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## GLOSSARY: Words you need to understand

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- Act** A decision made by a Federal, State or Territory parliament which becomes law.
- Annual General Meeting**  
A meeting of members, open to the public, held once each year after the financial audit. It is a law set in the constitution or rule book.
- Auditor** A person qualified to check that the financial management of your organisation is correct.
- Constitution (Rule Book)**  
A set of rules agreed to by the organisation which also abides by the law.
- Directors** People who make up the governing body of a corporation (the board). They have authority over the corporation and are ultimately responsible for it.
- Financial Report** A report which explains if the art centre has enough money in the bank to pay its bills, including artist payments.
- Governance** Managing the activities, and planning the business of the art centre within the rule book (or constitution) of the organisation and the law.
- Members** People who have an interest in the business of the art centre and who fit the description for membership in your rule book.
- Minutes** A written record of decisions made at a meeting.
- Motion** An idea on the agenda for discussion at a meeting. A motion requires a discussion to see if most of the members support the idea, then it needs a mover and a seconder.
- Mover** A member who puts a motion to a meeting.

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**Office of the Registrar of Indigenous Corporations**

The office which supports and regulates the corporations that are incorporated under the *Corporations (Aboriginal and Torres Strait Islander Act) 2006* or CATSI Act.

**Policy** A set of written rules that the board of directors has agreed to which guide how the art centre is managed.

**Quorum** The minimum number of members required at a meeting to make decisions. The Rule Book (or constitution) will say what the minimum number (quorum) is.

**Rule Book (Constitution)**

A set of rules agreed to by the organisation which also abides by the law.

**Secunder** A person who also agrees to put a motion to a meeting.

**Secret Ballot** A vote where members write down on a piece of paper if they agree or disagree with a motion put to a meeting. This means that nobody knows how each member voted.

**Special General Meeting**

A meeting of members to make a special decision as required under the constitution or rule book.

**The Corporations (Aboriginal and Torres Strait Islander) Act 2006**

Also known as the CATSI Act, these laws guide the rule book for Aboriginal and Torres Strait Islander corporations.

**Vote** Members agree or don't agree to a motion in a meeting. For a meeting to agree with a motion, half the members plus one must agree to the motion. If this does not happen the motion is defeated.