

Dear Delegates,

This Administrative Guidelines Booklet has cost our Society a considerable amount of time and money to prepare. Would you please to carefully look after it and meticulously update it when necessary. It is important that your club caller and officials all know of its existence and use it for reference.

It is hoped that it contains everything that is necessary for the running of our Society and if not we will endeavour to complete or change it to make it so. We suggest that you do not file it away but use it to keep each meeting Agenda, Minutes, and Newsletters for the past 12 months. Soon as they are received place them in the cover and when they get to be 12 months old file them away somewhere else. In this way, this one package is all you'll need for every Society meeting.

You must remember that if your club selects a new Delegate this booklet **MUST** be passed on. We cannot supply additional copies obviously because of the cost involved but feel free to make your own copies.

Please help us make this project a success.

A.G. 00 - FEBRUARY 1993
(Updated June 2013)

ADMINISTRATIVE GUIDELINES:

This set of Administrative Guidelines is meant to be used as a supplement to the Constitution and Regulations but **NOT** as a substitute.

Many Society procedures are changed or expanded at various meetings and listed in the Minutes. These are outlined here and can be easily referred to by Delegates and those wishing to attend meetings.

Please keep this document up to date and complete. When changes are to be made, a new page will be issued and the old one should be destroyed. All references to any information contained herein should contain the date at the top of the page corresponding to the date in the Index of Contents.

Please **DO NOT** extract any parts. Copies may be made if necessary.

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