

CLSF Records Request Protocol

Procedure to follow when an email or other communication is received to view CLSF Books and Records:

1. Administrator determines from our registration records whether or not the sender is a voting member of CLSF as defined in the By Laws, and/or a voting member's attorney or agent, and then forwards email/request to CLSF Secretary with note whether or not the requestor appears in our registration records as a voting member. The Secretary is the proper officer on whom such demand should be made.
2. If requestor is not a voting member according to our registration records, Secretary authorizes Administrator to reply to requestor that s/he is not a voting member and is not entitled to view CLSF's records. This email shall be via Administrator's email (info@clsf.org) over Secretary's name.
3. If requestor is a voting member, Secretary acknowledges receipt of request and authorizes Administrator to forward *Standard Reply* (see below) via Administrator's email over Secretary's name.

Standard Reply to Member request for Books and Records

We are in receipt of your request to view certain books and records of the Crystal Lake Soccer Federation. In order for us to comply with this request you must make a written demand to CLSF stating with particularity the records sought to be examined and the purpose therefore. The purpose stated must be a proper purpose as set forth in the By Laws or by statute.

When this request is received and the reason therefore deemed proper, we will notify you to make an appointment with our Administrator for the purpose of viewing the specified records at the soccer house.

4. If a written demand is made (and this can be via email), the demand is forwarded to the Secretary who forwards to legal counsel who then makes the determination if the demand is made for a proper purpose. Legal counsel then provides Secretary with legal opinion. Secretary notifies Administrator who will then communicates counsel's position to requestor via Administrator's email over Secretary's name.
5. If counsel indicates the demand is proper, the Secretary, or someone designated, prepares for examination the books and records requested and may either meet with the requestor or designate someone (i.e. the Administrator) to meet with the requestor.
6. The requestor may examine the records but will not be furnished copies. We would permit the requestor to use our copy machine for a nominal sum of 30 cents per page.
7. This policy shall not apply to CLSF Board meeting minutes. Approved Minutes will be posted on the website.

Adopted: September 21, 2015 by vote of the CLSF Board of Directors

Attest: _____

Secretary