

Arrowhead Centre Society Notice of Annual General Meeting

Wednesday, February 29th 2012 at 3:00 pm

at the Clubhouse
5554 Inlet Avenue, Sechelt

The meeting agenda will include:

- Consideration of the Financial Statements
- Report of the Directors
- Nomination Committee Report and Election of Directors
- Amendments to the Constitution and Bylaws

Nomination of Directors:

The Nominating Committee proposes the following names for election to the Board of Directors

Clubhouse Members

Hugh Macauley
Teddy Presley *
Barb Woods
Christie Wylie

Community Members

Jim Brookes *
Patti Brown *
Jim Chisholm *
Adele Koyanagi *
Maureen Matkin
Cam Reid *
Brian Smith *

* Current Directors

Constitution and Bylaw Revisions: The AGM will consider changing the name of the Society to “Arrowhead Clubhouse Society,” adding four clauses to the Constitution that were approved in the past but never registered, a complete new set of Bylaws bringing into line the requirements of the Society Act and recognizing the need to bring the Bylaws in line with current realities.

CONSTITUTION

The Constitution states the purpose of the Society is to operate Arrowhead Clubhouse as a member-driven, peer-support Clubhouse following the model of the International Centre for Clubhouse Development for adults living with a persistent mental illness.

BYLAWS

The bylaws govern in some detail how the Society carries on its business, as outlined by the *Society Act of British Columbia*. The Act requires all non-profit societies to be democratic, transparent, responsible, inclusive and accountable, so all the section of the bylaws deal with some part of that list of requirements.

PART 1—DEFINITIONS—Defines some of the terms used in the bylaws, including the definition and process for passing a special resolution.

PART 2—MEMBERSHIP—States that anyone over 18 can be a member of the Society, and must agree to uphold the purpose of the Society and its Constitution and Bylaws. Membership fees are determined by the Annual General Meeting and must be paid and current.

Any member in good standing of the Arrowhead Clubhouse and over the age of 18 is automatically a member of the Society and is not required to pay the above fees.

This section also outlines the procedure for expelling a member (by special resolution—see definitions) and the rights of that member if faced with expulsion.

PART 3—MEETINGS OF MEMBERS—Describes procedures for meetings, including the Annual General Meeting, following the requirements of the *Society Act*.

Proper advance notice of a meeting must be given, and all members in good standing may attend. The meeting must be democratic and everyone may have a say.

PART 4—VOTING—Describes how resolutions, including special resolutions, are passed and how votes are held.

Every person who is a member in good standing of the Society for a minimum of thirty days is entitled to one vote.

PART 5—DIRECTORS AND OFFICERS—Defines Directors as responsible for the entire operation of the Society and for its finances. They may make any necessary rules and regulations to fulfill the purposes and goals of the Constitution.

The Board of Directors is elected for a term of two years by the membership at the Annual General Meeting.

Members in good standing of Arrowhead Clubhouse are eligible to be elected for up to 49% of the Board. The Board elects from its Directors a President, Vice-President, Secretary and Treasurer.

Directors may be removed from office for periods of non-attendance without reasonable cause, or by special resolution.

PART 6—PROCEEDINGS OF DIRECTORS—States how Directors are to conduct the business of the Society. They may delegate powers to ‘Ad Hoc’ committees as necessary when there is a special need. (As an example, the Clubhouse Model Committee.) It details how these committees work.

It outlines the duties of the four ‘standing’ or permanent committees—Executive, Nominating, Financial and Fundraising.

PART 7—DUTIES OF OFFICERS—This section outlines the duties of the officers of the Board,--President, Vice-President, Secretary and Treasurer, including managing of accounts and records and signing authority.

PART 8—SEAL—This section deals with the use of the seal if we should have one. (It is an engraved stamp used for legal purposes. It is not required.)

PART 9—FINANCIAL MATTERS—Describes the financial and borrowing powers of the Directors, the registering of any Society property, the issuing of receipts and so on.

PART 10—AUDITOR—Describes the appointing and activities of an auditor if the Annual General Meeting decides to appoint one.

PART 11—NOTICES TO MEMBERS—How members are to be notified of meetings and also of any business as outlined in these bylaws, such as special resolutions.

Notification includes by email, fax, website posting, mail, posting on the Arrowhead notice Board, or newspaper announcement

PART 12—PROTECTION OF DIRECTORS—Allows the Society to purchase liability insurance for the Directors.

Directors shall not be held liable for decisions or actions taken in good faith.

PART 13—BYLAWS—States each member is entitled to a copy of the Constitution and bylaws of the Society without charge.

The bylaws cannot be changed or added to except by the members by means of a special resolution at an Annual or Extraordinary General Meeting of the Society.