

ORGANIZATIONAL POLICY

September 1, 2004 (v5)

DISCLOSURE OF INFORMATION



The HSCG is a membership organization and the members are entitled to information about the policies, procedures and operations of the organization. The Board of Directors shall make the following documents easily available to any member through the HSCG Website:

- a) HSCG Bylaws
- b) Annual Membership Meeting Minutes
- c) All approved HSCG policies

A member or director of the HSCG (or agent or attorney of either) may upon any reasonable or proper purpose examine other official documents of the HSCG including Federal and State Tax Documents, detailed financial reports, Board of Directors Meeting Minutes and Executive Committee Meeting Minutes.

All requests must be in writing with an original signature in hard copy format and delivered to the HSCG at the address listed on the HSCG website. Each request must include:

- ◆ the purpose or reason for the request,
- ◆ the member's HSCG member number, contact information and signature.

Members requesting written copies of reports will be required to pay postage plus reasonable fees to cover the cost of copying. The HSCG has thirty days in which to respond to any such requests.

Official documents of the HSCG shall only be released outside the HSCG as required by law.

Approved September 1, 2004
by the Board of Directors

History:

Sept 1, 2004	(v1) Original Publication Date
July 27, 2006	(v2) Revised to remove reference to Board Minutes
June 30, 2009	(v3) Revised to specify what documents must be made available to the membership.
Oct 7, 2013	(v4) Amended to include name change, to revise materials to be provided on the website, to include Board and Executive Committee meeting minutes in available documents and to specify that written requests require original signature and must be in hard copy format.
May 4, 2018	(v5) Revised to change the specification of cost of copies; reformatted.