

POLICY REGARDING INSPECTION OF BOOKS AND RECORDS

I. It shall be the policy of the Board of Directors of the Galena Territory Association, Inc. to establish the following uniform procedure for access to and inspection of books and records of the Galena Territory Association, Inc. by members of the Galena Territory Association who are **in good standing**.

II. The inspection of books and records of the Galena Territory Association is subject to the By-Laws of the Galena Territory Association and the Illinois Not-for-Profit Corporation Act.

III. The books and records contemplated and regulated under the terms of this policy and as regulated by the Illinois Not-for-Profit Corporation Act as those records which meet the proper purpose requirement thereunder are as follows:

1. The Declaration of Covenants and Restrictions and all amendments and supplements thereto.
2. The By-Laws of the Galena Territory Association as, from time to time, amended.
3. The Rules and Regulations of the Galena Territory Association as, from time to time, amended.
4. The annual audit of the Galena Territory Association.
5. Monthly financial records of the Galena Territory Association.
6. Minutes of the regular and special meetings of the Galena Territory Association Board of Directors and committees thereof, if same exist.
7. All maps and deeds of the Galena Territory Association.
8. Other such books and records as determined by the Board of Directors as having a proper purpose for inspection.

IV. It shall be the further policy of the Galena Territory Association Board of Directors that the following books and records are not open to inspection as much as such items do not meet the proper purpose requirement under the Illinois Not-for-Profit Corporation Act. The Galena Territory Association Board of Directors notes that a proper purpose as contemplated by this policy is one that is related to the member's membership interest in the Association and not for commercial use or for other personal or financial gain. The following is a list of those books and records not open to inspection:

1. Personnel and payroll records of the Galena Territory Association.
2. Contracts, both before and following successful negotiation thereof except as specifically authorized for inspection by the Galena Territory Association Board of Directors.
3. Documents involving lawsuits in litigation
4. Private letters to Galena Territory Association members and other individuals.
5. All individual member account information.

6. Any minutes or records maintained of executive sessions or other similar meetings of the Galena Territory Association Board of Directors, except as approved by the Galena Territory Association Board of Directors.
7. All records of the Security Department including, but not limited to, records, reports, communications, and other similar documents.
8. Documents supplied by individual members containing personal information not related to the business of the Galena Territory Association.
9. All privileged attorney-client communications.
10. Any records which the law specifically bars the Association from disclosing.

V. It shall, finally, be the policy of the Galena Territory Association Board of Directors that the following procedures shall be employed regarding access to those records available for inspection as identified in Paragraph III. 8. above and any other records authorized and approved for review by the Galena Territory Association Board of Directors:

1. Any member shall apply in writing to the Board of Directors for permission to inspect, identifying those specific records the member wishes to inspect; and
2. The member shall state the specific purpose or reason for wanting to review the specific record identified; and
3. The Board of Directors shall review each request and vote approval or disapproval on each request at the next regular meeting of the Board of Directors following such request; and
4. Upon approval by the Board of Directors, the member shall make an appointment with management to inspect those specifically identified records with said appointment to occur during the regular business hours of the Galena Territory Association; and
5. A Galena Territory Association staff member shall be present during all such inspections; and
6. No documents may be copied or removed from the Galena Territory Association office except as approved by the Galena Territory Association Board of Directors; and
7. Any member so inspecting such records shall pay all costs of the Association necessary to provide access to such records and all such costs shall be paid prior to such inspection.

THE OFFICERS AND THE BOARD OF DIRECTORS OF THE GALENA TERRITORY ASSOCIATION ARE EXEMPT FROM THE ABOVE-MENTIONED POLICIES AS THEY ARE OFTEN EXPECTED TO PERFORM SPECIFIC RESPONSIBILITIES WHICH REQUIRE IMMEDIATE ACCESS TO THE BOOKS AND RECORDS OF THE ASSOCIATION.

GTA Folder (Policies) (Inspection of Books and Records)

APPROVED: June 26, 2004
REVISED: August 26, 2006