitable Regional Authority to carry out such functions as An Coimisiun may deem appropriate in any Region in which:-
- a) A Council has not been established or has ceased to function or
 - b) A Council has been disbanded or suspended in accordance with Rule 9.2.1 above.
- In such cases, the alternative Regional Authority shall not have authority or responsibilities in excess of those of a Regional Council, except in special circumstances, where An Coimisiun may otherwise decide.

COUNCIL MEETINGS

Frequency

- 11.1.1 A Council must hold ordinary meetings at least six times a year, but will do so more frequently, if its work so requires, or should An Coimisiun so requests. Some of these meetings may be held virtually, if the Council so agrees.
- 11.1.2 An Coimisiun, or the Buanchoiste (Executive/Standing Committee), can direct a Council to hold a special or emergency meeting at any time and the Council officers must comply with such direction.
- 11.1.3 Should at least five members of a Council request, by way of a written notification to the Council Secretary, that an emergency meeting of the Council be held, and stating the reason for such request, the Secretary must convene such a meeting, within 14 days of the receipt of such request.

Quorum

- 11.2.1 The quorum for any type of Council meeting is one third of the membership, rounded up to the next highest unit.

Limitations of Council Meeting Business

- 11.3.1 At an emergency or special Council meeting, the business must be confined to the matter or matters necessitating the meeting.
- 11.3.2 While this Council meeting shall be free to discuss any matters relating to dancing, it may take decisions only in relation to questions or matters coming within the scope of its authority, as provided for in these Rules. It is the responsibility of the Chairperson to ensure that this Rule is strictly adhered to.

Summoning of Meetings

- 11.4.1 The date, time and venue of an ordinary meeting should normally be fixed at the previous meeting. Where, for any reason, this is not done, the meeting will be arranged by the Chairperson, in consultation with the Secretary or, if the latter cannot be contacted, with the Treasurer. Should the Chairperson fail, or refuse, to act in arranging the meeting, then the Secretary, in consultation with the Treasurer will do so.
- 11.4.2 It is the responsibility of the Secretary, or a person delegated to do so

on his or her behalf, to ensure that, as far as possible, every Council member receives at least seven days' notice, including the agenda, of an ordinary meeting, and of the AGM.

- 11.5.1 Emergency or special meetings may be held at less than seven days notice, but every effort must be made to notify all members of such meetings.

CONFIDENTIALITY OF COUNCIL BUSINESS

- 12.1.1 The business transacted at a Council meeting, or information obtained by reason of Council membership, is confidential to the Council and An Coimisiun, subject to Rules 12.1.2 and 12.1.3 below.
- 12.1.2 A Council member, therefore, must not disclose, outside of the Council or An Coimisiun, any information relating to Council or Coimisiun business, unless authorised by the Council, or by An Coimisiun to do so. Even when so authorized, a member must never disclose the identity of persons, who may have made proposals, how individuals may have voted, or reveal the views expressed by other members.
- 12.1.3 In order to avoid misunderstandings, a Council should, before a meeting concludes, decide those items under discussion to be treated as confidential.

MATTERS OF SELF-INTEREST TO MEMBERS

Restrictions on Members

- 13.1.1 Council members must never use such membership to secure any advantage for themselves, their pupils, family members, or committees or other bodies, with which they may be involved other than what they (or the others aforementioned) would be entitled to, if they were not members of a Council. Neither, may Council members make use of their membership to unduly or unfairly influence a decision in favour of, or against another party.

Procedures in Dealing with Matters Concerning Council Members

- 13.1.2 In order that membership of a Council shall not confer, or be seen to confer, any privileges or advantages over or beyond those available to teachers, adjudicators, parents, or competition organisers, who are not Council members, a Council must always adhere to the following procedures in dealing with matters before it, which concern or involve a Council member:-
- (a) Where a member wishes to raise a matter with the Council (other than on a point of information) concerning himself or herself or his or her children or pupils or a Feis committee or other body or organisation with which he or she is involved, or a matter on behalf of another party, then the question, complaint, etc. must be put before the Council in writing, in the same way, as if the person raising it were not a member of the Council.
- (b) Where a matter raised as prescribed in (a) above relates to a Council member, or to his or her children or pupils or to a committee with

which he or she is involved, is under discussion by a Council, the member in question **must** leave the meeting for the duration of the discussion. The Council may, if it so wishes, request the member to return temporarily to clarify points of information, which being done, the member must leave again and return to the meeting, only when the matter is decided or discussion on it otherwise terminated.

- (c) The procedure, set-out in sub-section (b) above of this Rule, must also be followed when a Council is dealing with a complaint against a Council member. The Disciplinary Procedures of An Coimisiún, as updated 2021, must also be followed.
- (d) It is the responsibility of the Council as a whole, and of the individual, acting as Chairperson of a meeting in particular, to ensure that the procedures set-out in all sub-sections of this Rule are strictly and impartially implemented in full.

ANNUAL GENERAL MEETING

14.1.1 Every council must, each year, hold either an *BI-ANNUAL GENERAL MEETING* or an *ANNUAL GENERAL MEETING*, prior to the dates of the Annual General Meeting of An Coimisiun, unless, for a sufficient reason, An Coimisiun authorises the holding of the meeting at a later date.

14.1.2 Bi-Annual General Meeting

A bi-annual general meeting will be held in an election year. The persons entitled to attend the Bi-Annual General Meeting of each Council shall be those persons elected or nominated to membership of the Council for the following two years.

14.1.3 The business of the Bi-Annual General Meeting will be to:

- a) Elect officers for the succeeding two years. Officers elected will include a Chairperson, Secretary, Treasurer. Each Comhairle, if it so wishes, may elect further officers, such as Vice-Chair, Assistant Secretary, Assistant Treasurer, Feis Registrar, Transfer Secretary, Results Secretary, etc.
- b) Elect a Council Representative to An Coimisiun. This representative may be any office holder or other member of the Council. Should this representative be unable to attend a meeting of An Coimisiun, he/she **may not** be substituted with an alternate delegate.
- c) Elect or appoint a Designated Liaison Person (DLP) for the council's administrative area. If not already trained for this role, the elected or appointed person must undergo the necessary training so that he/she understands the legal responsibilities and duties attached to the role.
- d) Elect or appoint a person to be designated Oifigeach Gaeilge. The function of this person will be to promote the use of the Irish Language in council business.

14.1.4 A person, elected as an officer of a Regional Council, may not be re-elected for more than one further term. i.e. there will be a limit of four (4) years on the

continuous period a person may be elected to these officerships, without a break of at least two (2) years. (Bunreacht 13.3)

14.1.5 Annual General Meeting

The Annual General Meeting will be held in alternate years, i.e. a non-election year. The persons entitled to attend the Annual General Meeting shall be the persons nominated, elected or co-opted to the Council at the previous year's Bi-Annual General Meeting.

14.1.6 Duties applicable to

- a) Review the work of the council in the previous year. A written, summary report of this work should be provided in advance by the Secretary to all Council members.
- b) Discuss the financial and Treasurer's report for the previous year ---copies to be provided in advance to all Council members.
- c) Discuss and draw up a schedule of objectives for the year ahead, and decide on how to achieve those ends
- d) Deal with any other business that the meeting deems proper, provided such business lies within the responsibilities of the Council as stated in these rules.

14.1.7 Following the AGM, the Council Secretary must forward the following documents to An Coimisiun:

- a) A list of the elected officers and their contact details
- b) A brief report of the AGM
- c) A simplified income and expenditure account and Balance Sheet, as outlined in Appendix 1
- d) A letter listing the names and addresses of the banks/financial institutions in which Council funds are lodged, as well as the names of the signatories of each account.

CORRESPONDENCE, QUESTIONS, DECISIONS, APPEALS

Revision of Council Decisions by An Coimisiun

- 15.1.1 An Coimisiun, or where appropriate, the Buanchoiste, referred to in Rule 2.1.1, will have authority to overrule, amend or suspend any decision of a Council.

Appeals to An Coimisiun

- 15.2.1 Any person, dissatisfied with the decision of a Council, has the right of appeal to An Coimisiun, but when doing so, must set-out in writing the reasons they consider the Council decision should be revised.
- 15.2.2 Where an appeal is received, unless the matter at issue is one of grave urgency, An Coimisiun, or a committee acting on its behalf, will not make a decision on the appeal, until the Council concerned has been given an opportunity to explain its decision and to comment on the grounds of

appeal.

- 15.2.3 Where An Coimisiun reviews a Council's decision, it shall not inform the other parties involved of the result until the decision has first been notified to the relevant Council.

Correspondence and Enquiries

- 15.3.1 All enquiries and complaints concerning matters, which are the responsibility of a Council, should normally be made, in writing, to that Council, in the first instance, (email will suffice). Only where a reply is not received, within a reasonable time or the enquirer or complainant is dissatisfied with the Council decision/reply, should he or she contact An Coimisiun directly. Any communication of the type referred to, which is first sent to An Coimisiun, will normally be referred to the appropriate Council for initial required action.
- 15.3.2 In any case, where the interpretation of a Rule, or directive, is open to question, or the matter is one of significant importance, the Council must contact An Coimisiun for guidance.

MOTIONS FROM COUNCILS FOR AN COIMISIUN A.G.M.

- 16.1.1 Councils, if they so wish, are entitled to submit motions for consideration at the A.G.M. of An Coimisiun, but such motions must reach An Coimisiun, in writing, no later than the date set out and agreed by An Coimisiun..

FINANCE

Supply of Financial Information

- 17.1.1 Every Council must furnish, annually, to An Coimisiun, the financial information referred to in Rule 14.1.5.
- 17.1.2 A Council, if so requested, at any time, must supply An Coimisiun with any information of a financial nature requested.

Bank Accounts, Signing of Cheques

- 17.2.1 All Council income must be lodged in an account with a bank, or other financial institution, in the name of the organization, and must not be spent on anything other than Council and/or Coimisiun business, without the prior sanction of An Coimisiun.
- 17.2.2 Each Council will nominate a maximum of four members, including the Treasurer, to sign cheques on its behalf. The signature of the Treasurer and, any one other of the nominated members, shall suffice to validate a cheque.
- 17.2.3 The names of the authorised cheque signatories, the relevant account numbers, the name(s) and address(es) of the bank(s) or other financial institution(s) in which any Council funds are lodged must be furnished to An Coimisiun. Any changes re the above must be notified to An Coimisiun **without delay**.

Payments

- 17.3.1 It is preferable that all payments by a council are made by direct bank transfer. Otherwise, payments should be made by cheque. Cash payments should be avoided. Payments from petty cash should not normally exceed €50 and receipts for such payments should always be obtained and filed.

Funds of Non-Functioning Councils

- 17.4.1 As the controlling body of the organization, An Coimisiun itself has the right, where, for any reason, a Council ceases to function as a subsidiary unit of the organisation, to take possession of all Council assets. In such event, the assets will, at the discretion of An Coimisiun, be either retained by it, pending the re-establishment of the Council or used by An Coimisiun for the promotion of dancing in the relevant Region.

INSURANCE

- 18.1.1 Every Regional Council (including its members, both individually and severally) is responsible for ensuring that all events, meetings etc. run by it, are properly and fully insured for public liability and employer cover etc.

KNOWLEDGE OF COUNCIL RULES

All Council members, and in particular Council Officers, are obliged to carefully study these Rules, make themselves fully aware of their responsibilities, both individually and as a body, and ensure that the Rules are complied with in full.

APPENDIX 1 TO RULES FOR REGIONAL COUNCILS
Format of Annual Accounts to be submitted by Councils to An Coimisiun

**Part 1 Income and Expenditure Account for period from 1st January
20..... to 31st December 20.....**

Income

Regional Oireachtas

Entry Fees
Admission Charges (door)
Programme Sales
Sponsorship, Advertising, Donations
Other Oireachtas Income

Other Comhairle Income

(Give break-down)

Expenditure

Regional Oireachtas

Hire of Halls
Prizes
Adjudicators' Fees & Travel
Musicians' Fees & Travel
Printing of Programme
Accommodation & Meals
Insurance Premium
Other Oireachtas Expenses

Other Comhairle Expenses

Travel to Meetings
Postage & Telephone
Other Expenditure

Part 2: Balance Sheet at 31st December 20

Assets

*Cash in Bank and other
Financial Institutions
(Current and Deposit A/C's)

Cash on Hands

Liabilities

Outstanding Debts
(Give details)

Medals etc.

Other Assets

(*Please attach copies of relevant bank etc. statements)