



CLUB INCLUSION

Words used in these Bylaws

Society: A group of people who come together for a purpose and who register their group name and purpose and other information with the government. The Club Inclusion is a Society. You can be a member of the Society without being a member of one of our programs. The Board of Directors works for the members of the Society.

Memorandum of Association: a legal document filed with the government when a Society or Company is first started. It states the address of the Society, the name, and the names of the people who are coming together to form the Society.

Subscribers: The people whose names are on the Memorandum of Association. They are the first members and directors of the Society.

Registrar: The person who keeps the official records of Nova Scotia Societies that the government needs.

Annual General Meeting: A meeting that happens once a year that makes important decisions about the Society. This meeting is when the Board members are elected. All members can attend the Annual General Meeting and vote.

Chairperson or Chair: The person in charge of the meeting who makes sure the meeting happens as it is supposed to. Chairing the meeting means running the meeting according to the rules.

Resolution: A decision or action that the members vote on. Most resolutions only need more than half the members at a meeting to vote for them in order to be approved. Special Resolutions needs 75% of members at the meeting to vote for them in order to be approved. Our by-laws say which actions needs to be Special Resolutions – for example, changing the by-laws, or removing a Director.

Board member and **Director** are the same thing. They are the people who have been elected by the members to take care of the Society and run things according to the rules.

Conflict of interest: You would have a 'conflict of interest' if you would gain personally from a resolution that you are voting on. For example, if your business would get money if a vote passed, that would be a 'conflict of interest' and you would have to tell other people and you would not vote.

Minutes: The written record of what happened in the meeting. The notes are taken so in the future people will be able to see exactly what was decided and what happened.

Words used in the Annual General meeting

Assets = everything we own: cash, the value of equipment and the kitchen at the Club.

Equity = this is what the Society is worth. If you add the 'liabilities' and the 'equity' they should come to the same amount as the 'assets.'

Liabilities = money that we have promised to spend, or we owe to other people.

Agenda = the list of things we are going to talk about at the meeting.

AGM = Annual General Meeting. This meeting is the most important meeting of the Society. You decide who will be in charge of the Society on your behalf (The Board of Directors).

Amortization/Depreciation = the value of things that we own, like the kitchen, goes down when you use it and it gets old and worn out – this is called amortization or depreciation.

Auditors = the people who check that we handle our money properly.

Bylaws = The rules of the Society that members have to follow.

Financial Report = All about our money – what we spent and what we were given.

Minutes = a record of the things that were talked about decided at the last

meeting.

Motion = Sometimes people will make 'a motion', or say 'I move that...'. Then they will say what they think should happen and everyone will raise their hands to vote if they agree, or keep their hands down if they don't agree. You can make a motion by putting your hand up and saying 'I move that.....'

Regrets = if people can't come to the meeting they can send their regrets.

Strategic Plan = this plan helps us know what we should be doing for the next three years.