



Bylaws

BYLAWS OF
BRANA CAMPOUT INC.
A VIRGINIA NON-STOCK CORPORATION



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FOREWORD (THE CORPORATION)

BRANA CAMPOUT INCORPORATED (the Corporation), a non-stock corporation duly formed under the provisions of the Virginia Non-Stock Corporation Act, Title 13.1, Chapter 10 of the Code of Virginia (the Code), hereby adopts the following Bylaws of the Corporation which shall govern the management and operation of the Corporation's business and the regulation of its affairs, to the extent consistent with the Corporation's Articles of Incorporation and applicable law, and in accordance with Section 13.1-823 of the Code and Internal Revenue Code Section 501(c)(3).

LOGO



(REGISTERED TRADEMARK)

In accordance with the Trademark Act of 1946, as Amended (PUBLIC LAW 79-489, CHAPTER 540, APPROVED JULY 5, 1946; 60 STAT. 427)- currently contained in Chapter 22 of Title 15 of the United States Code (USC); the major body of U.S. law that governs federal registration of trademarks, the BRANA Campout Incorporated Logo shall be used exclusively by and for the Corporation in compliance with these Bylaws and with an understanding of federal registration of trademarks involving the establishment of rights in a mark based on legitimate use of the mark.

United States of America

United States Patent and Trademark Office



Reg. No. 3,947,384

Registered Apr. 19, 2011

Int. Cl.: 35

SERVICE MARK

PRINCIPAL REGISTER

BRANA CAMPOUT INCORPORATED (VIRGINIA CORPORATION)
P.O. BOX 623
HARRISONBURG, VA 22803

FOR; PROMOTING PUBLIC AWARENESS IN THE FIELD OF SOCIAL WELFARE, IN CLASS
35 (U.S. CLS. 100, 101 AND 102).

FIRST USE 7-15-2005; IN COMMERCE 7-15-2005.

THE MARK CONSISTS OF AN OUTER CIRCLE WITH AN INNER SQUARE. THE OUTER
CIRCLE AND THE INNER SQUARE ARE PLACED IN THE BACKGROUND OF A SMOKE-
LESS FIRE, RISING FROM FIVE LOGS. THE TWO-PART LITERAL ELEMENT IS LOCATED
WITHIN THE OUTLINE OF THE FIRE. THE TOP PORTION OF THE LITERAL ELEMENT
(THE WORD "BRANA") IS ALL CAPITALIZED, AND THE LOWER PORTION OF THE
LITERAL ELEMENT (THE WORD "CAMPOUT") IS SPELLED BEGINNING WITH AN UPPER-
CASE "C" FOLLOWED BY THE REMAINDER OF THAT WORD IN LOWER-CASE AS
"AMPOUT".

SER. NO. 85-106,835, FILED 8-13-2010.

LOURDES AYALA, EXAMINING ATTORNEY



David J. Kappas

Director of the United States Patent and Trademark Office

Y P O C

**REQUIREMENTS TO MAINTAIN YOUR FEDERAL
TRADEMARK REGISTRATION**

**WARNING: YOUR REGISTRATION WILL BE CANCELLED IF YOU DO NOT FILE THE
DOCUMENTS BELOW DURING THE SPECIFIED TIME PERIODS.**

Requirements in the First Ten Years*

What and When to File:

- **First Filing Deadline:** You must file a Declaration of Use (or Excusable Nonuse) between the 5th and 6th years after the registration date. *See* 15 U.S.C. §§1058, 1141k. If the declaration is accepted, the registration will continue in force for the remainder of the ten-year period, calculated from the registration date, unless cancelled by an order of the Commissioner for Trademarks or a federal court.
- **Second Filing Deadline:** You must file a Declaration of Use (or Excusable Nonuse) **and** an Application for Renewal between the 9th and 10th years after the registration date.* *See* 15 U.S.C. §1059.

Requirements in Successive Ten-Year Periods*

What and When to File:

- You must file a Declaration of Use (or Excusable Nonuse) **and** an Application for Renewal between every 9th and 10th-year period, calculated from the registration date.*

Grace Period Filings*

The above documents will be accepted as timely if filed within six months after the deadlines listed above with the payment of an additional fee.

The United States Patent and Trademark Office (USPTO) will NOT send you any future notice or reminder of these filing requirements.

***ATTENTION MADRID PROTOCOL REGISTRANTS:** The holder of an international registration with an extension of protection to the United States under the Madrid Protocol must timely file the Declarations of Use (or Excusable Nonuse) referenced above directly with the USPTO. The time periods for filing are based on the U.S. registration date (not the international registration date). The deadlines and grace periods for the Declarations of Use (or Excusable Nonuse) are identical to those for nationally issued registrations. *See* 15 U.S.C. §§1058, 1141k. However, owners of international registrations do not file renewal applications at the USPTO. Instead, the holder must file a renewal of the underlying international registration at the International Bureau of the World Intellectual Property Organization, under Article 7 of the Madrid Protocol, before the expiration of each ten-year term of protection, calculated from the date of the international registration. *See* 15 U.S.C. §1141j. For more information and renewal forms for the international registration, see <http://www.wipo.int/madrid/en/>.

NOTE: Fees and requirements for maintaining registrations are subject to change. Please check the USPTO website for further information. With the exception of renewal applications for registered extensions of protection, you can file the registration maintenance documents referenced above online at <http://www.uspto.gov>.

ARTICLE 1 DEFINITION OF TERMS

Unless otherwise stated in these Bylaws, all of the terms used in these Bylaws which are defined in Section 13.1-803 of the Code shall be deemed to have the meaning set forth in such Section of the Code.

ARTICLE 2 OFFICES

Section 1: PRINCIPLE OFFICE

The principle office for the transaction of the activities and affairs of the Corporation ("principle office") is located at 2394 Melrose Road; Rockingham, Virginia. In order to comply with the Virginia Non-Stock Corporation Act, the "registered agent", residing in the State of Virginia and aware of the responsibility as "director" for the Corporation, is Shani Armstrong. The administrative members ("Board") may change the principle office from one location to another. Any changes of this location shall be noted by the secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

Section 2: OTHER OFFICES

The Board may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

ARTICLE 3

PURPOSE OF BRANA CAMPOUT INC.

The purpose of BRANA Campout Incorporated is to provide administrative services for, and oversight of the annual event known as the BRANA Campout. The BRANA Campout will strive to provide a recreational camping experience for recovering addicts and their families, which includes workshops, NA meetings and other fellowship activities in a family atmosphere.

Chartered as a non-stock, not-for-profit Corporation by the State Corporation Commission of Virginia, BRANA Campout Inc. operates the business of and serves as fiduciary to the annual event known as the BRANA Campout.

Organizers should seek to maintain an atmosphere that nurtures recovery throughout the event. Through paid registrations and sales of merchandise, the corporation is also responsible for generating sufficient revenue to continue the campout as an ongoing enterprise. As a legal entity within the Commonwealth of Virginia, BRANA Campout Inc. provides protection to the fellowship of Narcotics Anonymous in case of legal liability and/or public recrimination in case of problems at the campout.

BRANA Campout Incorporated shall have all the authorities and privileges as well as the responsibilities conferred upon non-stock, not-for-profit corporations under the laws of the Commonwealth of Virginia. Neither the Blue Ridge Area Service Committee nor any service body of NA should be held responsible for debts or lawsuits against BRANA Campout Incorporated.

While BRANA Campout Incorporated strives to practice principles of the program of Narcotics Anonymous, the Corporation cannot claim to aid in the process of recovery from the disease of addiction. Furthermore, while the Corporation recognizes and acknowledges the excellent principles, designed for NA groups, described in the Twelve Traditions of Narcotics Anonymous, the Corporation cannot claim to adhere to these Traditions. Simply put, the Corporation must operate under a strict set of rules (these Bylaws), be governed by leaders with specific authority, collect fees and distribute funds as it sees fit, and must have the liberty to conduct all of its required operations, without any constraints that might otherwise be dictated by the Traditions.

ARTICLE 4

CORPORATE POWERS AND NON-PARTISAN ACTIVITIES

Unless the Corporation's Articles of Incorporation provide otherwise, the Corporation shall have the same powers as an individual to do all things necessary or convenient to carry out its business and affairs, including, without limitation, those powers enumerated in Section 13.1-826 of the Code. This Corporation shall be not-for-profit and non-partisan. No part of the activities of the Corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Corporation shall not participate nor intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote. The Corporation shall not engage in any activities or exercise any powers that are not in furtherance of the purposes described herein.

ARTICLE 5

REVENUE AND SALES

Section 1: DEDICATION OF ASSETS

The properties and assets of this not-for-profit Corporation will be managed for and dedicated to the orchestration of the event known as The BRANA Campout, and with the intent to ensure success of future Campouts. No part of the properties or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual. Upon liquidation or dissolution, all liabilities shall be satisfied. Any remaining assets may be distributed, in accordance with Section 13.1-907 of the code, to corporations or organizations substantially similar to BRANA Campout Inc. Examples of organizations substantially similar to BRANA Campout Inc. include, but are not limited to Narcotics Anonymous World Services Inc., The Central Atlantic Region of Narcotics Anonymous and The Blue Ridge Area Service Committee of Narcotics Anonymous. It is the expressed hope of the Corporation that these remaining assets be used to carry on and support an event similar to the Campout.

Section 2: TAX EXEMPTION

BRANA Campout Incorporated may pursue state tax-exemption under section 501(c) (3) of the Internal Revenue Code **BUT...**

[IMPORTANT] ... since BCI is a not-for-profit organization and incorporated in the State of Virginia but has never been recognized by the IRS as "tax-exempt", it does not have an obligation to file an annual information return with the IRS.

The Corporation will not be organized or operate for the benefit of private interests, and no part of the Corporation's net earnings may inure to the benefit of any individual.

ARTICLE 6 A NON-STOCK CORPORATION

In accordance with Section 13.1-814 of the Code, the Corporation will not issue shares of stock. No dividend will be paid and no part of the income of the Corporation will be distributed to its board members. Furthermore, the Corporation will not pay compensation to its board members for services rendered, including non-wage pensions.

ARTICLE 7 PROHIBITION OF CORPORATE MEMBERS

The Corporation shall not have any members.

ARTICLE 8 THE BOARD MEMBERS

Section 1: DEFINITION AND SEATS

A. Definition of Board Member

Any and all terminologies such as, in reference to, interpreted as, but not limited to “board advisors”, “board advisory group”, “the board”, “board members”, “board of directors”, “council”, “council members”, “directors”, “executives”, “executive members”, “officers”, “panel”, “trusted servants”, “trustees”, etc., shall be known as references to all participatory and elected members vested with the management of the business of the Corporation irrespective of the name by which such group is designated and used whenever necessary and at the discretion of members as described within these Bylaws in order to communicate primarily with, but not limited to, any associates and/or affiliates as the members understand to be necessary under the provisions of the Virginia Non-Stock Corporation Act, Title 13.1, Chapter 10 of the Code of Virginia. All Board Members will be Blue Ridge Area Narcotics Anonymous Members.

B. Member-Seats

Members of the Board will be Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, and Policy Chair. If any member-seats are not individually filled, the remaining member or members of the Board shall perform management of the business of the Corporation as the Board understands to be appropriate until member-seat vacancies are populated.

C. Other Board Members

The Board may appoint and may authorize the Chairperson of the Board to appoint any other officers that the Corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in these By-Laws or determined by the Board.

Section 2: THE EARLIEST MEMBERS, NEW ELECTION AND TERMS

A. The Earliest Members

1. The original founders of the corporation may be referred to as the “elected” BRANA Campout Incorporated Board Members. The corporation’s founders and any future members will be referred to as Board Members at any time it is understood to be required by the State of Virginia in order to remain in compliance with any codes and/or regulations as set forth by the State of Virginia in order to conduct the management of the business of the corporation.
2. Founders of the corporation are simply the earliest members inherently appointed in accordance with the Virginia Non-Stock Corporation Act, and have been designated as such to be members vested with the management of the business of the corporation.

B. New Election of Board Members

1. Nominations to a Board-Member-Seat shall be legibly proposed, on paper and hand-delivered in person to the Chairperson and shall include but not be limited to the following:

- a) Name of the individual introducing the nominee
- b) Date of notice of the nomination (month, day, and year)
- c) Valid and reliable introducer’s personal contact information (phone, e-mail, etc.)
- d) Full (first, middle initial and last) name of the nominee
- e) Valid and reliable nominee’s personal contact information (phone, e-mail, etc.)
- f) Position to which the candidate has accepted the nomination
- g) A detailed statement, from the introducer, expressing how the nominee is qualified
- h) Nominee’s experience of the Twelve Steps of Narcotics Anonymous
- i) Nominee’s experience of the Twelve Traditions of Narcotics Anonymous
- j) Nominee’s clean-time

2. The Board Chairperson shall, at least:

- a) Notify or cause to be public notice, within the Corporation’s Board Member population and the Planning Committee Member population, the required nominee information, as described hereinbefore, with intent to cause notice to a Board Meeting which shall declare the nomination and initiate a voting procedure.
- b) Execute, or cause to have executed, the arrangement, coordination and distribution of an agenda and a Board Meeting, as prescribed within these Bylaws, for the nomination and election process purpose or if additional business is to be handled during this meeting, to include a nomination and election section for the procedure to vote on the nominee as described hereinbefore.

c) Ensure the election process is fair and thorough and expedient for all persons involved and the Corporation, and implement the Parliamentary Authority of choice, as prescribed within these Bylaws (per ARTICLE 15), immediately upon apparent necessity.

C. Terms

The Members of the Board shall be chosen for a five-year term as prescribed within these Bylaws and shall serve at the pleasure of the Corporation. Members of the Board will serve without compensation. There will be the option to serve multiple terms, but there must be an effort to seek replacement-members.

Section 3:

REMOVAL, RESIGNATION AND VACANCY OF BOARD MEMBERS

A. Removal of Board Members

The Board may remove any Board Member by a simple majority vote of the Board. Grounds for removal include: non-compliance, inadequate service necessary to fulfill responsibilities, ineffective leadership, deficient accountability, lack of participation, lack of communication, carelessness, theft, dishonesty or relapse.

B. Resignation of Board Members

Any Board Member may resign at any time by giving written notice to the Chairperson of the Board, or the Secretary of the Board. The resignation shall take effect as of the date the notice is received or at any later time.

C. Board Member-Seat Vacancy

1. A vacancy in any Board Member-Seat because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular or temporary appointments to that seat.

2. The minimum number of Board Member-Seats will be one (1).

3. In any scenario of Board-Member-Seat vacancies totaling zero, the remaining Planning Committee member or members shall inherit all responsibilities of the Corporation.

4. Any Board Member-Seat vacancy situation, as defined hereinbefore, shall not impede nor relieve corporate powers and non-partisan activities, as outlined in these Bylaws.

ARTICLE 9
BOARD MEMBER RESPONSIBILITIES AND QUALIFICATIONS

Section 1:
CHAIRPERSON

A. Chairperson Responsibilities

The Chairperson of the Board shall preside at meetings of the Board and shall exercise and perform such other powers and duties as the Board may assign from time to time. The Chairperson of the Board shall also be the chief executive officer and shall have the powers and duties of the Corporation prescribed by these Bylaws. Subject to such supervisory powers as the Board may give, if any, and subject to the control of the Board, the Chairperson shall be the general manager of the Corporation and shall supervise the Corporation's activities, affairs, and officers. Further, the Chairperson shall act as the primary communication link between the Corporation and the Planning Committee. Also, the Chairperson must:

1. Cooperate with and learn, as obligatory, all Planning Committee guidelines and procedures
2. Communicate by way of a personal e-mail account
3. Communicate by way of a personal telephone
4. Provide, or have provided personal transportation to fulfill duties
5. Coordinate and attend meetings with this Corporation, any and all administrative personnel in association with the BRANA Campout and Planning Committee members, as needed
6. Distribute, or cause to be distributed, an agenda for all meetings unless unanimously deemed unnecessary by all Board Members and Planning Committee Members, and will have, or cause to have the agenda distributed no less than Ten (10) days prior to the date of the meeting to which it refers
7. Commit to a five-year term
8. Commit to the Purpose of the BRANA Campout as prescribed in these Bylaws

B. Chairperson Qualifications

1. Clean-Time Requirement is Seven (7) Years, or more
2. Must have the willingness and desire to fulfill the Corporation's Purpose
3. Must commit personal time and resources necessary to fulfill the duties of Chairperson
4. Must have a working knowledge of the Twelve Steps of Narcotics Anonymous
5. Should have a working knowledge of the Twelve Traditions of Narcotics Anonymous
6. Must have the willingness to refer to and learn, as obligatory, the Virginia Non-Stock Corporation Act, Chapter 10, Title 13.1 of the Code of Virginia
7. Must have the willingness to refer to and learn, as obligatory, the Trademark Act of 1946, as Amended (PUBLIC LAW 79-489, CHAPTER 540, APPROVED JULY 5, 1946; 60 STAT. 427) - currently contained in Chapter 22 of Title 15 of the United States Code (USC)
8. Must purchase, at his or her own expense, Robert's Rules of Order Newly Revised

Section 2:

VICE-CHAIRPERSON

A. Vice-Chairperson Responsibilities

The Vice-Chairperson works as an “under-study” to the Chairperson and acts on the Chairperson’s behalf in the event of the Chairperson’s absence, removal or resignation. When so acting, the Vice-Chairperson shall have all powers of and be subject to all restrictions on the Chairperson. Also, the Vice-Chairperson must:

1. Cooperate with and learn, as obligatory, all Planning Committee guidelines and procedures
2. Communicate by way of a personal e-mail account
3. Communicate by way of a personal telephone
4. Provide, or have provided personal transportation to fulfill duties
5. Act as primary Board Meeting Parliamentarian, as defined in ARTICLE FIFTEEN (15) of these Bylaws, if and when there is any request or requisition to assist with and/or maintain rules of decorum and discipline, by virtue of these By-Laws and Robert’s Rules of Order Newly Revised

B. Vice-Chairperson Qualifications

1. Clean-Time Requirement is Five (5) Years, or more
2. Must have the willingness and desire to fulfill the Corporation’s Purpose
3. Must commit personal time necessary to fulfill the duties of Vice-Chairperson
4. Must have a working knowledge of the Twelve Steps of Narcotics Anonymous
5. Should have a working knowledge of the Twelve Traditions of Narcotics Anonymous
6. Must have the willingness to refer to and learn, as obligatory, the Virginia Non-Stock Corporation Act, Chapter 10, Title 13.1 of the Code of Virginia
7. Must have the willingness to refer to and learn, as obligatory, the Trademark Act of 1946, as Amended (PUBLIC LAW 79-489, CHAPTER 540, APPROVED JULY 5, 1946; 60 STAT. 427) - currently contained in Chapter 22 of Title 15 of the United States Code (USC)
8. Must purchase, at his or her own expense, Robert’s Rules of Order Newly Revised

Section 3:

SECRETARY

A. Secretary Responsibilities

Book of Minutes; The Secretary shall keep or cause to be kept, at the Corporation's principle office or such place as the Board may direct a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized, the notice given, and the names of those present. The Secretary shall keep or cause to be kept, at the principle office or such place as the Board may direct, in Virginia, a copy of the Articles of Incorporation and Bylaws, as amended to date. Also, the Secretary must:

1. Cooperate with and learn, as obligatory, all Planning Committee guidelines and procedures
2. Communicate by way of a personal e-mail account
3. Communicate by way of a personal telephone
4. Provide, or have provided personal transportation to fulfill duties
5. Keep, or cause to be kept, an electronic library by way of personal resources, all e-mail correspondence and any minutes of all meetings as directed by the Board in addition to the responsibilities described herein
6. Keep, or cause to be kept, an updated database, to include but not be limited to name, title, phone number, e-mail address and physical or postal mailing address of every contact person, company, corporation, and/or facility that the Board may determine desirable
7. Commit to a five-year term
8. Commit to the Purpose of the BRANA Campout as prescribed in these Bylaws

B. Secretary Qualifications

1. Clean-Time Requirement is Two (2) Years, or more
2. Must have the willingness and desire to fulfill the Corporation's Purpose
3. Must commit personal time necessary to fulfill the duties of Secretary
4. Must have a working knowledge of the Twelve Steps of Narcotics Anonymous
5. Should have a working knowledge of the Twelve Traditions of Narcotics Anonymous
6. Must have the willingness to refer to and learn, as obligatory, the Virginia Non-Stock Corporation Act, Chapter 10, Title 13.1 of the Code of Virginia

Section 4:

TREASURER

A. Treasurer Responsibilities

1. Deposit and Disbursement of Money and Valuables.

The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name of and to the credit of the Corporation with such depositories as the Board may order, shall render to the Chairperson of the Board and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe. Also, the Treasurer must:

- a) Cooperate with and learn, as obligatory, all Planning Committee guidelines and procedures
- b) Communicate by way of a personal e-mail account
- c) Communicate by way of a personal telephone
- d) Provide, or have provided personal transportation to fulfill duties
- e) Maintain an accurate and legible record of all checks and balances
- f) Provide to anyone, any and all of the Corporation's financial information with transparency
- g) Commit to a five-year term
- h) Commit to the Purpose of the BRANA Campout as prescribed in these Bylaws

2. Bond.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

B. Treasurer Qualifications

- 1) Clean-Time Requirement is Seven (7) Years, or more
- 2) Must have the willingness and desire to fulfill the Corporation's Purpose
- 3) Must commit personal time necessary to fulfill the duties of Treasurer
- 4) Must have a working knowledge of the Twelve Steps of Narcotics Anonymous
- 5) Should have a working knowledge of the Twelve Traditions of Narcotics Anonymous
- 6) Must have the willingness to refer to and learn, as obligatory, the Virginia Non-Stock Corporation Act, Chapter 10, Title 13.1 of the Code of Virginia

Section 5:

VICE-TREASURER

A. Vice-Treasurer Responsibilities

The Vice-Treasurer works as an “under-study” to the Treasurer and acts on the Treasurer’s behalf in the event of the Treasurer’s absence. In the event of the Treasurer’s absence, removal or resignation, the Vice-Treasurer shall perform all duties of the Treasurer. When so acting; the Vice-Treasurer shall have all powers and responsibilities of the Treasurer. Also, the Vice-Treasurer must:

- 1) Cooperate with and learn, as obligatory, all Planning Committee guidelines and procedures
- 2) Communicate by way of a personal e-mail account
- 3) Communicate by way of a personal telephone
- 4) Provide, or have provided personal transportation to fulfill duties
- 5) Maintain an accurate and legible record of all checks and balances
- 6) Provide to anyone, any and all of the Corporation’s financial information with transparency
- 7) Commit to the Purpose of the BRANA Campout as prescribed in these Bylaws

B. Vice-Treasurer Qualifications

- 1) Clean-Time Requirement is Seven (7) Years or more
- 2) Must have the willingness and desire to fulfill the Corporation’s Purpose
- 3) Must commit personal time necessary to fulfill the duties of Vice-Treasurer
- 4) Must have a working knowledge of the Twelve Steps of Narcotics Anonymous
- 5) Should have a working knowledge of the Twelve Traditions of Narcotics Anonymous
- 6) Must have the willingness to refer to and learn, as obligatory, the Virginia Non-Stock Corporation Act, Chapter 10, Title 13.1 of the Code of Virginia

Section 6:

POLICY CHAIR

A. Policy Chair Responsibilities

The Policy Chair is responsible for maintaining and being familiar with an archive of minutes, the Corporation's Bylaws, and other guiding documents developed by and/or used by BRANA Campout Incorporated. Also, the Policy Chair must:

- 1) Cooperate with and learn, as obligatory, all Planning Committee guidelines and procedures
- 2) Communicate by way of a personal e-mail account
- 3) Communicate by way of a personal telephone
- 4) Provide, or have provided personal transportation to fulfill duties
- 5) Keep or cause to be kept, by way of personal resources, an accurately updated copy of the Corporation's Bylaws as directed by the Board in both paper form and in electronic file form
- 6) Act as secondary Board Meeting Parliamentarian, as defined in ARTICLE FIFTEEN (15) of these Bylaws, or as primary Board Meeting Parliamentarian in the absence or vacancy of Vice-Chairperson and if or when there is necessity to assist with and/or maintain rules of decorum and discipline, by virtue of these Bylaws and Robert's Rules of Order Newly Revised
- 7) Appease, in a timely manner, any request made to distribute or have distributed, a copy of these Bylaws or necessary sections of these Bylaws to anyone.

B. Policy Chair Qualifications

- 1) Clean-Time Requirement is Three (3) Years, or more
- 2) Must have the willingness and desire to fulfill the Corporation's Purpose
- 3) Must commit personal time necessary to fulfill the duties of Policy Chair
- 4) Must have a working knowledge of the Twelve Steps of Narcotics Anonymous
- 5) Should have a working knowledge of the Twelve Traditions of Narcotics Anonymous
- 6) Must have the willingness to refer to and learn, as obligatory, the Virginia Non-Stock Corporation Act, Chapter 10, Title 13.1 of the Code of Virginia
- 7) Must have the willingness to refer to and learn, as obligatory, the Trademark Act of 1946, as Amended (PUBLIC LAW 79-489, CHAPTER 540, APPROVED JULY 5, 1946; 60 STAT. 427) - currently contained in Chapter 22 of Title 15 of the United States Code (USC)
- 8) Must purchase, at his or her own expense, Robert's Rules of Order Newly Revised

ARTICLE 10 INDEMNIFICATION OF BOARD MEMBERS

Any Board Member who acts in good faith and within the authority granted by the Board shall be indemnified by the Board.

ARTICLE 11 THE PLANNING COMMITTEE

Section 1: DEFINITION AND SEATS

A. Definition of Planning Committee

Any and all terminologies such as, in reference to, interpreted as, but not limited to “committee members” or , “planning committee”, “planning committee advisors”, “planning committee advisory group”, etc., shall be known as the BRANA Campout Incorporated Planning Committee of and in reference to all participatory and elected members vested with the purpose of the BRANA Campout Corporation as compelled in accordance with BRANA CAMPOUT INCORPORATED (the Corporation), a non-stock corporation duly formed under the provisions of the Virginia Non-Stock Corporation Act, Chapter 10, Title 13.1 of the Code of Virginia (the Code). The Planning Committee must serve in concurrent efforts and in accordance with the Virginia Non-Stock Corporation Act and within all Bylaws established for the Corporation. All Planning Committee Member’s will be drug-free Blue Ridge Area Narcotics Anonymous Members serving the Corporation’s purpose in accordance with these Bylaws.

B. Member-Seats

Members of the Planning Committee shall be Board Chairperson, Board Treasurer, a Secretary, a Registration Chair, and a Programming Chair. If any member-seats are not individually populated, the remaining members of the Board will perform management of the business for the Planning Committee regardless of number of vacant committee member-seats and as the Board understands to be appropriate until member-seat vacancies are populated. Two Board Members serving with the remaining Planning-Committee-Members is warranted by virtue of indispensable correlation between The Planning Committee and the Corporation.

C. Other Planning Committee Members

The Board may appoint, cause to be appointed, or authorize the Planning Committee to appoint any other Planning Committee Members that the Committee may require. Each Planning Committee Member shall have the authority and perform the duties specified in the Bylaws established for the Corporation and within the Committee's guidelines and procedures, respectively. The Planning Committee may also have, at the Board's discretion and the Planning Committee's discretion, respectively, one or more assistant treasurers, one or more assistant secretaries, and other such servants as may be appointed in accordance with these Bylaws then as recognized within The Planning Committee protocol.

Section 2: ELECTION OF THE EARLIEST MEMBERS OF THE PLANNING COMMITTEE

ELECTION (The Earliest Members of the Planning Committee)

A) Inherently, by way of, and in accordance with provisions of the Virginia Non-Stock Corporation Act, the original BRANA Campout Incorporated Planning Committee Members may be referred to as "elected" BRANA Campout Incorporated Planning Committee Members.

B) The earliest members of the Planning Committee are not referred to as founders of the corporation nor will any future committee member(s) be referred to as founder(s) of the corporation. Planning Committee Members should recognize the privilege and responsibility of understanding the presence of requirements by the State of Virginia in order to remain in compliance with any codes and/or regulations as set forth by the State of Virginia in order to conduct the management of the business of the Corporation in concurrence with the Purpose of the BRANA Campout, as prescribed in ARTICLE THREE (3) hereinbefore.

Section 3: TERMS, RESIGNATION AND VACANCY

See Planning Committee Guidelines and Procedures

Section 4: REMOVAL

The Board may remove any Planning Committee Member by a simple majority vote of the Board. Grounds for removal include: non-compliance, inadequate service necessary to fulfill responsibilities, ineffective leadership, deficient accountability, lack of participation, lack of communication, carelessness, theft, dishonesty or relapse.

Section 5: THE PLANNING COMMITTEE SUBCOMMITTEES

A. Sub-Committees include, but are not limited to:

- 1) Programming Sub-Committee
- 2) Registration Sub-Committee
- 3) Merchandise Sub-Committee
- 4) Coffee Sub-Committee
- 5) Public Communications and Relations

B. With exception to Sub-Committee Chairpersons; said Sub-Committees shall nominate and elect trusted servants within each Sub-Committee.

C. See Planning Committee Guidelines and Procedures

ARTICLE 12

RECORDS AND REPORTS, INSPECTION AND AUDITS

Section 1: MAINTENANCE OF CORPORATION RECORDS

The Corporation shall keep:

- A) Adequate and correct books and records of account; and,
- B) Minutes of all proceedings of the Board and its Committees shall be kept in written form at the Corporation's principle office.

Section 2: INSPECTION OF ARTICLES AND BYLAWS

The Corporation shall keep at its principle office, branch or subordinate offices where the Corporation is qualified to conduct its activities, the original or a copy of the Articles and Bylaws as amended to date, which shall be open to inspection by anyone at a reasonable time. The Corporation shall, upon request of anyone, provide a copy of the Articles and Bylaws as amended to date.

Section 3: EFFECTIVE DATE OF THE BYLAWS

These Bylaws shall become effective upon their adoption. Amendments hereto shall become effective immediately on their adoption unless the Board Members, in adopting them as hereinafter provided, provide that they are to become effective at some other date.

Section 4: INSPECTION AND AUDITS BY PLANNING COMMITTEE MEMBERS

Every Planning Committee Member shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation and each of its subsidiary corporations, if any. This inspection by a Planning Committee Member may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

Section 5: FISCAL YEAR

The Corporation's fiscal year shall be one (1) full twelve (12)-month year from the first day of September through that year, every day, then through the following year, every day until the last day of August.

Section 6: REPORTS (SCC ANNUAL) AND REGISTRATION FEES

BRANA Campout Incorporated is required to file its annual report with and deliver its annual registration fee payment to the Virginia State Corporation Commission by the last day of the month in which it was incorporated ("due date"). The annual report form and annual registration fee assessment are mailed to the corporation's registered agent at the registered office address approximately 2 ½ months before the due date each year. The Commission must receive the corporation's annual report and annual registration fee payment on or before the due date.

If requested, the Corporation shall provide to anyone any information necessary with absolute transparency.

ARTICLE 13

PROHIBITION AGAINST SHARING OF ASSETS

No Board Member, Planning Committee Member, Sub-Committee Member, officer, employee or other person connected with the Corporation, or any other private individual, shall receive at any time any of the net earnings or pecuniary earnings from the operations of the Corporation.

ARTICLE 14

AMENDMENTS

Subject to any provisions of law applicable to amendment of Bylaws of nonprofit corporations, these Bylaws, or any of them, may be altered, amended or repealed and new Bylaws adopted as follows:

A) By a vote of a majority of Planning Committee Members present, provided a quorum is present and provided that sufficient notice of such meeting and of the intention to change the Bylaws is delivered to each Planning Committee Member at least TEN (10) days prior to the date of such meeting as provided hereinbefore relevant to regular or special meetings;

B) By consent of all Planning Committee Members without a meeting provided that a Bylaw fixing or changing the number of Planning Committee Members may not be adopted, amended or repealed.

ARTICLE 15

PARLIAMENTARY AUTHORITY

Section 1: ROBERT'S RULES OF ORDER NEWLY REVISED

BRANA CAMPOUT INCORPORATED (the Corporation) hereby adopts Robert's Rules of Order Newly Revised as the Parliamentary Authority of choice. Meetings may be conducted according to these rules of order, and the procedures suggested within these rules will be utilized at the discretion of the Board to the extent consistent with the Corporation's Articles of Incorporation and applicable law, and in accordance with Section 13.1-823 of the Code of Virginia (the Code).

Section 2: PARLIAMENTARIAN

BRANA CAMPOUT INCORPORATED (the Corporation) hereby adopts Parliamentarian as the reference to and a clarification of duties of any member serving the role, as such, and having the responsibility and apparent interest and competence to guide, refer to and enforce the rules of decorum and discipline, by virtue of these Bylaws and Robert's Rules of Order Newly Revised, respectively.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the duly elected and acting Secretary of BRANA CAMPOUT INCORPORATED, a Virginia Non-Stock Corporation, and the above Bylaws consisting of twenty-two (22) pages are the Bylaws of this Corporation as adopted at a meeting of the Planning Committee held on _____ and that they have not been amended or modified since that date. Attachments following this page of certification shall be addendums that require no certification.

This copy intentionally scanned. Original filed with Director, Secretary and Treasurer. This document is available on-line, branacampout.org

DATE: _____

SECRETARY (name printed): _____

SECRETARY (signature): _____

CERTIFICATE OF SECRETARY

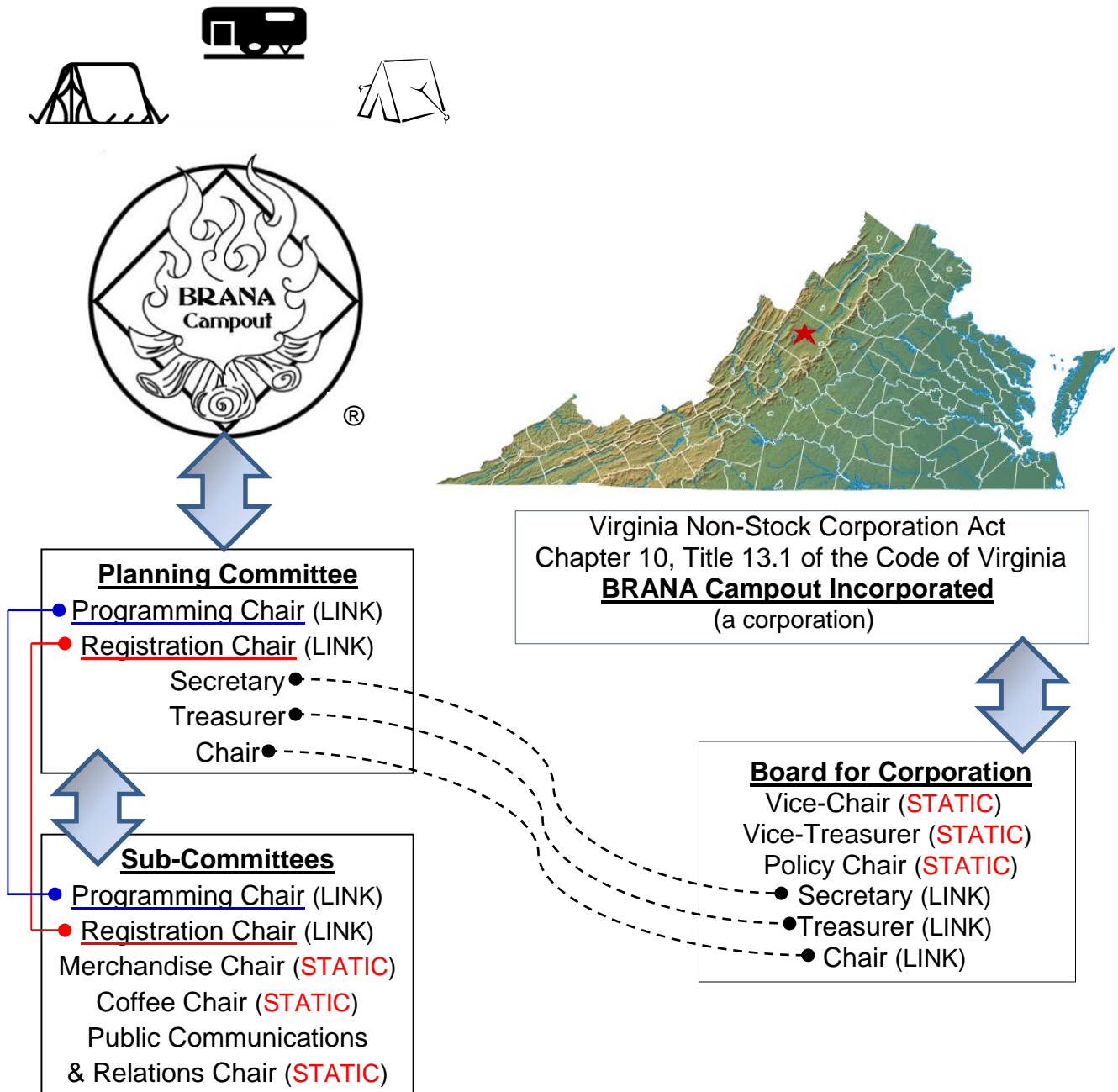
I, the undersigned, certify that I am the duly elected and acting Secretary of BRANA CAMPOUT INCORPORATED, a Virginia Non-Stock Corporation, and the above Bylaws consisting of twenty-two (22) pages are the Bylaws of this Corporation as adopted at a meeting of the Planning Committee held on 12/4/2021 and that they have not been amended or modified since that date. Attachments following this page of certification shall be addendums that require no certification.

DATE: 12/4/2021

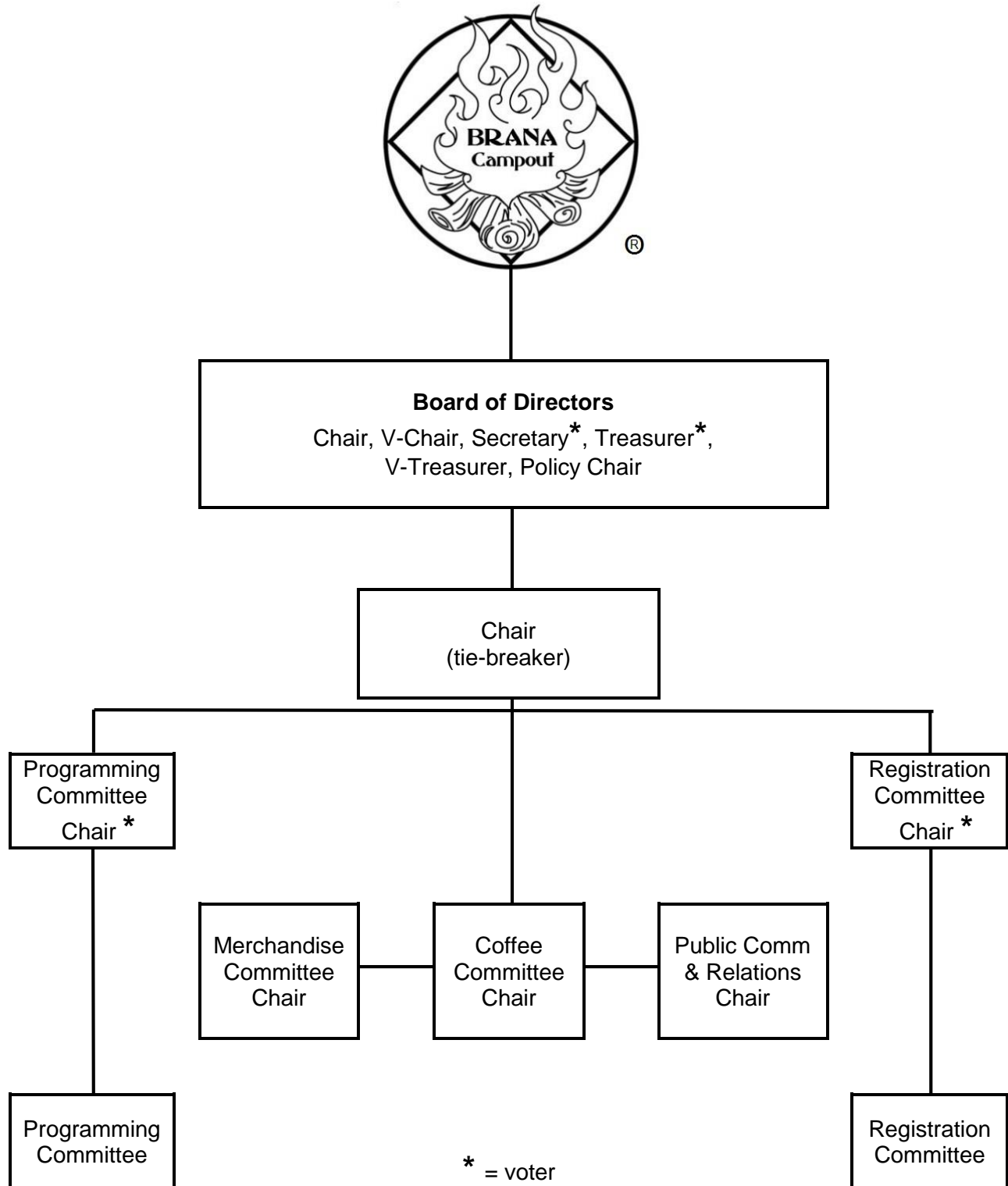
SECRETARY (name printed): Shani Armstrong

SECRETARY (signature): S. A.

STRUCTURE TREE



BRANA Campout Incorporated
VOTING GUIDE



addendum: Sources Cited

(A supplement to the BRANA Campout Incorporated Bylaws)

Sources cited include:

Augusta County Government Center
18 Government Center Lane
Verona, VA 24482

Dictionary.com Unabridged
Dictionary.com, LLC.
website: <http://dictionary.reference.com>

Etymology Dictionary © 2010
Douglas Harper, Historian

Merriam-Webster's Dictionary of Law
Merriam-Webster, Inc. © 1996

The Twelve Traditions of Narcotics
Anonymous

United States Department of the Treasury
Internal Revenue Service
©2009. IRS.gov

United States Patent and Trademark Office
Trademark Act Chapter 22 of Title 15 USPTO
Headquarters -Main Campus Address
Madison Buildings (East & West)
600 Dulany Street
Alexandria, VA 22314

Virginia General Assembly
Legislative Information System
Virginia Division of Legislative Automated
Systems
910 Capitol Square
General Assembly Building, Suite 660
Richmond, VA 23219

Virginia Non-Stock Corporation Act
Chapter 10, Title 13.1 of the Code of Virginia
Commonwealth of Virginia
State Corporation Commission
P.O. Box 1197
Richmond, VA 23218-1197
website: www.scc.virginia.gov

addendum: Glossary of Words

A supplement to the BRANA Campout Incorporated Bylaws

During the birth of the Corporation Bylaws, many new and unusual words were chosen in order to avoid an enormously lengthy document, while at the same time accomplish what the Corporation found itself required to do to remain in compliance with SCC Rules and NA Traditions.

This glossary has been provided to guide us all, and to help. Sources cited are on the last page.

absence state of being away or not being present: failure to attend or appear when expected

absent not in a certain place at a given time; away, missing (opposed to present)

absolute complete; outright: free from restriction or limitation; not limited in any way

absolute right a legally enforceable right to take some action or to refrain from acting at the sole discretion of the person having the right

accepted generally approved; usually regarded as normal, right, etc.

accompany to go along or in company with; join in action: to be or exist in association or company with

accordance agreement; conformity

according to consistent with; in conformity with: on the authority of; as stated or reported by

account an amount of money deposited with a bank, as in a checking or savings account

accountability the state of being accountable, liable, or answerable

accountant a person whose profession is inspecting and auditing personal or commercial accounts

accurate free from error or defect; consistent with a standard, rule, or model; precise; exact

acknowledged widely recognized; generally accepted: to admit to be real or true; recognize the existence, truth, or fact of: to show or express recognition or realization of: to recognize the authority, validity, or claims of: to show or express appreciation or gratitude for: to indicate or make known the receipt of: to take notice of or reply to: to confirm as binding or of legal force

act anything done, being done, or to be done; deed; performance: a formal decision, law, or the like, by a legislature, ruler, court, or other authority; decree or edict; statute; judgment, resolve, or award: an instrument or document stating something done or transacted

act in good faith an act that demonstrates or tests the strength of a person's convictions, as an important personal sacrifice

activities a specific deed, action, function, or sphere of action: normal mental or bodily power, function, or process

addendum something added or to be added, especially a supplement to a book

adjudicate to settle either finally or temporarily (the rights and duties of the parties to a judicial or quasijudicial proceeding) on the merits of the issues raised

administration the management of any office, business, or organization; direction: the duty or duties of an administrator in exercising the executive functions of the position

administrative of or relating to the performance of a function

adopt to accept or act in accordance with (a plan, principle, etc.)

advances to supply beforehand; furnish on credit or before goods are delivered or work is done: to supply or pay in expectation of reimbursement

advisor one who gives advice

affairs anything done or to be done; anything requiring action or effort; business; concern: matters of commercial or public interest or concern; the transactions of public or private business or finance: an event or a performance; a particular action, operation, or proceeding: a private or personal concern; a special function, business, or duty: a party, social gathering, or other organized festive occasion

affidavit a sworn statement in writing made especially under oath or on affirmation before an authorized magistrate or officer: a written declaration upon oath made before an authorized official

affiliate a branch organization: a business concern owned or controlled in whole or in part by another concern: a subsidiary: a person who is affiliated; associate; auxiliary

affiliation To adopt or accept as a member, subordinate associate, or branch: To associate (oneself) as a

subordinate, subsidiary, employee, or member

affirmation the assertion that something exists or is true: something that is affirmed; a statement or proposition that is declared to be true: a solemn declaration accepted instead of a statement under oath

agency an organization, company, or bureau that provides some service for another: the place of business of an agent: a means of exerting power or influence; instrumentality

agenda a list, plan, outline, or the like, of things to be done, matters to be acted or voted upon, etc.

agent An individual or firm that places securities transactions for clients: Essentially, this is the person who makes a transaction on behalf of their employer or client

agreement the state of being in accord: a contract or other document delineating such an arrangement

aims to intend or direct for a particular effect or purpose: to strive; try: to intend: something intended or desired to be attained by one's efforts; purpose

all the whole of: the whole number of: the greatest possible: every: nothing but; only

alter to make different in some particular, as size, style, course, or the like; modify: to change; become different or modified

amend to alter, modify, rephrase, or add to or subtract from (a motion, bill, constitution, etc.) by formal procedure: to change for the better; improve: to remove or correct faults in

amendment an alteration of or addition to a motion, bill, constitution, etc.: a change made by correction, addition, or deletion

anarchy absence of any cohesive principle, such as a common standard or purpose: a state of society without government or law: social disorder due to the absence of governmental control: a theory that regards the absence of all direct or coercive government as a political ideal and that proposes the cooperative and voluntary association of individuals and groups as the principal mode of organized society: confusion; chaos; disorder

ancillary serving as a supplement or addition, as an addendum

annual report a corporation's annual statement of financial operations. annual reports include a balance sheet, income statement, auditor's report, and a description of the company's operations

annually occurring or returning once a year

anyone any person at all; anybody

apparent capable of being easily perceived or understood; plain or clear; obvious

appease to bring to a state of peace, quiet, ease, calm, or contentment: to satisfy, allay, or relieve: to yield or concede to the belligerent demands of (a nation, group, person, etc.) in a conciliatory effort, sometimes at the expense of justice or other principles

applicable applying or capable of being applied; relevant; suitable; appropriate

apply to bring into action; use; employ: to use for or assign to a specific purpose: to put into effect: to devote or employ diligently or with close attention:

appoint to name or assign to a position, an office, or the like; designate: to determine by authority or agreement

appointed by, through, or as a result of an appointment (often in contrast with *elected*)

appointment the act of appointing, designating, or placing in office: an office, position, or the like, to which a person is appointed: a fixed mutual agreement for a meeting; engagement

appropriate suitable or fitting for a particular purpose, person, occasion, etc.

approval the act of approving: formal permission or sanction

archive to place or store in an archive

archives documents or records relating to the activities, business dealings, etc., of a person, family, corporation, association, community, or nation: a place where public records or other historical documents are kept

arrangements preparatory measures; plans; preparations: something arranged in a particular way

article a written composition, on a specific topic, forming an independent part of a book or other publication: a clause, item, point, or particular in a contract, treaty, or other formal agreement; a condition or stipulation in a contract or bargain

articles of incorporation A set of documents filed with a government body for the purpose of legally documenting the creation of a corporation. also referred to as the "corporate charter"

as needed according to need

as such in itself: in that capacity

asset a useful and desirable thing or quality: a single item of ownership having exchange value

assets items of ownership convertible into cash; total resources of a person or business, as cash, notes and accounts receivable, securities, inventories, goodwill, fixtures, machinery, or real estate (opposed to liabilities): the items detailed on a balance sheet, esp. in relation to liabilities and capital: all property available for the payment of debts, esp. of a bankrupt or insolvent firm or person

assign to give or allocate; allot: to give out or announce as a task: to appoint, as to a post or duty: to designate; name; specify

assist to give support or aid to; help: to be associated with as an assistant or helper

assistant a person who assists or gives aid and support; helper: a person who is subordinate to another in rank, function, etc.; one holding a secondary rank in an office or post

associate a person who shares actively in anything as a business, enterprise, or undertaking; partner; colleague; fellow worker: a person who is admitted to a subordinate degree of membership in an association or institution: connected, joined, or related, esp. as a companion or colleague; having equal or nearly equal responsibility

association an organization of people with a common purpose and having a formal structure: the connection or relation of ideas, feelings, sensations, etc.; correlation of elements of perception, reasoning, or the like

at least smallest in size, amount, degree, etc.; slightest: lowest in consideration, position, or importance: at the lowest estimate or figure

at the expense of at the sacrifice of; to the detriment of

attend to be present at

attorney a lawyer; attorney-at-law

attorney-at-law an officer of the court authorized to appear before it as a representative of a party to a legal controversy

audit An unbiased examination and evaluation of the financial statements of an organization. It can be done internally (by employees of the organization) or externally (by an outside firm).

auditor a person appointed and authorized to examine accounts and accounting records, compare the charges with the vouchers, verify balance sheet and income items, and state the result

authentic not false or copied; genuine; real: having the origin supported by unquestionable evidence: entitled to acceptance or belief because of agreement with known facts or experience; reliable; trustworthy

authenticity the quality of being authentic; genuineness

authority the power to determine, adjudicate, or otherwise settle issues or disputes; jurisdiction; the right to control, command, or determine: a power or right delegated or given; authorization: a person or body of persons in whom authority is vested, as a governmental agency: an accepted source of information, advice, etc.: a statute, court rule, or judicial decision that establishes a rule or principle of law; a ruling: a warrant for action; justification

authorization permission or power granted by an authority; sanction

authorize to give authority or official power to; empower: to give authority for; formally sanction: to afford a ground for; warrant; justify

autonomous self-governing; independent; subject to its own laws only: pertaining to an autonomy

autonomy independence or freedom, as of the will or one's actions: the condition of being autonomous; self-government, or the right of self-government; independence: a self-governing community

auxiliary additional; supplementary: used as a substitute or reserve in case of need: giving support; serving as an aid; helpful: an organization allied with, but subsidiary to, a main body of restricted membership, esp. one composed of members' relatives

avert to ward off (something about to happen); prevent

balance sheet the corporation's financial statement that summarizes its assets and liabilities at a specific point in time. These balance sheet segments give human interest an idea as to what the company owns and owes, and how it must save assets in order to forecast future liabilities

balances equality between the totals of the two sides of an account: the difference between the debit total and the credit total of an account: unpaid difference represented by the excess of debits over credits: to add up the two sides of (an account) and determine the difference: to make the necessary entries in (an account) so that the sums of the two sides will be equal: to settle by paying what remains due on an account; equalize or adjust

basis anything upon which something is based; fundamental principle; groundwork: a basic fact, amount, standard, etc., used in making computations, reaching conclusions, or the like

behalf in the interest or aid of

benefit something that is advantageous or good; an advantage: an act of kindness; good deed; benefaction: to do good to; be of service to

birth any coming into existence; origin; beginning

Board an official group of persons who direct or supervise some activity

bond a debt investment with which the investor loans money to an entity (company or government) that borrows the funds for a defined period of time at a specified interest rate

books of account the original records and books used in recording business transactions

BRANA an acronym meaning Blue Ridge Area (of) Narcotics Anonymous

bureau a division of a government department or an independent administrative unit: an office for collecting or distributing news or information, coordinating work, or performing specified services; agency

business a person, partnership, or corporation engaged in a service enterprise or concern: that with which a person is principally and seriously concerned: something with which a person is rightfully concerned: affair; project: of, noting, or pertaining to business, its organization, or its procedures

by virtue of by reason of; because of

bylaw a standing rule governing the regulation of a corporation's or society's internal affairs

by-way-of by the route of; through; via: as a method or means of

campaign a systematic course of aggressive activities for some specific purpose

campout a camping out of a group

can to be able to; have the ability, power, or skill to: to have the right or qualifications to

candidate a person who is selected by others as a contestant for an office: a person who seeks an office

capacity the ability to receive or contain: the maximum amount or number that can be received or contained: power of receiving impressions, knowledge, etc.; mental ability: actual or potential ability to perform, yield, or withstand: quality or state of being susceptible to a given treatment or action: position; function; role: legal qualification: aptitude, adequacy, competence, capability

capital money used to finance the purchase of the means of production: current assets less current liabilities: the remaining assets of a business after all liabilities have been deducted; net worth: human resources considered in terms of their contributions to an economy

carelessness not paying enough attention to what one does: not exact, accurate, or thorough: not caring or troubling; having no care or concern; unconcerned: possessed or caused without effort or art; unstudied: inaccurate, negligent: forgetful; inconsiderate

cause a person or thing that acts, happens, or exists in such a way that some specific thing happens as a result; the producer of an effect: the reason or motive for some human action: good or sufficient reason: a ground of legal action; the matter over which a person goes to law: any subject of discussion or debate: a principle, ideal, goal, or movement to which a person or group is dedicated: the welfare of a person or group, seen as a subject of concern: to unite in a joint effort; work together for the same end

certificate a document serving as evidence or as written testimony, as of status, qualifications, privileges, or the truth of something: a statement, written and signed, which is by law made evidence of the truth of the facts stated, for all or for certain purposes

certify to attest as certain; give reliable information of; confirm: to testify to or vouch for in writing: to guarantee; endorse reliably: to guarantee (a check) by writing on its face that the account against which it is drawn has sufficient funds to pay it

change to make the form, nature, content, future course, etc., of (something) different from what it is or from what it would be if left alone: to become different: to become altered or modified: to pass gradually into: to pass from one phase to another: the act or fact of changing; fact of being changed

chartered a document, issued by a sovereign or state, outlining the conditions under which a corporation, colony, city, or other corporate body is organized, and defining its rights and privileges

check to investigate or verify as to correctness: to make an inquiry into, search through, etc.: a written order, usually on a standard printed form, directing a bank to pay money

checks and balances a system which guards against absolute power by providing for separate executive, judicial, and legislative bodies who share powers and thereby check and balance one another: a fundamental principle preventing any one branch from accumulating too much power and encourages cooperation between branches as well as comprehensive debate on controversial policy issues

chief executive officer this is the senior manager who is responsible for overseeing the activities of an entire company: the CEO usually also holds a position on the board of directors, or also holds the title of president

choice the right, power, or opportunity to choose; option: the person or thing chosen or eligible to be chosen: an alternative: something that is preferred or preferable to others; the best part of something: worthy of being chosen: carefully selected

chosen selected from several; preferred: to select from a number of possibilities; pick by preference: to contend with (an opponent) to decide, as by odd or even, who will do something: to select from a number of possible alternatives; decide on and pick out

circumstances the existing conditions or state of affairs surrounding and affecting an agent: an unessential or secondary accompaniment of any fact or event; minor details

clarification to make (an idea, statement, etc.) clear or intelligible; to free from ambiguity: to free (the mind, intelligence, etc.) from confusion

clean-time (of a document, record, etc.) bearing no marks of discreditable or unlawful conduct for a period in the history of such document, record, etc.: so as to be clean (from drugs and for NA Recovery, as such) for a period in the history of a notable person **see also in recovery**

clearly in a clear manner: Plain or evident to the mind; unmistakable

code any set of standards set forth and enforced by a local government agency for the protection of public safety, health, etc., as in the structural safety of buildings (**building code**), health requirements for plumbing, ventilation, etc. (**sanitary or health code**), and the specifications for fire escapes or exits (**fire code**): the system of rules shared by the participants in an act of communication, making possible the transmission and interpretation of messages: A systematically arranged and comprehensive collection of laws: A systematic collection of regulations and rules of procedure or conduct

coherent logically connected; consistent: harmonious

commission the act of committing or giving in charge: an authoritative order, charge, or direction: authority granted for a particular action or function: the power thus granted: a group of persons authoritatively charged with particular functions: authority to act as agent for another or others in commercial transactions: to authorize; send on a mission: service: operating order

commit to pledge (oneself) to a position on an issue or question; express (one's intention, feeling, etc.): to bind or obligate, as by pledge or assurance; pledge: to do; perform: to pledge or engage oneself

commitment the act of committing, pledging, or engaging oneself

committee a person or group of persons elected or appointed to perform some service or function, as to investigate, report on, or act upon a particular matter

communicate to impart knowledge of; make known: to share in or partake of: to express thoughts, feelings, or information easily or effectively

compatible capable of existing or living together in harmony: able to exist together with something else

compelled necessitated or pressured by force: having exerted a strong, irresistible force on; sway

compensation something given or received as an equivalent for services, debt, loss, injury, suffering, lack, etc.; indemnity

competence possession of required skill, knowledge, qualification, or capacity: (of a witness, a party to a contract, etc.) legal capacity or qualification based on the meeting of certain minimum requirements of age, soundness of mind, citizenship, or the like

compliance the act of conforming, or yielding: conformity; accordance: cooperation or obedience

concepts a general notion or idea; conception: an idea of something formed by mentally combining all its characteristics or particulars: a directly conceived or intuited object of thought

concern to relate to; be connected with; be of interest or importance to; affect: to interest or engage: something that relates or pertains to a person; business; affair: important relation or bearing

concurrence accordance in opinion; agreement: cooperation, as of agents or causes; combined action or effort: a power equally held or a claim shared equally

conduct personal behavior; way of acting: direction or management; execution: to behave or manage (oneself): to direct in action or course; manage; carry on: to lead or guide; escort

confer to consult together; compare opinions; carry on a discussion or deliberation: to bestow upon as a gift, favor, honor, etc.

consent to permit, approve, or agree; comply or yield: to agree in sentiment, opinion, etc.; be in harmony: permission, approval, or agreement; compliance

consistent agreeing or accordant; compatible; not self-contradictory: constantly adhering to the same principles, course, form, etc.

constituent one who authorizes another to act as agent

constitution any established arrangement or custom: the way in which a thing is composed or made up; makeup; composition: the system of fundamental principles according to which a nation, state, corporation, or the like, is governed: the document embodying these principles

contract an agreement between two or more parties for the doing or not doing of something specified: an agreement enforceable by law: the written form of such an agreement: to settle or establish by agreement: to assign (a job, work, project, etc.) by contract

control the situation of being under the regulation of another: to hold in check: to exercise direction: a legal or official means of regulation or restraint: prevention of the flourishing or spread of something undesirable: to manage

controversy a prolonged public dispute, debate, or contention; disputation concerning a matter of opinion: contention, strife, or argument

convenient suitable or agreeable to the needs or purpose; well-suited with respect to facility or ease in use; favorable, easy, or comfortable for use: at hand; easily accessible: fitting; suitable

cooperate to work or act together or jointly for a common purpose or benefit: to work or act with another or other persons willingly and agreeably

coordinate to place or arrange in proper order or position: to combine in harmonious relation or action: to assume proper order or relation: to act in harmonious combination

coordination the act or state of coordinating or of being coordinated: proper order or relationship: harmonious combination or interaction, as of functions or parts.

corporate of, for, or belonging to a corporation or corporations: forming a corporation: pertaining to a united group, as of persons

corporation an association of individuals, created by law or under authority of law, having a continuous existence independent of the existences of its members, and powers and liabilities distinct from those of its members: A legal entity that is separate and distinct from its owners. Corporations enjoy most of the rights and responsibilities that an individual possesses that is, a corporation has the right to enter into contracts, loan and borrow money, sue and be sued, hire employees, own assets and pay taxes. The most important aspect of a corporation is limited liability. That is, shareholders have the right to participate in the profits, through dividends and/or the appreciation of stock, but are not held personally liable for the company's debts. **see also non-stock and not-for profit corporation**

copy an imitation, reproduction, or transcript of an original: to make a copy of; transcribe; reproduce: to follow as a pattern or model; imitate: to make a copy or copies

copyright the exclusive right to make copies, license, and otherwise exploit a literary, musical, or artistic work, whether printed, audio, video, etc.: works granted such right by law on or after January 1, 1978, are protected for the lifetime of the author or creator and for a period of 50 years after his or her death

correct to set or make true, accurate, or right; remove the errors or faults from: to counteract the operation or effect of (something hurtful or undesirable): conforming to fact or truth; free from error; accurate: in accordance with an acknowledged or accepted standard; proper

correlation mutual relation of two or more things, parts, etc.: A causal, complementary, parallel, or reciprocal relationship, especially a structural, functional, or qualitative correspondence between two comparable entities

correspondence communication by exchange of letters: agreement; conformity

council an assembly of persons summoned or convened for consultation, deliberation, or advice

credential anything that provides the basis for confidence, belief, credit, etc.

credentials evidence of authority, status, rights, entitlement to privileges, or the like, usually in written form

credit a contractual agreement, in which a borrower receives something of value now, with the agreement to repay the lender at some date in the future: trustworthiness; credibility: reputation of solvency and probity, entitling a person to be trusted in buying or borrowing: influence or authority resulting from the confidence of others or from one's reputation

current publicly reported or known: genuine; authentic

custom a habitual practice; the usual way of acting in given circumstances: dealing in things so made, or doing work to order

database a comprehensive collection of related data organized for convenient access: A collection of data arranged for ease and speed of search and retrieval

death extinction; destruction: the act of dying; the end of life

debt something that is owed or that one is bound to pay to or perform for another: a liability or obligation to pay or render something

decipher to make out the meaning of: comprehend, solve, unravel, explain

declare to manifest; reveal; show: to make known or state clearly, esp. in explicit or formal terms

declaration the act of declaring; announcement: a positive, explicit, or formal statement

decorum dignified propriety of behavior, speech, dress, etc.: orderliness; regularity: an observance or requirement of polite society: politeness, manners, dignity

decree an order having the force of law (as the State of Virginia)

deemed to form or have an opinion; judge; think

de facto in reality: something generally accepted or agreed to without any formal decision in its favor

deficient lacking some element or characteristic; defective: insufficient; inadequate

define to state or set forth the meaning of (a word, phrase, etc.): to determine or fix the boundaries or extent of: to make clear the outline or form of

definite clearly defined or determined; not vague or general; fixed; precise; exact: having fixed limits; bounded with precision

definition the formal statement of the meaning or significance of a word, phrase, etc.: the condition of being definite, distinct, or clearly outlined

delineating to portray in words; describe or outline with precision

deliver to carry and turn over (letters, goods, etc.) to the intended recipient or recipients: to make known; assert: to do or carry out as promised

democratic pertaining to or characterized by the principle of political or social equality for all

deposit to place for safekeeping or in trust, esp. in a bank account: to be placed, inserted, precipitated, left for safekeeping, given as security or in partial payment, etc.: money placed in a bank account or an instance of placing money in a bank account: anything given as security or in part payment

designated marked or pointed out; indicated; shown; specified: to nominate or select for a duty, office, and purpose, etc.; appointed; assigned

desirable worth having or wanting; pleasing, excellent, or fine: advisable; recommendable

desire an expressed wish; request

destine to appoint, determine or ordain beforehand; predetermine

determine to settle or decide (a dispute, question, etc.) by an authoritative or conclusive decision: to lead or bring (a person) to a decision: to conclude or ascertain, as after reasoning, observation, etc.

direct without intervening persons, influences, factors, etc.; immediate; personal: straightforward; frank; candid: to manage or guide by advice, helpful information, instruction, etc.: to regulate the course of; control: to administer; manage; supervise: to channel or focus toward a given result, object, or end.: to address (words, a speech, a written report, etc.) to a person or persons

directed guided, regulated, or managed: subject to direction, guidance, regulation, etc

director one of a group of persons chosen to control or govern the affairs of a company or corporation: as in *a board of directors*

disabled crippled; injured; incapacitated: unable to act, respond, or the like (often used euphemistically when one is busy or otherwise occupied)

disburse to pay out (money), esp. for expenses; expend: to distribute or scatter

disbursements the act or an instance of disbursing: money paid out or spent

discern to perceive by the sight or some other sense or by the intellect: to recognize or comprehend mentally: to perceive or recognize as being different or distinct; distinguish

discipline activity, exercise, or a regimen that develops or improves a skill; training: the rigor or training effect of experience, adversity, etc.: behavior in accord with rules of conduct; behavior and order maintained by training and control: a set or system of rules and regulations: a branch of instruction or learning

discretion the power or right to decide or act according to one's own judgment; freedom of judgment or choice: prudence or decorum: ability or power to decide responsibly

dishonesty lack of honesty or integrity; a disposition to lie, cheat, or steal: a dishonest act or statement

disqualify to deprive of legal, official, or other rights or privileges; declare ineligible or unqualified

dissemination to scatter or spread widely; broadcast; disperse

dissolution the act or process of resolving or dissolving into parts or elements: the resulting state: the undoing or breaking of a bond, tie, union, partnership, etc.: the breaking up of an assembly or

organization; dismissal; dispersal: death; decease: legal termination, esp. of business activity, with the final distribution of assets, the fixing of liabilities, etc

distinct distinguished as not being the same; not identical; separate: clear to the senses or intellect; plain; unmistakable: well-defined, unconfused

distribute to divide and give out in shares; deal out: to disperse through a space or over an area: to promote, sell, and ship or deliver (an item or line of merchandise) to individual customers, esp. in a specified region or area: to pass out or deliver (mail, newspapers, etc.) to intended recipients

distributions an occurrence where trading volume is, without any price appreciation, higher than that of the previous day: a removal of assets from a retirement account that is paid to the retirement account owner or beneficiary: a company's payment of cash, stock or physical products to their shareholders: placement, location, arrangement, or disposition: the total number of an item delivered, sold, or given out: the marketing, transporting, merchandising, and selling of any item

dividend distribution of a portion of a company's earnings, decided by the board of directors, to a class of its shareholders. The amount of a dividend is quoted in the amount each share receives or in other words dividends per share: Dividends may be in the form of cash, stock, or property. Most secure and stable companies offer dividends to their stockholders. Their share prices might not move much, but the dividend attempts to make up for this

document any written item, as a book, article, or letter, esp. of a factual or informative nature: a computer data file: to furnish with references, citations, etc., in support of statements made: to support by documentary evidence

documentation the use of documentary evidence: a furnishing with documents, as to substantiate a claim or the data in a book or article: The act or an instance of the supplying of documents or supporting references or records

donation an act or instance of presenting something as a gift, grant, or contribution: a gift, as to a fund; contribution: the making of an especially charitable gift

drug-free characteristic of a person not taking illegal drugs or of a place where no illegal drugs are used

duly in a due manner; properly; fittingly: punctually: In a proper manner: at the expected time

duration the length of time something continues or exists: the number of years required to receive the present value of future payments, both of interest and principle, of a bond, often used as an indicator of a bond's price volatility resulting from changes in interest rates

duty something that one is expected or required to do by moral or legal obligation: an action or task required by a person's position or occupation; function: an act or expression of respect: a task or chore that a person is expected to perform: a payment, service, etc., imposed and enforceable by law or custom: moral obligation: the compulsion felt to meet such obligation

earliest in or during the first part of a period of time, a course of action, a series of events, etc.: initial

edict a decree issued by a sovereign or other authority

effect something that is produced by an agency or cause; result; consequence: power to produce results; efficacy; force; validity; influence: a mental or emotional impression produced, as by a painting or a speech: the making of a desired impression: bring about; accomplish; make happen

effective adequate to accomplish a purpose; producing the intended or expected result: actually in operation or in force; functioning: capable, competent

effort an earnest or strenuous attempt: the amount of exertion expended for a specified purpose

elect to choose or select by vote, as for an office: to determine in favor of (a method, course of action, etc.): select or choose: choose

elected chosen by vote, as for an office

election the selection of a person or persons for office by vote: The right or ability to make a choice.

electronic library a collection of manuscripts, publications, and other materials for reading, viewing, listening, study, or reference to be stored by and within computers, or computer products and services

e-mail a system for sending messages from one individual to another via telecommunications links between computers or terminals: a message sent by e-mail: to send a message to by e-mail

employee a person who works for another in return for financial or other compensation

endorse to approve, support, or sustain: to sign one's name on

endorsement approval or sanction

enforce to put or keep in force; compel obedience to: to impress or urge (an argument, contention, etc.) forcibly; lay stress upon

ensure to secure or guarantee: to make sure or certain: to make secure or safe, as from harm

enterprise a project undertaken or to be undertaken, esp. one that is important or difficult or that requires boldness or energy: a plan for such a project: boldness or readiness in undertaking; adventurous spirit; ingenuity

entity something that has a real existence; thing: being or existence, esp. when considered as distinct, independent, or self-contained: essential nature

enumerate to mention separately as if in counting; name one by one; specify, as in a list: to ascertain the number of; count

equally in an equal or identical manner: to an equal degree or extent: adequate in extent, amount, or degree

esp. an abbreviation for *especially*

especially particularly; exceptionally; markedly: to an extent or degree deserving of special emphasis

espouse to make one's own; adopt or embrace, as a cause: To give one's loyalty or support to (a cause, for example); adopt

establish to found, institute, build, or bring into being on a firm or stable basis: to install or settle in a position, place, business, etc.: to show to be valid or true; prove: to cause to be accepted or recognized: to bring about permanently: to enact, appoint, or ordain for permanence

etc (*actually et cetera*) and others; and so forth; and so on (used to indicate that more of the same sort or class might have been mentioned, but for brevity have been omitted)

except with the exclusion of; excluding; save; but: only; with the exception: point out something excluded from a general statement

exception the act of excepting or the fact of being excepted: an instance or case not conforming to the general rule: an adverse criticism, esp. on a particular point; opposition of opinion; objection: a notation that an objection is preserved for purposes of appeal

exclusive limited to the object or objects designated: single or sole

execute to carry out; accomplish: to perform or do: to produce in accordance with a plan or design

executive a person or group of persons having administrative or supervisory authority in an organization: of, pertaining to, or suited for carrying out plans, duties, etc.

exempt to free from an obligation or liability to which others are subject; release: released from, or not subject to, an obligation, liability, etc.: a person who is exempt from an obligation, duty, etc.

exercise something done or performed as a means of practice or training: a putting into action, use, operation, or effect: to use or display in one's action or procedure: to make use of (one's privileges, powers, etc.): to have as an effect

expedient tending to promote some proposed or desired object; fit or suitable for the purpose; proper under the circumstances: advisable, appropriate, desirable; advantageous

expedite to speed up the progress of: to accomplish promptly, as a piece of business

expenditure the act of expending something, esp. funds; disbursement; consumption: something that is expended; expense

expense cost or charge: a cause or occasion of spending

expenses charges incurred during a business assignment or trip: money paid as reimbursement for such charges

exposition writing or speech primarily intended to convey information or to explain; a detailed statement or explanation; explanatory treatise

extent the space or degree to which a thing extends; length, area, volume, or scope: magnitude, measure, amount, compass, range, expanse, stretch, reach, length

extract to take or copy out (matter), as from a book: to make excerpts from (a book, pamphlet, etc.): something extracted: a passage taken from a book, article, etc.; excerpt; quotation

facility something created to serve a particular function

fair free from bias, dishonesty, or injustice: legitimately sought, pursued, done, given, etc.; proper under the rules

faithful strict or thorough in the performance of duty: true to one's word, promises, vows, etc.: reliable, trusted, or believed: adhering or true to fact, a standard, or an original; accurate

federal of or constituting a form of government in which power is distributed between a central authority and a number of constituent territorial units (as states)

federal government of or relating to the central government of a federation as distinguished from the governments of the constituent territorial units (as states); especially, of or relating to the laws made and

enforced by the federal government

fiduciary a person legally appointed and authorized to hold assets in trust for another person. The fiduciary manages the assets for the benefit of the other person rather than for his or her own profits: one often in a position of authority who obligates himself or herself to act on behalf of another (as in managing money or property) and assumes a duty to act in good faith and with care, candor, and loyalty in fulfilling the obligation: one (as an agent) having a fiduciary duty to another

finance to supply with money or capital; obtain money or credit for: to raise money or capital needed for financial operations

finances the monetary resources, as of a government, company, organization, or individual; revenue

financial pertaining to monetary receipts and expenditures; pertaining or relating to money matters; pecuniary: financials, financial information or data about a company, as balance sheets and priceearnings ratio

financial interest **a.** a sum paid or charged for the use of money or for borrowing money. **b.** such a sum expressed as a percentage of money borrowed to be paid over a given period, usually one year.

fiscal of or pertaining to financial matters in general: basket, treasury

fiscal year any 12-month period that a company uses for accounting purposes: the fiscal year may or may not be the same as a calendar year: any yearly period without regard to the calendar year, at the end of which a firm, government, etc., determines its financial condition: A 12-month period for which an organization plans the use of its funds

fixed not fluctuating or varying; definite: coming each year on the same calendar date: put in order: to become stable or permanent

form a particular condition, character, or mode in which something appears: a document with blank spaces to be filled in with particulars before it is executed

found to establish (as a corporation) often with provision for future maintenance: establish, launch, set up, constitute, institute

founder one that founds or establishes: one who establishes something or formulates the basis for something

fulfill to satisfy (requirements, obligations, etc.): to bring to an end; finish or complete, as a period of time: accomplish, achieve, complete, realize: meet, answer, fill, comply with

function the purpose for which something is designed or exists; role: to perform a specified action or activity; work; operate

funds a supply of money or pecuniary resources, as for some purpose: money immediately available; pecuniary resources: a sum of money or other resources set aside for a specific purpose

furnish to provide or supply

further at or to a more advanced point; to a greater extent: additional; more: promote

future time that is to be or come hereafter

general manager the highest ranking manager

glossary a list of terms in a special subject, field, or area of usage, with accompanying definitions; such a list at the back of a book, explaining or defining difficult or unusual words and expressions used in the text

goal the result or achievement toward which effort is directed; aim; end: target; purpose, objective, intent

govern to exercise a directing or restraining influence over; guide: to serve as or constitute a law for: to have predominating influence: to exert a determining or guiding influence in or over

grant to give or accord: to agree or accede to: to transfer or convey, esp. by deed or writing: to permit as a right or privilege

gross without deductions; total, as the amount of sales, salary, profit, etc., before taking deductions for expenses, taxes, or the like (opposed to net): lacking in refinement, good manners, education, etc.; unrefined: large, big, or bulky

group any collection or assemblage of persons or things; cluster: a number of persons or things ranged or considered together as being related in some way

guide to assist (a person) to travel through, or reach a destination in, an unfamiliar area, as by accompanying or giving directions to the person: to supply (a person) with advice or counsel, as in practical or spiritual affairs: to supervise (someone's actions or affairs) in an advisory capacity: a guidebook: a book, pamphlet, etc., giving information, instructions, or advice; handbook

guideline a statement or other indication of policy or procedure by which to determine a course of action: any guide or indication of a future course of action

handbook a book of instruction or guidance, as for an occupation; manual: a scholarly book on a specific subject, often consisting of separate essays or articles: A concise manual or reference book providing specific information or instruction about a subject or place

handle to manage, deal with, or be responsible for: to use or employ, esp. in a particular manner: to manage: to deal with (a subject, theme, argument, etc.): to behave or perform in a particular way when handled, directed, managed, etc.: to deal with or have responsibility for: To manage, administer to, or represent

hereby by this, or the present, declaration, action, document, etc.; by means of this; as a result of this: by virtue of this act, decree, bulletin, or document; by this means

herein in or into this place: in this fact, circumstance, etc.; in view of this: in or into this

hereinafter afterward in this document, statement, etc.: also, *hereinbelow*: in a following part of this document, statement, or book

hereinbefore before in this document, statement, etc.: also, *hereinabove*: in a preceding part of this document, statement, or book

hereof of this: concerning this

hereto to this matter, document, subject, etc.; regarding this point: also, *hereunto*: to this document, matter, or proposition

hold office to have as a responsible position or a privilege in office, as such: to maintain in a given condition, situation, or action in office, as such: to be filled by and to be capable of holding office, as such: to have lawful possession or ownership of: to have as a privilege or position of responsibility

identify to specify or designate (goods) as the object of a contract: to recognize or establish as being a particular person or thing; verify the identity of

immediately without lapse of time; without delay; instantly; at once: with no object or space intervening

impede to retard or obstruct the progress of

implement a means; agent: to fulfill; perform; carry out: to put into effect according to or by means of a definite plan or procedure

implied notice notice that is imputed to a party having knowledge of a fact or circumstance that would cause a reasonable party to inquire further or having possession of a means of knowing a particular fact and that is considered a form of actual notice (called also *inquiry notice*)

impute usually means to attribute, accredit, insinuate, refer, reference

in fact in reality, in truth; actually

in recovery so as to be "clean" (from drugs and for NA Recovery, as such) *see also clean-time*

in writing written or drawn or engraved; "graphic symbols": as written or printed

inadequate not adequate to fulfill a need or meet a requirement; insufficient: ineffectual in response to emotional, social, intellectual, and physical demands in the absence of any obvious mental or physical deficiency

incapacitated unable to act, respond, or the like: to make legally incapable or ineligible

include to contain, as a whole, parts or any part or element: to contain as a subordinate element; involve as a factor: to take in as a part, element, or member

inclusion something that is included

income this is the general term for all the money that ends up in your hands: money received by a person or organization because of effort (work) or from return on investments: the monetary payment received for goods or services, or from other sources, as rents or investments: the amount of money received during a period of time in exchange for labor or services, from the sale of goods or property

incorporate to form (as a business) into a legal corporation

incorporated formed or constituted as a legal corporation: combined in one body; made part of

incur to come into or acquire (some consequence, usually undesirable or injurious): to become liable or subject to through one's own action; bring or take upon oneself

indefinite not definite; without fixed or specified limit; unlimited: not clearly defined or determined; not precise or exact

indemnification something that serves to indemnify; compensation: the condition of being indemnified

indemnify to compensate for damage or loss sustained, expense incurred, etc.: to secure against hurt, loss, or damage: to compensate or reimburse for incurred hurt, loss, or damage: restitute

independent not affiliated with another usually larger unit: not dependent on or affiliated with a larger or

controlling entity: self-governing; autonomous

indirect coming or resulting otherwise than directly or immediately, as effects or consequences: not direct in action or procedure: not descending in a direct line of succession, as a title or inheritance

indispensable having rights so connected to the claims of the parties to an action that the action cannot be adjudicated without affecting those rights: absolutely necessary, essential, or requisite: incapable of being disregarded or neglected

individual a distinct, indivisible entity; a single thing, being, instance, or item: a group considered as a unit: single; particular; separate: distinguished by special, singular, or markedly personal characteristics; exhibiting unique or unusual qualities: existing as a distinct, indivisible entity, or considered as such

induct to admit as a member; receive: to place ceremoniously or formally in an office or a position; install
influence the act or power of producing an effect without any apparent exertion of force or direct exercise of command: the power or capacity of causing an effect in indirect or intangible ways

ingenuity the quality of being cleverly inventive or resourceful; inventiveness: cleverness or skillfulness of conception or design

inherent existing in someone or something as a permanent and inseparable element, quality, or attribute: built-in, constitutional, inbuilt, integral

inherit to receive as if by succession from predecessors

initiate to begin, set going, or originate: to introduce into the knowledge of some art or subject: to set going by taking the first step

inquiry notice notice that is imputed to a party having knowledge of a fact or circumstance that would cause a reasonable party to inquire further or having possession of a means of knowing a particular fact and that is considered a form of actual notice (called also *implied notice*)

inspect to view closely and critically: to examine officially

inspection a careful and critical examination: as examination of documents, things, or property for purposes of making discovery for trial

install to induct into an office, rank, or position: to settle in an indicated place or condition; establish

intent the state of a person's mind that directs his or her actions toward a specific object: meaning or significance

intention the end or object intended; purpose: something intended

interest (financial) a. a sum paid or charged for the use of money or for borrowing money. b. such a sum expressed as a percentage of money borrowed to be paid over a given period, usually one year.

interest (human) the feeling of a person whose attention, concern, or curiosity is particularly engaged by something: concern; importance: a business, cause, or the like in which a person has a share, concern, responsibility, etc.: a participation in or concern for a cause, advantage, responsibility, etc.: to cause to take a personal concern or share; induce to participate

interpret to construe or understand in a particular way: to translate orally: to explain something; give an explanation: to explain or tell the meaning of (as a document) especially in order to determine intent

interpretation the act or result of giving an explanation of something: a conception of another's behavior

intra vires within the legal power or authority of an individual or corporation

intrinsic belonging to a thing by its very nature: native, innate, natural, true, real

introduce to present (a person, product, etc.) to a particular group of individuals or to the general public for or as if for the first time by a formal act, announcement, series of recommendations or events, etc.: to create, bring into notice, use, etc., for or as if for the first time; institute: to present for official consideration or action, as a legislative bill: to put or place into something for the first time; insert: to present and offer

introducer the one offering a nominee

inure to become of advantage: to accustom to hardship, difficulty, pain, etc.; toughen or harden; habituate: to become beneficial or advantageous

investment a devoting, using, or giving of time, talent, emotional energy, etc., as for a purpose or to achieve something: the commitment of funds with a view to minimizing risk and safeguarding capital: a commitment, as of time or support

irrespective without regard to something else, especially something specified; ignoring or discounting

irrevocable not to be revoked or recalled; unable to be repealed or annulled; unalterable

judicial of or relating to a judgment, the function of judging, the administration of justice, or the judiciary: of, relating to, or being the branch of government that is charged with trying all cases that involve the government and with the administration of justice within its jurisdiction

justify to defend or uphold as warranted or well-grounded: to show to have had a legally sufficient reason or cause: to show a satisfactory reason or excuse for something done

knowledge acquaintance with facts, truths, or principles, as from study or investigation: awareness or understanding esp. of an act, a fact, or the truth: familiarity, awareness, or understanding gained through experience or study

lack deficiency or absence of something needed, desirable, or customary: to be without or in need of

law the principles and regulations established in a community by some authority and applicable to its people, whether in the form of legislation or of custom and policies recognized and enforced by judicial decision: any written or positive rule or collection of rules prescribed under the authority of the state or nation, as by the people in its constitution: the controlling influence of such rules; the condition of society brought about by their observance: any rule or injunction that must be obeyed: a rule or principle of proper conduct sanctioned by conscience

lawsuit an action brought in a court for the purpose of seeking relief from or remedy for an alleged wrong: a case in a court of law involving a claim, complaint, etc., by one party against another; suit at law

leader one that leads or guides

leadership ability to lead: an act or instance of leading; guidance; direction

learn to acquire knowledge of or skill in by study, instruction, or experience: to become informed of or acquainted with; ascertain: to gain (a habit, mannerism, etc.) by experience, exposure to example, or the like; acquire

legal of or relating to law or the processes of law: established by law: conforming to or permitted by law: appointed, established, or authorized by law; deriving authority from law: a person whose status is protected by law

legible capable of being read or deciphered, especially with ease, as writing or printing; easily readable: capable of being discerned or distinguished

legislation the making or giving of laws: the exercise of the power and function of making rules that have the force of authority by virtue of their promulgation by an official organ of the state

liable obliged, accountable

liabilities / liability moneys owed; debts or pecuniary obligations (opposed to assets): liabilities as detailed on a balance sheet, esp. in relation to assets and capital: something disadvantageous: something for which one is liable; an obligation, responsibility, or debt: the financial obligations entered in the balance sheet of a business enterprise: something for which one is liable: a financial obligation

civil liability liability imposed under civil laws and civil process as distinguished from criminal laws; *also*: the state of being subject to civil sanctions (as restitution for damages) **corporate liability** liability of a corporation that is enforced by sanctions imposed against the corporation itself **several liability** liability assumed or imposed on an individual separate from others

link anything serving to connect one part or thing with another; a bond or tie: a unit in a communications system: an object, as text or graphics, linked through hypertext to a document, another object, etc.: to join by or as if by a link or links; connect; unite

liquidation any transaction that offsets or closes out a long or short position: settlement, extermination, elimination: at the dissolution of a solvent corporation or unincorporated association, the assets are usually liquidated (turned into money) rather than distributed in kind

logo a name, symbol, or trademark designed for easy and definite recognition: a graphic representation or symbol of a company name, trademark, abbreviation, etc., often uniquely designed for ready recognition

magistrate a civil or judicial official vested with limited judicial powers

mail letters, packages, etc., that are sent or delivered by means of the postal system: the system, usually operated or supervised by the national government, for sending or delivering letters, packages, etc.; postal system: electronic mail; e-mail: to send by mail; place in a post office or mailbox for transmission: to transmit by electronic mail

maintain to keep in existence or continuance; preserve; retain: to keep in an appropriate condition, operation, or force; keep unimpaired: to provide for the upkeep or support of; carry the expenses of: to practice habitually

majority the greater part or number; the number larger than half the total (opposed to minority)

management skill in managing; executive ability: the person or persons controlling and directing the affairs of a business, institution, etc.: administration; superintendence, care, charge, conduct, guidance, treatment

manner a way of doing, being done, or happening; mode of action, occurrence, etc.: characteristic or customary way of doing, making, saying, etc.

manual a small book, esp. one giving information or instructions: involving or using human effort, skill, power, energy, etc.

may to be allowed or permitted to: used to indicate a certain measure of likelihood or possibility

meeting an assembly or conference of persons for a specific purpose: the body of persons present at an assembly or conference: a place or point of contact; junction; union

member a person, animal, plant, group, etc., that is part of a society, party, community, or other body: being a member of or having membership in an association, organization, etc.

member-seat term used to refer to responsibility of the position in the corporation, regardless of that seat's population

memorandum a usually informal written communication: a short note designating something to be remembered, esp. something to be done or acted upon in the future; reminder

merchandise goods bought and sold

minority the smaller of two groups constituting a whole: a smaller party or group opposed to a majority, as in voting or other action

minutes the official record of the proceedings at a meeting of a society, committee, or other group: to record in a memorandum; note down: a brief note (as of summary or recommendation)

modify to change somewhat the form or qualities of; alter partially; amend: to change in form or character; alter

money an accepted or authorized medium of exchange; especially coinage or negotiable paper issued as legal tender by a government: assets or compensation in the form of or readily convertible into cash

money management the process of budgeting, saving, investing, spending or otherwise in overseeing the cash usage of an individual or group

must to be under the necessity to; need to: to be compelled to in order to fulfill some need or achieve an aim: something necessary, vital, or required

NA an acronym meaning Narcotics Anonymous

name to designate for some duty or office; nominate or appoint: to nominate for or appoint to a duty, an office, or an honor: a word or a combination of words by which a person, place, or thing, a body or class, or any object of thought is designated, called, or known

Narcotics Anonymous an international association of support groups for recovering drug addicts, with a 12-step program

necessary being essential, indispensable, or requisite: needed to achieve a certain result or effect

necessity something necessary or indispensable: the presence or pressure of circumstances that justify or compel a certain course of action

net remaining after deductions, as for charges or expenses (opposed to gross): final; totally conclusive: remaining after deduction of all charges, outlay, or loss net proceeds

net earnings total revenue in an accounting period less all expenses during the same period.

net income income after deductions, credits and taxes are factored into gross income. Deductions and credits are subtracted from gross income to arrive at taxable income, which is used to calculate income tax. Net income is income tax subtracted from taxable income.

nomination The act or an instance of submitting a name for candidacy or appointment: the state of being nominated

non-compliance failure or refusal to comply

non-partisan not supporting or controlled by a political party, special interest group, or the like: a person who is nonpartisan: uninvolved, disinterested

non-profit not established for the purpose of making a profit; not entered into for money: a nonprofit organization, institution, corporation, or other entity

non-stock (corporation) a corporation that does not have owners represented by shares of stock: a nonstock

corporation typically has members, who are the functional equivalent of stockholders in a stock corporation (they have the right to vote, etc.). Non-stock corporations may also choose to have no members.

not-for-profit (corporation) an incorporated organization created by statute, government or judicial authority and registered at the Registry of Commerce that is not intended to provide a profit to the owners or members. A non-profit corporation is always organized as a non-stock corporation.

notice a notification or communication of a fact, claim, demand, or proceeding: awareness of such a fact, claim, demand, or proceeding: the condition of being formally warned or notified: a notification of the termination, at a specified time, of an agreement, as for renting or employment, given by one of the parties to the agreement: observation, perception, attention (see also **implied notice**)

notify to inform or give notice to: to make known; give information of

nurture to support and encourage, as during the period of training or development: to feed and protect: to bring up; train; educate: to help grow or develop; cultivate

oath a solemn, formal declaration or promise to fulfill a pledge: something declared or promised

objective something that one's efforts or actions are intended to attain or accomplish; purpose; goal; target: being the object or goal of one's efforts or actions: not influenced by personal feelings, interpretations, or prejudice; based on facts; unbiased: intent upon or dealing with things external to the mind rather than with thoughts or feelings, as a person or a book

obligation something by which a person is bound or obliged to do certain things, and which arises out of a sense of duty or results from custom, law, etc.: a binding promise, contract, sense of duty, etc.: the act of binding or obliging oneself by a promise, contract, etc.: a promise, acknowledgment, or agreement (as a contract) that binds one to a specific performance; *also* : the binding power of such an agreement or indication of contract: what one is obligated to do, satisfy, or fulfill: as **a** : a commitment to pay a particular amount of money, legal or moral **b** : a duty arising from law, contract, or morality

obligatory required as a matter of obligation; mandatory: binding

oblige to bind morally or legally, as by a promise or contract: to place under a debt of gratitude for some benefit, favor, or service: to put (one) in a debt of gratitude, as by a favor or accommodation: to make (an action, policy, etc.) necessary or obligatory

of choice that is generally preferred

officer a person appointed or elected to some position of responsibility or authority in the government, a corporation, a society, etc.: an agent: director, manager

official a person appointed or elected to an office or charged with certain duties: of or pertaining to an office or position of duty, trust, or authority: appointed or authorized to act in a designated capacity: (of an activity or event) intended for the notice of the public and performed or held on behalf of officials or of an organization; formal

operation an act or instance, process, or manner of functioning or operating: the state of being operative or functional: A process or series of acts involved in a particular form of work: an instance or method of efficient, productive activity: a process or action, such as addition, substitution, transposition, or differentiation, performed in a specified sequence and in accordance with specific rules

ordain to enact or establish by law, edict, etc.: to select for or appoint to an office: to prearrange unalterably; predestine

order the established system of social organization: an established mode or state of procedure: arrangement, organization: regularity

organization a group of persons organized for some end or work; association: the administrative personnel or apparatus of a business: a structure through which individuals cooperate systematically to conduct business: a body (as a corporation or union) that has a membership acting or united for a common purpose

organized to set up an administrative structure for: to arrange by systematic planning and united effort: put together into an orderly, functional, structured whole

original belonging or pertaining to the origin or beginning of something, or to a thing at its beginning: arising or proceeding independently of anything else: created, undertaken, or presented for the first time

ought to used to express probability or expectation: synonymous with *should*

outline a general description covering the main points of a subject: a statement summarizing the important points of a text: A summary of a written work or speech, usually analyzed in headings and subheadings: outlines, the essential features or main aspects of something under discussion

pamphlet a complete publication of generally less than 80 pages stitched or stapled together and usually having a paper cover: a short essay or treatise, usually on a current topic, published without a binding

panel a group of persons gathered to conduct a public discussion, judge a contest, serve as advisers, or the like: a public discussion by such a group

papers 1: a piece of paper containing a written statement: as **a** : a formal written composition or document often intended for publication **b** : a document containing a statement of legal status, identity, authority, or ownership —often used in pl. whether applying to one or more items **c** : a document (as an answer, motion, or brief) prepared in furtherance of a legal action after the complaint required to be served upon a party shall be filed with the court 2: a document providing evidence of a financial obligation

paragraph a distinct often numbered or otherwise designated section of a document or writing: a distinct division of written or printed matter that begins on a new, usually indented line, consists of one or more sentences, and typically deals with a single thought or topic or quotes one speaker's continuous words

parliamentarian an officer of a legislative body acting as adviser to the presiding officer on matters of procedure

parliamentary in accordance with the formal rules governing the methods of procedure, discussion, and debate in deliberative bodies and organized assemblies: of or according to parliamentary law

participation the action or state of taking part in something, as association with others in a relationship (as a partnership) or an enterprise usually on a formal basis with specified rights and obligations: the fact of taking part, as in some action or attempt

participatory to take or have a part or share, as with others; partake; share: marked by, requiring, or involving participation, especially affording the opportunity for individual participation

party a person or group that participates in some action, affair, plan, etc.; participant

payment something that is paid; an amount paid; compensation: the act of paying

pdf an acronym meaning Portable Document Format: the native file format for Adobe Systems' Acrobat, PDF is the file format for representing documents in a manner that is independent of the original application software, hardware, and operating system used to create those documents. A PDF file can describe documents containing any combination of text, graphics, and images in a device-independent and resolution independent format. These documents can be one page or thousands of pages, very simple or extremely complex with a rich use of fonts, graphics, color, and images

pecuniary consisting of, measured in, or relating to money

pending during the time of: while awaiting: in the time preceding the outcome of: not yet decided: while awaiting; until: remaining undecided; awaiting decision or settlement; unfinished

pension a fixed amount, other than wages, paid at regular intervals to a person or to the person's surviving dependents in consideration of past services, age, merit, poverty, injury or loss sustained, etc.

perform to go through or execute in the proper, customary, or established manner: to carry into effect; fulfill: to accomplish (any action involving skill or ability): to adhere to and fulfill the terms of: to adhere to and fulfill the terms of a contract, promise, or obligation

period an interval of time characterized by the prevalence of a specified culture, ideology, or technology: an interval regarded as a distinct evolutionary or developmental phase: a unit of time

permit a written warrant or license granted by one having authority (such as the State, a city or county): to allow to do something: to tolerate; agree to: an authoritative or official certificate of permission; license: permission, especially in written form

permission authorization granted to do something; formal consent

personal of, pertaining to, or coming as from a particular person; individual; private: of, relating to, or restricted to a natural person and his or her rights, obligations, affairs, assets, or lifetime

personnel the body of persons employed by or active in an organization, business, or service: persons

physical of or relating to the body as distinguished from the mind or spirit: of or relating to material things

planning committee a person or group of persons elected or appointed to perform some service or function, as to investigate, report on, or act upon a particular matter and to have a specific aim or purpose and to arrange a method beforehand for (any event, work, enterprise, or proceeding)

policy an overall plan, principle, or guideline: a contract of insurance: a definite course of action adopted for the sake of expediency, facility, etc.: action or procedure conforming to or considered with reference to prudence or expediency

political having a definite policy or system of government: having or influenced by partisan interests: based on or motivated by partisan or self-serving objectives

politics the activities or affairs engaged in by a government, politician, or political party: the methods or tactics involved in managing a state or government

populate to inhabit: to exist or be situated within: to occupy

position a place occupied or to be occupied; site: the proper, appropriate, or usual place: situation or condition, esp. with relation to favorable or unfavorable circumstances: to determine the position of; locate

possession the act or fact of possessing: something owned or possessed: actual holding or occupancy with or without rightful ownership: the act, fact, or condition of having control of something: **constructive possession**, a legal term referring to possession that exists by virtue of a right (as by title) rather than direct occupancy or control

power capability of acting or of producing an effect: a specific capacity, faculty, or aptitude:

implied power the power of one acting under an implied agency

precedent an act or instance that may be used as an example in dealing with subsequent similar instances

predestine to destine in advance; foreordain; predetermine

prepare to make ready beforehand for a specific purpose, as for an event or occasion: to make things or oneself ready

prerequisite required beforehand: requirement, requisite, essential, precondition

prescribe to lay down, in writing or otherwise, as a rule or a course of action to be followed

presence the state or fact of being present; current existence or occurrence

present being, existing, or occurring at this time or now; current: being here: to bring before or introduce to the public: to show or exhibit: to bring forth or render for or before another or others; offer for consideration

preside to exercise management: to exercise guidance: to occupy the place of authority: direct or regulate proceedings as chief officer: act as chairperson or president

prevent to keep from occurring; avert; hinder: to anticipate or counter in advance

primary first in order in any series, sequence, etc.: first in time; earliest: constituting or belonging to the first stage in any process

principal a sum of money owed as a debt, upon which interest is calculated

principles accepted or professed rules of action or conduct: personal or specific basis of conduct or management: adopted rules or methods for application in action: determining characteristics of something; essential qualities: rules or standards, especially of good behavior

prior preceding in time or in order; earlier or former; previous

prior to preceding; before

private belonging to some particular person: pertaining to or affecting a particular person or a small group of persons; individual; personal: confined to or intended only for the persons immediately concerned; confidential: not holding public office or employment: not open or accessible to the general public: of, pertaining to, or coming from nongovernmental sources

privilege any of the rights common to all citizens under a modern constitutional government: an advantage or source of pleasure granted to a person: to authorize or license (something otherwise forbidden): a right, license, or exemption from duty or liability granted as a special benefit, advantage, or favor (as an exemption from liability where an action is deemed to be justifiable or because of the requirements of a position or office)

procedure an act or a manner of proceeding in any action or process; conduct: a particular course or mode of action: the sequence of actions or instructions to be followed in solving a problem or accomplishing a task

proceedings a sequence of events occurring at a particular place or occasion: a record of business carried on by a society or other organization; minutes: a particular step or series of steps in the enforcement, adjudication, or administration of rights, remedies, laws, or regulations

process a continuous action, operation, or series of changes taking place in a definite manner: a systematic series of actions directed to some end: a continuous operation, art, or method

professed acknowledged

prohibition a decree that forbids: something (as in Bylaws) that prohibits a certain act or procedure

promise a declaration that something will or will not be done, given, etc., by one: to assure

promotion encouragement of the progress, growth, or acceptance of something; furtherance: something devised to publicize or advertise a product, cause, institution, etc., as a brochure, free sample, poster, television or radio commercial or personal appearance

promulgation to make known or public: to put (as a regulation) into effect

prone having a natural inclination or tendency to something

properties an essential or distinctive attribute or quality of a thing: a characteristic attribute possessed by all members of a class: something tangible or intangible to which its owner has legal title

property something at the disposal of a person, a group of persons, or the community or public: an essential or distinctive attribute or quality of a thing

propose to put forward for consideration, discussion, or adoption; suggest: to recommend (a person) for a position, office, or membership; nominate: to offer: to make known as one's intention; purpose or intend

proprietary something that is used, produced, or marketed under exclusive legal right of the inventor or maker that is protected by secrecy, patent, or copyright against free competition as to name, product, composition, or process of manufacture

provide to make available; furnish: to supply or equip: to take measures with due foresight: to make arrangements for supplying means of support, money, etc.: to supply means of support

provision arrangement or preparation beforehand, as for the doing of something, the meeting of needs, the supplying of means, etc.: a stipulation (as a clause in a statute or contract) made beforehand: something provided; a measure or other means for meeting a need

public exposed to general view: known or recognized by many or most people: of, relating to, or affecting all of the people or the whole area: of or relating to people in general: of or relating to business or community interests as opposed to private affairs

publication the act of bringing before the public; announcement: communication of information to the public

purchase to acquire (real property) by means other than inheritance: to obtain by paying money or giving other valuable consideration: to acquire by the payment of money or its equivalent; buy: to acquire by effort, sacrifice, etc

purpose an objective, effect, or result aimed at or attained (as the business activity in which a corporation is chartered to engage): the reason for which something exists or is done, made, used, etc.

qualification a quality, accomplishment, etc., that fits a person for some function, office, or the like: a circumstance or condition required by law or custom for getting, having, or exercising a right, holding an office, or the like: a condition or circumstance that must be met or complied with: a restriction or modification

qualified fitted (as by training or experience) for a given purpose or condition: being in compliance or accordance with specific requirements or conditions: having the qualities, accomplishments, etc., that fit a person for some function, office, or the like: having the qualities, accomplishments, etc., required by law or custom for getting, having, or exercising a right, holding an office, or the like: modified, limited, or restricted in some way

quasi-judicial of, relating to, or being an administrative act, body, or procedure that is concerned with the adjudication of specific rights and obligations rather than the promulgation of rules, that requires discretion and decision, and that may be subject to notice and hearing requirements and judicial review

quorum the minimal number of officers and members of a committee or organization, usually a majority, who must be present for valid transaction of business

reasonable agreeable to reason or sound judgment; logical: capable of rational behavior, decision, etc.

receipt a writing acknowledging the receiving of goods or money: the act, process, or fact of taking possession: something (as income) received

receive to take into one's possession (something offered or delivered): to get or be informed of: to be burdened with; sustain: to take into the mind; apprehend mentally

recognize to acknowledge formally: as **a**: to admit as being of a particular status: to acknowledge (as a right, cause of action, or defense) as valid **b**: to admit as being one entitled to be heard: give the floor to **c**: to acknowledge the de facto existence or the independence of: to account for as real, received, or incurred and treat and record appropriately

record to put in a record: to deposit or otherwise cause to be registered in the appropriate office as a record and notice of a title or interest in property: to cause (as sound, images, or data) to be registered on something in reproducible: the official set of papers used and generated in a proceeding

recreation a pastime, diversion, exercise, or other resource affording relaxation and enjoyment: the act of creating anew

recrimination to bring a countercharge against an accuser: to accuse in return

refer to direct for information or anything required: to send or direct for treatment, aid, service, information, or decision

regardless having or showing no regard: without concern as to advice, warning, hardship, etc.: anyway

registration the act of registering: an entry in a register: a document certifying an act of registering

regular usual; normal; customary: evenly or uniformly arranged; symmetrical: characterized by fixed principle, uniform procedure, etc.: occurring with normal frequency

regulation a law, rule, or other order prescribed by authority, especially to regulate conduct

relapse to fall or slip back into a former state, practice, etc.: to fall back into illness after apparent recovery: to fall back into vice, wrongdoing, or error; backslide

relationship a connection, association, or involvement: an emotional or other connection between people

relevant bearing upon or connected with the matter in hand; pertinent

reliable that may be relied on; dependable in achievement, accuracy, honesty, etc.

relieve to ease (a person) of any burden, wrong, or oppression, as by legal means: to release (one on duty) by coming as or providing a substitute or replacement: to cause a lessening or alleviation of

remain to continue to be in the same place; stay or stay behind: to be left after the removal, loss, passage, or destruction of others: to be left as still to be dealt with: to continue in the same state or condition

removal the act of removing: change of residence, position, etc.: dismissal, as from an office

render to cause to be or become; make: to do; perform: to furnish; provide: to exhibit or show (obedience, attention, etc.): to transmit to another

repeal to revoke or withdraw formally or officially: to revoke or annul (a law, tax, duty, etc.) by express legislative enactment

report an analysis of operations and progress and a statement of future plans made at stated intervals by an administrator or executive or group of executives to those to whom such a report is owed: to make a written record or summary of: to present oneself

representative a person or thing that represents another or others: an agent or deputy: a typical example or specimen of a group, quality, or kind

request the act of asking for something to be given or done, especially as a favor or courtesy: a written statement of petition: something asked for: to ask for, especially politely or formally

required needed; essential: obligatory

requirement that which is required; a thing demanded or obligatory: a need or necessity: a prerequisite

requisite required or necessary for a particular purpose, position, etc.: indispensable: a necessary quality, thing, etc.

requisition a written request or order for something, as supplies: an authoritative or formal demand for something to be done, given, supplied, etc.: the state of being required for use or called into service: a requirement or essential condition

resignation a formal statement, document, etc. stating that one gives up an office, position, etc.

resolution a formal expression of opinion, will, or intention voted by an official body (as a legislature) or assembled group: an expression or document containing authorization usually by a corporate board of directors of a particular act, transaction, agent, or representative: A course of action determined or decided on: a solution, accommodation, or settling of a problem, controversy, etc.

resource a source of supply, support, or aid, especially one that can be readily drawn upon when needed: an action or measure to which one may have recourse in an emergency; expedient: capability in dealing with a situation or in meeting difficulties

resources an available means afforded by the mind or one's personal capabilities: money or any property that can be converted into money; assets

respectively singly in the order designated or mentioned: in precisely the order given; sequentially: (of two or more things, with reference to two or more things previously mentioned) referring or applying to in a parallel or sequential way

responsibility the state or fact of being responsible: a particular burden of obligation upon one who is responsible: a person or thing for which one is responsible: reliability or dependability, especially in meeting debts or payments

restitution reparation made by giving an equivalent or compensation for loss, damage, or injury caused; indemnification

restoration the act of restoring; renewal, revival, or reestablishment: a return of something to a former,

original, normal, or unimpaired condition: restitution of something taken away or lost: a putting back into a former position, dignity, etc.: the restoration of property or rights previously taken away, conveyed, or surrendered: restoration to the former or original state or position: amends, compensation, repayment
restricted subject or subjected to restriction: kept or confined within limits

restriction a limitation on the use or enjoyment of property or a facility: condition: qualification: limitation: stipulation

retirement removal or withdrawal from service, office, or business

revenue the dollar amount of sales during a specific period, including discounts and returned merchandise; it is the "top line" figure from which costs are subtracted to determine net income: an amount of money regularly coming in: a particular item or source of income

rights that which is due to anyone by just claim, legal guarantees, moral principles, etc.: adherence or obedience to moral and legal principles and authority: that which is morally, legally, or ethically proper: a moral, ethical, or legal principle considered as an underlying cause of truth, justice, morality, or ethics: a legally enforceable claim against another that the other will do or will not do: demandable or enforceable under the law *of right* to the circuit courts of appeal

Robert's Rules of Order Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

role proper or customary function: the rights, obligations, and expected behavior patterns associated with a particular social status: capacity, position, responsibility, duty

rule a principle or regulation governing conduct, action, procedure, arrangement, etc.: the customary or normal circumstance, occurrence, manner, practice, quality, etc.: to decide or declare judicially or authoritatively; decree

rules of decorum combine *rule* with and see *decorum*

rules of discipline combine *rule* with and see *discipline*

rules of order combine *rule* with and see *order*

sales activities involved in selling goods or services

sanction authoritative permission or approval, as for an action: something that serves to support an action, condition, etc.: to ratify or confirm

SCC an acronym meaning State Corporation Commission

scenario an imagined or projected sequence of events, esp. any of several detailed plans or possibilities

seat refers to a service position in which administrative members, or the like, are centered and have the right of privilege and burden of responsibility

secondary next after the first in order, place, time, etc.: not primary or original: of minor or lesser importance: of, relating to, or being the second order or stage in a series

section a distinguishing or identifying mark, feature, or quality: a distinct part or subdivision of a writing, as of a newspaper, legal code, chapter, etc.: one of a number of parts that can be fitted together to make a whole

selected chosen: of special quality or value; choice: careful or refined in making selections

separate to sort, part, divide, or disperse (an assemblage, mass, compound, etc.), as into individual units, components, or elements: to take or go in different directions: existing or maintained independently

servant a person who serves others: one who expresses submission, recognizance, or debt to another

serve to render assistance; be of use; help: to have definite use: to be in the service of; work for

service an act of helpful activity; help; aid: useful labor that does not produce a tangible commodity

shall plan to, intend to, or expect to: will have to, is determined to, or definitely will: is or are obliged to: something that will take place or exist in the future: something, such as an order, promise, requirement, or obligation: to have to; must

shares of stock written articles that represent the amount of money invested in the corporation by an individual shareholder. BRANA Campout Incorporated is a non-stock corporation

should used to express probability or expectation: synonymous with *ought*

similar related in appearance or nature; alike though not identical

situation the state of affairs; combination of circumstances: a state of affairs of special or critical significance in the course of an event: **position or status with regard to conditions and circumstances:** the combination of circumstances at a given moment

social pertaining to, devoted to, or characterized by friendly companionship or relations: a social gathering or party, esp. of or as given by an organized group

social welfare social services provided by an organization for its members

society a voluntary association of individuals dedicated to common ends: an organized group of persons associated together for religious, benevolent, cultural, scientific, political, patriotic, or other purposes: the body of human beings generally, associated or viewed as members of a community

sovereign a person or political entity (as the State of Virginia) possessing or held to possess sovereignty

sovereignty supreme and independent power or authority in government as possessed or claimed by a state or community (as the State of Virginia)

special meeting a meeting held for a special and limited purpose: a meeting held occasionally in addition to the annual meeting to conduct only business described in a notice

specified mentioned or named specifically or definitely; stated in detail: given a specific character to: set forth as a specification: named or stated as a condition

statement an official or formal report or declaration: something stated: a communication or declaration in speech or writing, setting forth facts, particulars, etc.: a single sentence or assertion: an abstract of an account, as one rendered to show the balance due: the communication of an idea, position, mood, or the like through something other than words

statute an enactment made by a legislature and expressed in a formal document; the document in which such an enactment is expressed: a permanent rule established by an organization, corporation, etc., to govern its internal affairs

stipulation a condition, demand, or promise in an agreement or contract

stock financially, a type of security that signifies ownership in a corporation and represents a claim on part of the corporation's assets and earnings. BRANA Campout Incorporated is a non-stock corporation

subcommittee a secondary committee appointed out of a main committee

subject to being dependent or conditional upon something: being under the necessity of undergoing something: liable; prone

subordinate ancillary: secondary: subject; dependent

subsidiary serving to assist or supplement: secondary in importance; subordinate

succeeding to follow in sequence and especially immediately: to come next in time or succession; follow after another; replace another in an office or a position: to accomplish something desired or intended

suggested to mention or imply as a possibility: to enter on the record as a suggestion

suggestion the process of inducing a thought, sensation, or action in a receptive person without using persuasion and without giving rise to reflection in the recipient: proposition

summon to call together: to request to appear: to order to appear in court by the issuance of a summons

supervise to oversee (a process, work, workers, etc.) during execution or performance; superintend; have the oversight and direction of: manage, guide

supervision the act or function of supervising; management, administration

supervisory of, pertaining to, or having supervision

supervisory powers combine *supervisory* with and see *power*

sureties security against loss or damage or for the fulfillment of an obligation, the payment of a debt, etc.; a pledge, guaranty, or bond

surety a formal engagement (as a pledge) given for the fulfillment of an undertaking: one (as an accommodation party) who promises to answer for the debt or default of another: a person who has made himself or herself responsible for another, as a sponsor, godparent, or bondsman: a person who is legally responsible for the debt, default, or delinquency of another: a pledge or formal promise made to secure against loss, damage, or default; a security

tax a sum of money demanded by a government for its support or for specific facilities or services, levied upon incomes, property, sales, etc

tax exempt to be free from an obligation, duty, or liability of money demanded by a government for its support or for specific facilities or services, levied upon incomes, property, sales, etc

temporary lasting, existing, serving, or effective for a time only; not permanent

terminologies the vocabulary of technical terms used in a particular subject

term a word or group of words designating something: the time or period through which something lasts:

a period of time to which limits have been set

terms conditions with regard to payment, price, charge, rates, wages, etc.: conditions or stipulations limiting what is proposed to be granted or done

theft a criminal taking of the property or services of another without consent

third party a person who is not a party to an action but who is or may be liable in the action

timely occurring at a suitable time; well-timed: early or soon

thorough exhaustively complete: painstakingly accurate or careful: absolute: total

timely manner combine *timely* with and see *manner*

title a descriptive heading or caption, as of a chapter, section, or other part of a book, document, or the like: a division of a statute, law-book, etc., especially one larger than an article or section: description: name: designation

to fund to provide financial resources for

trademark any name, symbol, figure, letter, word, or mark adopted and used by a manufacturer or merchant in order to designate his or her goods and to distinguish them from those manufactured or sold by others; a trademark is a proprietary term that is usually registered with the Patent and Trademark Office to assure its exclusive use by its owner

trademark act [an enormous file]. refer to *United States Patent and Trademark Office* (aka USPTO)

traditions a mode of thought or behavior followed by a people continuously from generation to generation; a custom or usage: a set of such customs and usages viewed as a coherent body of precedents influencing the present

transaction financially, an agreement between a buyer and a seller for the exchange of goods or services for payment

transparent open; frank: easily seen through, recognized, or detected: nothing secret

treatise a formal and systematic exposition in writing of the principles of a subject, generally longer and more detailed than an essay

treaty negotiation for the purpose of reaching an agreement: a contract or agreement

trustee an individual who holds or manages assets for the benefit of another

ultra vires beyond the legal power or authority of a corporation, corporate officer, etc.

unanimous of one mind; in complete agreement; agreed: characterized by or showing complete agreement

undersigned being the one or ones whose signature appears at the end of a letter or document: signed at the bottom or end of, as a writing

understand to perceive the meaning of; grasp the idea of; comprehend: to be thoroughly familiar with; apprehend clearly the character or nature of: to grasp the significance, implications, or importance of: to have knowledge or background, as on a particular subject

under-study to learn (a role) in order to replace the regular person when necessary

unnecessary not necessary or essential; needless; unessential

unrestricted not subject nor subjected to restriction: not kept nor confined within limits

update to bring (a book, figures, or the like) up to date, as by adding new information or making corrections: to incorporate new or more accurate information in (a database, program, procedure, etc.): to bring (a person, organization, etc.) up to date on a particular subject: an act or instance of updating

utilize to put to use, especially to find a practical use for

vacancy emptiness: an unoccupied position or office: absence of activity; idleness

valid sound; just; well-founded: producing the desired result; effective: legally sound, effective, or binding; having legal force

valuable having qualities worthy of respect, admiration, or esteem: of considerable use, service, or importance

valuables articles of considerable value, as of personal property: in and of themselves, have very high intrinsic value or are very dear for its own sake, associations, or the like

verbatim in exactly the same words; word for word

vest to place or settle (something, esp. property, rights, powers, etc.) in the possession or control of someone: to place in the possession, discretion, or province of some person or authority

vested held completely, permanently and inalienably: protected or established by law, commitment, tradition, ownership, etc.

Virginia a state in the United States, on the Atlantic coast: 40,815 sq. mi.: *Capital*: Richmond

Virginia Non-Stock Corporation Act [an enormous file]. refer to *State Corporation Commission* and the

Virginia State Code, Chapter 10, Title 13.1, Section 13.1-823

virtue moral excellence; goodness: a good or admirable quality or property: integrity

vote a usually formal expression of opinion or will in response to a proposed decision; especially one given as an indication of approval or disapproval of a proposal, motion, or candidate for office; the total number of such votes made known at a single time: the collective opinion or preference of a body of persons expressed by voting: a formal expression of opinion or choice, either positive or negative, made by an individual or body of individuals; the means by which such expression is made, as a ballot, ticket, etc.

voucher a documentary record of a business transaction: a written affidavit or authorization: a form or check indicating a credit against future purchases or expenditures: a credit of a certain monetary value that can be used only for a specified purpose: a person or thing that vouches: a document, receipt, stamp, or the like, that gives evidence of an expenditure: a form authorizing a disbursement of cash or a credit against a purchase or expense to be made in the future: written authorization; **credential**

warranted to provide adequate grounds for; justify: to grant authorization or sanction to; authorized

welfare the good fortune, health, happiness, prosperity, etc., of a person, group, or organization; well-being

will am (is, are, etc.) expected or required to: may be expected or supposed to: am (is, are, etc.) going to: to wish; desire; like: the faculty of conscious and especially of deliberate action; the power of control the mind has over its own actions: the desire, inclination, or choice of a person or group

willingness readiness, compliance, consent, eagerness, enthusiasm

within in or into the interior or inner part; inside: inside of; in: in the compass or limits of; not beyond: at or to some amount or degree not exceeding: in the course or period of, as in time: inside of the limits fixed or required by

working knowledge to bring about (any result) by or as by work or effort then obtaining familiarity, awareness, or understanding gained through experience or study

written consent to express in writing permission, approval, agreement, or the like: to express in writing compliance or yielding: to express in writing to agree in sentiment, opinion, etc.: to express harmony in writing

Sources cited (to create glossary) include:

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18 Government Center Lane, Verona, VA 24482

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United States Patent and Trademark Office
Trademark Act Chapter 22 of Title 15 USPTO
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Virginia Nonstock Corporation Act
Chapter 10, Title 13.1 of the Code of Virginia
Commonwealth of Virginia
State Corporation Commission
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The Twelve Traditions of Narcotics Anonymous