

Handcrafted Soap Makers Guild, Inc

Organizational Policy

September 1, 2004

Disclosure of Information

The Board of Directors shall submit quarterly reports to the membership of the HSMG. The report shall contain the budget vs. actual expenditures and shall outline any action taken by the board during that period

A member or director of the HSMG (or agent or attorney of either) may upon any reasonable or proper purpose examine official documents of the HSMG including Federal and State Tax Documents, Financial reports and minutes of the Annual Membership Meeting and meetings of the Board of Directors of the HSMG. All requests must be in writing showing the purpose or reason for the request, the members HSMG member number, contact information and signature. Members requesting written copies of reports will be required to pay postage plus copy charges of \$1.00 for the first page and \$.15 for each page thereafter. The HSMG has thirty days in which to respond to any such requests.

Official Documents of the HSMG shall only be released outside the HSMG as required by law.

Written by

Jackie Thompson

Approved by

Policy, Procedures & Bylaws Committee

Approved by the

Board of Directors