



 State President

STATE MINUTES

Policy Statement

To ensure all incoming and outgoing minutes received by The Association is distributed in a timely manner according to the Rules and By-Laws of The Association.

Guiding principles

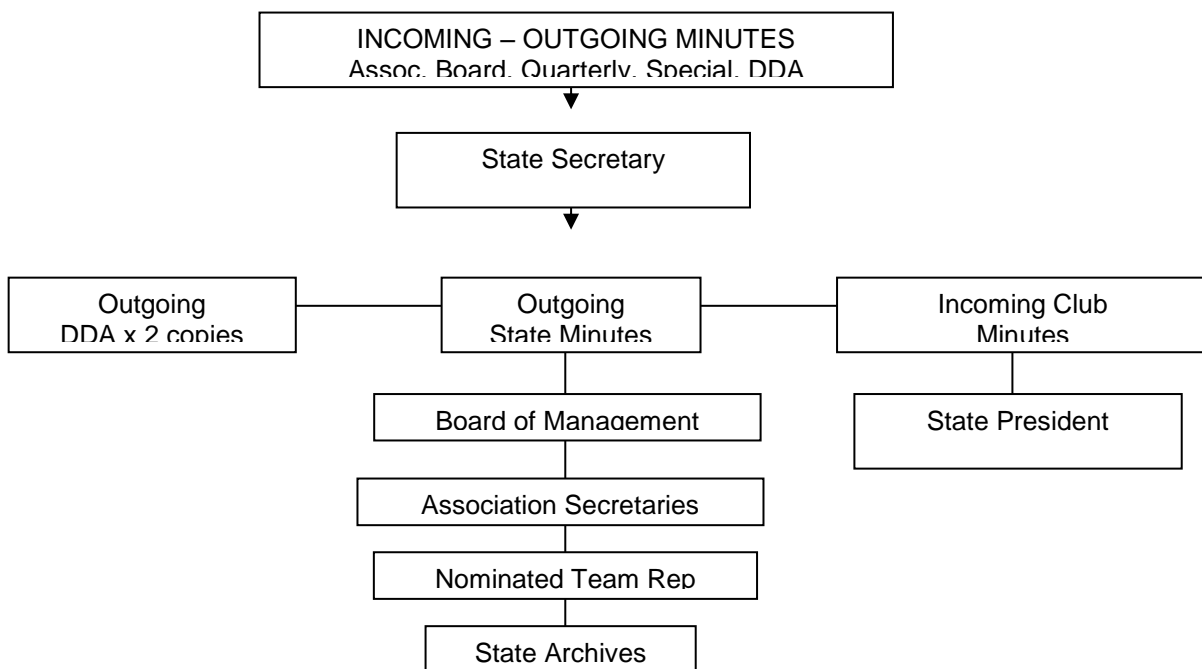
All meetings held by The Association are to be minuted with copies distributed to Board Members, registered Associations, National Executive Director and relevant individual members as requested.

All DDQ Life Members are eligible for a copy of correspondence, minutes and bulletins etc if requested.

It is the responsibility of the Secretary to distribute these minutes within three weeks of the scheduled meeting date.

All registered associations are to supply a copy of scheduled minutes within two weeks of the scheduled meeting date. These copies will be distributed to the State President only.

Procedure



Reference

NA

Constitution & By Laws – DrillDance Queensland Incorporated
Constitution & By Laws – DrillDance Australia

Contact

State Secretary

Developed: October 2004

Reviewed: June 2007, June 2008, June 2013, June 2015, Dec 2017