

Policy 1.02.0 - Record Sharing Policy and Procedure for requests of specific information

Definitions:

Access - Either inspection or disclosure of records

Disclosure – To receive an email or paper copy of the records

Inspection - To read but not photocopy, photograph or reproduce the record

In writing - A hand-written or typed letter with an original signature

Accounting Records – The paper source documents that are submitted for request for payments and to support deposits to the club.

Financial Statements – Summary statements that are completed as of the society's fiscal year (August 31); after approval by the board.

Register of Members – Required by the BC Societies Act and not readily available to members, as per the BC Personal Information Protection Act. It has every member's name, one form of contact, and voting or non-voting status.

- Part 1.8 of the NKC Bylaws covers the Societies Act's Record-Keeping requirements.
- The club will not provide any records that are available through public avenues such as the NKC website, the BC Societies Act or by asking an appropriate club member a specific question.
- NKC Directors can access all records.
- All records except accounting records are accessible to the Members.
- NKC Members can request a copy of the Constitution, Bylaws and the most recent Financial Statements at no charge.
- Non-members may access the constitution, bylaws, register of directors, financial statements, and general meeting minutes.
- Procedure 1.02.0 (Club Record Request Form - CRRF) must be completed when requesting specific club records.
- When a completed CRRF is received, an acknowledgement will be sent.
- NKC is a non-profit organization compiled of volunteers. An assessment of the fees to access the information will be provided within 30 days of receiving the completed request form, providing that the request complies with the NKC Bylaws, the Societies Act, and the Personal Information Protection Act, and that the requested information exists and is available. When the fee is paid, the club will provide the document(s) within 14 days.
- Requests to access the NKC records are considered correspondence and the names of the requester(s), except Directors, will be read out at the monthly general meeting.
- For inspection of the records, the club will charge non-members \$10 per day regardless of the number of records inspected.
- The club will charge Members and Non-members \$0.50 per page for paper copies and \$0.10 per page for emailed copies of records.