

AUSTRALIAN PIPE BAND ASSOCIATION INC.

ROUTINE REPORTING REGULATION

[made by the Committee under the Rules on 24th July 2000.]

1. TITLE

1.1 This Regulation may be cited as the ***Routine Reporting Regulation 2000.***

2. AIM AND DATE OF OPERATION

2.1 The Regulation seeks to set out the reporting obligations of each Branch imposed by the Rules of the Association, its Regulations or to enable compliance with or the effective operation of the Rules and Regulations and of the Association.

2.2 Clause 7 shall come into effect on a date fixed by the Committee. The remainder of this Regulation shall have effect from 1st August 2000.

3. FINANCIAL

3.1 A Branch Treasurer shall forward Financial Statements to the Treasurer as at 31st December and 30th June in each year, in each case within 45 days thereafter. [Rule 5.1.4]

4. OFFICIALS

4.1 The "particulars" required in each case are the name, address, telephone number[s] and electronic mail address [if any].

4.2 The Branch Secretary shall furnish the particulars of each member of the Branch Committee and of the Committee of the Australian Pipe Band College Branch for that Branch, and of the Branch Grading Committee to the Secretary within fourteen days of each election or of any change in the particulars

4.3 The Branch Secretary shall furnish a copy of each List of Judges or Contest Supervisors maintained by the Branch and the particulars of each person listed therein and particulars of how many times each such person was rostered and acted as a judge or contest supervisor in the previous 12 months to the Secretary in the month of May in each year.

4.4 The Branch Secretary shall furnish a list of all bands registered through the Branch and the particulars of the secretary of each band to the Secretary and to the Webmaster during the month of November in each year.

5. CONTESTS

5.1 A Branch Secretary shall furnish a copy of the Master Sheet and results of each band or miniature band contest and of the results of each solo contest registered through the Branch to the Secretary, and the Webmaster within fourteen days and the Secretary of each other Branch within forty days after that contest.

5.2 A Branch Secretary shall furnish details of each contest registered through the Branch to the Secretary, the Webmaster and each other Branch Secretary within thirty days of that registration being granted. Details of a band contest shall include date, full information of the location, the grades and contest elements offered, and contact details for the promoter. Details of a miniature band or solo contest shall include date, full information of the location, the grades offered and test music prescribed, and contact details for the promoter.

5.3 A Branch Secretary shall notify the proposed date and general location of and other appropriate information about a contest proposed or intended to be registered through the Branch to the Secretary, the Webmaster and each other Branch Secretary within thirty days of receipt of an application for its registration, reservation of a date for the contest, or the commencement of negotiations in relation to registration or reservation of date therefor.

6. MINUTES

6.1 A Branch Secretary shall furnish minutes of each meeting of the Branch Council and Branch Executive Committee to the Secretary, each member of the Association Council and each other Branch Secretary within fourteen days of the meeting.

7. REGISTRATION

7.1 A Branch Secretary shall furnish, or ensure that an appropriate Branch official furnishes, to the Registrar a true copy of each application for membership, application for registration of band, and clearance within:-

- 7 days of the approval by the Branch of an application for membership or for registration of a band;
- 7 days after receipt by the Branch of a clearance.

A Branch Secretary shall also notify the Secretary and the Registrar of any case in which the Branch rejects such an application within 7 days of the decision being made, and without delay of any case in which a decision is deferred or delayed beyond the next available meeting of the Branch Council or Branch Executive Committee.

8, MEANS OF REPORTING

8.1 Financial information may be submitted in an electronic form approved by the Treasurer or on paper.

8.2 Officials and Contest information and minutes of meetings may be submitted electronically [using MS Word 97] or on paper, provided that contest master sheets may be submitted in a form approved by the Secretary.

8.3 Registration information: True copies of applications and clearances may be submitted in a form approved by the Registrar. Notification of rejection or deferral of or delay to an application may be electronic [using MS Word 97] or on paper.

[Issued 25th July 2000]