

# **BYLAW 8**

## **RECORDS**

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8.1 A record of the Bylaws and the Policies and Procedures Manual shall be kept in the SAOC office and shall be made available to any SAOC member upon request.

8.2 All financial books and corporate records of the SAOC except those deemed by SBOD to be restricted shall be made available to any member of the SAOC upon request.

8.3 Records that have been deemed restricted shall only be made available to persons charged with the operation, administration, and governance of the SAOC. Restricted information includes but is not limited to:

- (a) Personnel files and evaluations;
- (b) Volunteer files and evaluations;
- (c) Personal communications;
- (d) Business operating records;
- (e) Research and survey results;
- (f) Matters in contemplation of litigation;
- (g) Contracts with third parties;
- (h) Minutes of any closed session/meeting of the SAOC;
- (i) Any information governed by relevant legislation such as FOIP.

8.4 The Office Manager and/or Office Assistant shall be responsible for keeping and maintaining all records that need to be kept. This shall be done in keeping with SAOC Policy and Procedures.