



An Coimisiún le Rincí Gaelacha  
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Rialacha  
na gComhairlí  
Réigiunacha

**RULES FOR  
REGIONAL COUNCILS**  
(REVISED EDITION)

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# RULES FOR REGIONAL COUNCILS 1996

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# RULES FOR REGIONAL COUNCIL

## TITLE, EFFECTIVE DATE, DEFINITIONS

- 1.1.1 The title of these Rules is "Rules of An Coimisiún le Rincí Gaelacha (Regional Councils) 1996".
- 1.1.2 These Rules replace the Rules for Regional Councils promulgated in 1982 and shall have effect from 1st January 1996.
- 2.1.1 These Rules shall be published in Irish and English; but should any variation in meaning arise between the texts of the two languages any necessary decision must be taken on the basis of the Irish version of the Rules.
- 3.1.1 In these Rules:  
"a Council" means a committee subordinate to An Coimisiún established by An Coimisiún in accordance with these Rules for the purpose of carrying-out certain delegated functions of An Coimisiún in a specified Region;
- 3.1.2 "a Region" means a geographical area specified by An Coimisiún as a Region for Coimisiún purposes, the boundaries of which may be adjusted or redrawn from time to time as An Coimisiún 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;
- 3.1.3 "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 7.1.1 below.

## STATUS OF A REGIONAL COUNCIL

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

## GENERAL RESPONSIBILITIES OF A COUNCIL

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

## **SPECIFIC FUNCTIONS OF A COUNCIL**

### **Competition Registration**

- 6.1.1 Co-operate with and assist An Coimisiún in the operation of the competition registration scheme for its own Region.
- 6.1.2 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 Coimisiún for Registered Competitions and any further directives in relation to competitions that An Coimisiún may issue.
- 6.1.3 Ensure that An Coimisiún is fully aware of any problems or difficulties in relation to competitions in the Region and advise an Coimisiún as to any possible special action or provision that may be required.

### **Temporarily Registered Teachers**

- 6.2.1 Advise An Coimisiún as to the grant or refusal of applications by persons in the Region for registration as temporary teachers. Where refusal of registration is recommended in any particular case the grounds for such recommendation must be furnished in detail to An Coimisiún and the person concerned, if An Coimisiún decides to reject the application, is entitled to be given in full the reasons for the refusal. An Coimisiún is not obliged to accept a Council's recommendation in any particular case, but due weight will be given to a Council's opinion in the matter.
- 6.2.2 A Council has authority (subject to an appeal by the applicant to An Coimisiún) to deal with applications from temporarily registered teachers to take pupils on transfer from other tesachersú registered with An Coimisiún and to authorise the areas and venues in which such teachers may open classes.

### **Newly-qualified Teachers**

- 6.3.1 Decide, in relation to its own Region, the cases in which, having regard to the special Rules of An Coimisiún applying to such teachers, newly-qualified teachers may, within the period of registration provided for in those Rules, take pupils on transfer from other registered teachers or, conversely, allow pupils to be transferred from them to other teachers.

### **Transfer of Pupils, Procedures to be followed etc.**

- 6.4.1 Implement the Coimisiún (Transfer of Pupils) Rules in the Region.
- 6.4.2 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.

6.5.2 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.

The responsibility for notifying the Council of the transfer lies with the new teacher and such notice must be given in writing. Notice by way of facsimile message ("FAX") is acceptable.

If acknowledgement of receipt of the notification is not received by the new teacher within twenty-one days of it being sent to the Council the onus is on the new teacher to contact the Council on the matter.

xx----- A Council, if it so desires, may implement such reasonable and fixed fees as it deems necessary for the administration of transfer procedures but the amount of such fees.

6.5.3 Decide, having regard to the provisions of the Transfer Rules and to the principles of natural justice, in what transfer cases the period of obligatorily refraining from competitions should be waived or reduced.

The question of such waiver or reduction is a matter for decision by the Council or, on appeal, by An Coimisiún and is not one which may be arranged by mutual agreement between the teachers concerned.

### **Implementation of An Coimisiún Rules and Directives**

6.6.1 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 Coimisiún comply in full with the Rules and directives of An Coimisiún.

6.6.2 Take appropriate disciplinary action as set-out in Rule 6.6.3 below where a breach has occurred of the Rules or directives of An Coimisiún by a teacher, adjudicator, Council-member or competition organiser or where any such individual, or group of persons is adjudged guilty of conduct that which could bring the organisation, or Irish dancing in general, into disrepute or otherwise adversely affect the work of the organisation.

6.6.3 Disciplinary action may be by way of

- (1) reprimand or
- (2) the imposition of an appropriate fine or
- (3) in respect of a serious offence, or a series of persistent offences of a lesser degree, by a teacher, adjudicator or Council-member, by the imposition of a period of suspension.

Where the disciplinary action to be taken is by way of a reprimand the necessary action shall be taken and implemented by the Council (subject to appeal to An Coimisiún). Penalties by way of fines and suspensions shall be imposed by An Coimisiún, but may be recommended to An Coimisiún by Councils.

In the case of a serious breach of Rules or directives by competition organisers cancellation or refusal of competition registration by An Coimisiún (in consultation with the Council concerned) may result.

- 6.6.4 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. In such case however matters of discipline may require to be dealt with jointly by the aforementioned Council and the Council of the teacher's region of actual residence. Where there is disagreement between the Councils the matter should be referred to An Coimisiún.
- 6.6.5 Misconduct in the Region by an adjudicator resident elsewhere must be dealt with by way of report to An Coimisiún.
- 6.6.6 In dealing with matters of complaint, discipline, etc. a Council must always adhere strictly to the **Rules of Natural Justice as set-out in Rule 15.1.1.**
- 6.6.7 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 Réigiúnach - Regional Qualifying Championships**

- 6.7.1 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 Championships in Irish dancing.
- 6.7.2 Ensure that the syllabus and rules of the Regional Oireachtas in so far as they concern qualifying events for Oireachtas Rince na Cruinne are as approved by An Coimisiún.
- 6.7.3 Determine the qualifiers in accordance with the official points system of An Coimisiún.
- 6.7.4 Furnish to An Coimisiún 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 **and** the programme and a list of the qualifiers in each championship.
- The Council Secretary shall provide to An Coimisiún details of subsequent substitute qualifiers, if any.

- 6.7.5 Comply with any directive of An Coimisiún as to
- (a) the latest date by which the Regional Oireachtas must be held each year;
  - (b) dates on which a Regional Oireachtas may not be held in order to avoid an undesirable clash of dates with an adjoining Region;
- 6.7.6 Failure to comply with any of the Rules 6.7.2 to or 6.7.5 above may result in An Coimisiún withholding or withdrawing recognition of the Regional Oireachtas as a valid qualifying event for Oireachtas Rince na Cruinne.
- 6.7.7 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; are not under suspension or a period of refrainment from competition under any relevant Rule of An Coimisiún. 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 place of residence of the teacher or the venue of the class attended **except** where the provisions of the **Rules of An Coimisiún (Registered Competitions)** for dancers living away from home for the purpose of full-time education apply.
- 6.7.8 In the case of team events concessions on the place of residence shall be made on basis set out in the current Oireachtas Rince na Cruinne syllabus or, alternatively, as directed from time to time by An Coimisiún.

**Correspondence, Complaints, etc.**

- 6.8.1 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, even where the complainant is a member of the Council.

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**Regional Meetings with Teachers, Adjudicators and Competition Organisers**

- 6.9.1 In order to improve communication, co-operation and understanding the Council will, in conjunction with An Coimisiún, 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 Coimisiún;
  - (d) registered teachers teaching in the Region even though resident elsewhere;
  - (e) organisers of registered competitions in the Region.

It is permissible to have part of such a meeting confined to those referred to at (a), (b), (c) and (d).

- 6.9.2 At such meeting the aims and work of An Coimisiún, including the Council will be explained and the problems of the different parties in the Region - Coimisiún, Council, adjudicators, teachers and competition organisers - discussed.

### **Re-registration of Teachers and Adjudicators**

- 6.10.1 If so requested, and if the Council is agreeable to do so, assist An Coimisiún with the process of annual re-registration of teachers and adjudicators in the Region.

### **Sending of Regular Reports and Information to An Coimisiún**

- 6.11.1 Keep an Coimisiún informed of the work of the Council by submitting a brief written or verbal report on a regular basis, but not less than quarterly.
- 6.11.2 Should anything occur in the Region which may attract publicity inform the central office of An Coimisiún or, if immediate contact with the office is not possible, an appropriate officer of An Coimisiún, so that any resultant media enquiries may be dealt with at a broader level.
- 6.11.3 Provide without delay any information An Coimisiún or the Buanchoiste may request from time to time.

### **Publicity and Publications**

- 6.12.1 Use all reasonable means to obtain favourable adverse publicity in the media for Irish dancing in general and the work of An Coimisiún and the Council in particular.
- 6.12.2 Promote the distribution of An Coimisiún publications in the Region.

### **Representation at Meetings**

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

### **Promotion of Dancers' Certificate Examinations and Other Schemes**

- 6.14.1 In conjunction with An Coimisiún organise and encourage teachers to organise Dancers' Certificate Examinations throughout the Region on a regular basis.
- 6.14.2 Co-operate with An Coimisiún in fund-raising and other schemes for the benefit of dancing and the organisation as a whole.

### **Céilithe and Other Functions**

- 6.15.1 Organise occasional social functions at which teachers and others interested in Irish dancing can meet and socialise in a non-competitive and non-business atmosphere.



- 6.15.2 In conjunction with teachers and other interested parties organise céilithe for teenagers and younger dancers in different parts of the Region on a regular basis.

#### **Co-operation with Other Irish Cultural Organisations**

- 6.16.1 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**

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

#### **Other Obligatory Functions**

- 6.18.1 Undertake any additional functions not specified in Rules 6.1.1 to 6.17.1 that An Coimisiún may from time to time request.

### **COUNCIL MEMBERSHIP**

#### **Number of Members and Methods of Election and Nomination**

- 7.1.1 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 Gaelge, 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 nominated by Conradh na Gaeilge who are resident in the province to membership of the Council.

(e) persons coopted to An Coimisiun at its AGM who are resident in the Region.

- 7.1.2 An Coimisiún may at any time at its sole discretion and if it so considers it necessary and desirable

(a) permit the numbers prescribed under sections (a) and/or (b) of Rule 7.1.1 above to exceed six;

- (b) include registered teachers and/or adjudicators amongst the members at 7.1.1(b) above where enough suitable and willing non-teacher/adjudicator nominees are not available;
- (c) nominate less than the six members prescribed at 7.1.1(b) above where it considers enough suitable nominees are not available.

### **Filling of Vacancies, and Disqualification or Removal from Council Membership**

- 7.2.1 Should for any reason during a Council's period of office a vacancy arise in any category of the Council membership An Coimisiún will, if it deems it necessary, nominate a suitable person to fill the vacancy.
- 7.2.2 If an adjudicator or teacher member of a Council elected under Rule 7.1.1(a) above fails to re-register with An Coimisiún 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 7.2.1 above.
- 7.2.3 Persons nominated by An Coimisiún to membership of a Council under Rule 7.1.1(b) or (c) above may be removed by An Coimisiún from Council membership at any time for conduct deemed to be to the detriment of An Coimisiún or the Council but such removal must be implemented in accordance with the Rules of Natural Justice as set-out in Rule 15.1.1 below.

## **RESPONSIBILITIES AND DUTIES OF COUNCIL MEMBERS**

### **Attendance at Meetings**

- 8.1.1 Council members are expected to attend regularly 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 Coimisiún of such persons' Council membership. The question of such termination may be initiated either by an Coimisiún 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 one year but this period may be shortened or slightly extended for good and sufficient reason at the discretion of An Coimisiún.

### **Disbandment and Suspension**

- 10.1.1 An Coimisiún may at any time disband or suspend a Council for reasons of inactivity, breach of these or other Coimisiún Rules, failure or refusal to implement Coimisiún directives, engaging in activities not permitted under these Rules without prior permission of an Coimisiún itself, to its work or to the well-being of Irish dancing as a whole.
- 10.1.2 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 Coimisiún meeting and after the Council in question has been afforded a fair and adequate opportunity of defending itself of the allegation(s) made against it.

### **Alternative Regional Authorities**

- 10.2.1 An Coimisiún, at its sole discretion, may appoint another suitable Regional Authority to carry out such functions as An Coimisiún may deem appropriate in any Region in which
- (1) a Council has not been established or has ceased to function or
  - (2) a Council has been disbanded or suspended in accordance with Rule 10.1.2 above.
- In such case the alternative Regional Authority shall not have authority or responsibilities in excess of those of a Regional Council except in special circumstances where An Coimisiún 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 when its work so requires or should An Coimisiún so request

- 11.1.2 An Coimisiún, or the Buainchoiste (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 a 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 of an ordinary meeting (including the agenda) and of the A.G.M.
- 11.5.1 Emergency or special meetings may be held at less than seven days notice (but see Rule 11.3.1 above) 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 Coimisiún, 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 Coimisiún any information relating to Council or Coimisiún business unless authorised by the Council or by An Coimisiún to do so.

Even when so authorised 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 what matters dealt with must 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 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 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 Rules of Natural Justice (see Rules 15.1.1 and 15.1.2) must also be adhered to.

- (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 hold a meeting entitled "The Annual General Meeting" (The "A.G.M.") before the 30th June each year, unless An Coimisiún, for reasonable cause, authorises the holding of the meeting at later date.
  
- 14.2.1 The business of the A.G.M. shall be to:
  - (a) elect officers for the succeeding year;
  - (b) review the work of the Council in the previous year, a summary report in writing of such work being provided in advance to all Council members by the Secretary;
  - (c) discuss the Treasurer's accounts and report for the previous year, copies being provided in advance to all Council members;
  - (d) draw up a schedule of objectives for the year ahead and decide on how it will attempt to achieve those ends;
  - (e) deal with any other business the meeting deems proper **provided** such business is within the responsibilities of the Council as stated in these Rules.
  
- 14.3.1 The A.G.M. must elect the following officers:-
  - (a) Chairperson
  - (b) Secretary
  - (c) Treasurer
  - (d) Council Representative on an Coimisiún itself.  
(This representative may be any office-holder or other member of the Council and if unable to attend a meeting of an Coimisiún may be substituted for by any other Council member nominated by the Council Chairperson).
  
- 14.3.2 A Council, if it so wishes, may elect further officers and assign them such responsibilities as it sees fit within the limitations of these Rules.
  
- 14.3.3 All officers elected must be members of the Council with the possible exception of the Secretary. As this post may entail a considerable amount of time and effort it is possible that a Council may wish to appoint a very suitable person who is not a Council member. A Council is free to select such a person, but in such a case the Secretary is not entitled to formally propose or second motions or to participate in votes at Council meetings.

14.4.1 The Council Secretary must forward to an Coimisiún following the A.G.M. the following documents:-

- (a) a list of the elected officers and their addresses;
- (b) a brief report of the A.G.M. in time for the September meeting of An Coimisiún.
- (c) a simplified income and expenditure account and balance sheet as indicated in Appendix 1 to these Rules.
- (d) a letter giving the name and address of every bank or other institution in which Council funds are lodged, and names of the signatories of each account.

## **RULES OF NATURAL JUSTICE**

15.1.1 In the administration of these and any other Rules of An Coimisiún and in any action taken in the fulfilment of its responsibilities a Council, or any person acting on its behalf must comply in full with the law relating to natural justice. This requires that before any penalty can be imposed or any person's rights withdrawn or suspended that the following procedures be followed **in full**:-

- (a) the person informed that a complaint, allegation or objection has been lodged against them and given full details of the nature of the complaint, allegation or objection;
- (b) the person told, if he or she so requests, the identity of the individual or parties who have lodged the complaint etc.;
- (c) the person informed in full of the evidence against him or her;
- (d) a full and adequate opportunity afforded to the person to prepare and provide a defence or answer to the complaints etc. lodged.

A Council must furthermore ensure that an innocent party is never penalised for an offence for which someone else is responsible.

15.1.2 Where a complainant refuses permission to a Council to

- (a) divulge his or her identity to the person about whom the complaint is made or
- (b) allow the relevant correspondence and/or other evidence to be made available to that person.

The Council must not pursue the complaint any further.

## **CORRESPONDENCE, QUESTIONS, DECISIONS, APPEALS**

### **Revision of Council Decisions by An Coimisiún**

16.1.1 An Coimisiún, or where appropriate, the central committees referred to in Rule 4.1.1 (in relation to matters within their areas of responsibility) have authority to overrule, amend or suspend any decision of a Council.

## **Appeals to An Coimisiún**

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

Where An Coimisiún 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 Council concerned.

## **Correspondence and Enquiries**

16.3.1 All enquiries and complaints concerning matters which are the responsibility of a Council should normally be made in the first instance to the Council, preferably in writing. Only where a reply is not received within a reasonable time or the enquirer or complainant is dissatisfied with the Council decision or reply should he or she contact An Coimisiún directly. Any communication of the type referred to which is first sent to An Coimisiún will normally be referred to the appropriate Council for initial required action.

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 Coimisiún for guidance.

## **MOTIONS FROM COUNCILS FOR AN COIMISIÚN A.G.M.**

17.1.1 Councils if they so wish are entitled to submit motions for consideration at the A.G.M. of An Coimisiún but such motions must reach An Coimisiún in writing not later than 1st April each year.

## **FINANCE**

### **Supply of Financial Information**

18.1.1 Every Council must furnish annually to An Coimisiún the financial information referred to in Rule 14.4.1.

18.1.2 A Council, if so requested at any time must supply An Coimisiún with any information of a financial nature requested.



### **Bank Accounts, Signing of Cheques**

- 18.2.1 All receipts of a Council must be lodged in an account with a bank or other financial institution in the name of the organisation and must not be spent on anything other than Council and/or Coimisiún business without the sanction of An Coimisiún.
- 18.2.2 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.
- 18.2.3 The names of the authorised cheque signatories, the name(s) and address(es) of the bank(s) or other financial institution(s) in which any Council funds are lodged and the relative account numbers must be furnished to An Coimisiún and changes in the number(s) must be furnished to an Coimisiún and changes in any of these details notified to An Coimisiún **immediately**.

### **Payments**

- 18.3.1 As far as possible all Council payments should be made by cheque and cash payments avoided.  
This does not prevent a Council from issuing a cheque, then cashing it for the payee from cash in hand and then lodging the cashed cheque as a receipt. This procedure can in fact be convenient at times (for example, at an Oireachtas Rince) and is quite acceptable.  
Otherwise payments in cash, that is, from petty cash, should not normally exceed £50 and receipts for such payments should always be obtained and filed.

### **Funds of Non-Functioning Councils**

- 18.4.1 As the controlling body of the organisation An Coimisiún 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 Coimisiún, be either retained by it pending the re-establishment of the Council or used by An Coimisiún for the promotion of dancing in the Region concerned.

### **INSURANCE**

- 19.1.1 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 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 Coimisiún

### **Part 1 Income and Expenditure Account for period from 1st October 199.... to 30th September 19....**

#### **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 30th September 199....**

#### **Assets:**

\* Cash in Bank and other  
Financial Institutions  
(Current and Deposit A/cs)

Cash on Hands

Medals etc.

Other Assets

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

#### **Liabilities:**

Outstanding Debts  
(Give details)