

---

<b>Type:</b>	Operational	<b>Created:</b>	March 2012
<b>Adopted by:</b>	Board of Directors	<b>Last Amended:</b>	
<b>Executive Responsibility:</b>	Director of Internal Relations	<b>Procedure:</b>	

---

**PREAMBLE:**

The Students' Union bylaws allow for the inspection of the records and books of the Union by members provided notice is provided. The Society Act of BC provides that a society must provide a copy of its bylaws to any member who requests such at a cost of not less than \$1.

**STATEMENT:**

**1. Definition of Books and Records**

The Books and Records of the Students' Union shall consist of the most current editions of the following items:

- Certificate of Incorporation
- Constitution
- Bylaws
- Policies and Procedures
- Board of Director Minutes
- Minutes of quorate general meetings
- Audited Financial Statements

Minutes and financial statements shall remain part of the Books and Records of the Students' Union for a period of seven years from their date for which they report.

**2. Distribution of Constitution and Bylaws**

A copy of the constitution and bylaws shall be provided free of charge to any member following a receipt of a formal request. The constitution shall be published on the Students' Union's website.

**3. Inspection of Books and Records**

Under the terms of Bylaw XIV members may inspect the books and records of the Students' Union during normal office hours provided that twenty-four hours written

notice has been served. The following regulations shall apply:

- Written notice may be by email or in hard copy and should be directed to the Director of Internal Relations or the Executive Director.
- Written notice to inspect the books and records must describe the documents to be inspected.
- Prior to inspecting the records, the membership status of the requestor must be verified; the right to inspect the books and records of the Students' Union does not apply to non-members.
- The books and records are not to be removed from the Students' Union office, distributed or published without written consent of the Students' Union.
- The Director of Internal Relations, the Executive Director or their designate shall oversee each inspection of books and records by members.

#### **4. Copies of Books and Records**

As per Part 2 of the Society Act of BC Regulations, members may apply for copies of the books and records of a Society. The following regulations will apply to the provision of copies of the books and records of the Students' Union:

- Request for copies of any document listed in Article A of this policy must be made in writing to the Director of Internal Relations or Executive Director.
- Requests for copies of documents listed in Article A shall be satisfied within two weeks of the receipt of a request.
- A charge of fifty cents (\$0.50) per page will apply for all copies requested, and payment must be received prior to the provision of the documents requested.
- Copies of books and records are for the personal use of members and shall not be published or distributed.

---

END OF DOCUMENT