



# Michigan Amateur Hockey Association Policy & Guidelines

## MAHA Records Access Policy

Section: Administration

Approved: 1/20/2012

**Purpose:** The MAHA Executive Committee recognizes the need for its Board of Directors and Members to be kept informed of the activities and financial status of the organization. This Policy sets forth the guidelines within which the Executive Committee will provide access to certain information and records. District Directors, Directors at Large or Members should contact the appropriate MAHA Officer with any questions regarding the day to day activities of the MAHA. A listing of the MAHA Officers can be found on the MAHA website ([www.maha.org](http://www.maha.org)). District Directors, Directors at Large and Members should be careful not to make unreasonable demands or vague requests of the MAHA Officers.

### 1. Books and Records

For reasonable purposes, specifically identified and, at reasonable intervals, a member of the Board of Directors may inspect the MAHA's books and records that are not otherwise privileged. A written request must be submitted to the MAHA President or the MAHA Executive Vice President. A sample request form is attached to this Policy. If the request is approved the records may be inspected at site designated by MAHA by making an appointment with the appropriate MAHA officer. Every effort will be made to schedule an appointment within a reasonable time frame following the approval of the request. An approved request would allow designated individuals to view our records under supervision of MAHA officials. The member can make no copies, photographs or any other type of visual copies nor will they be supplied by MAHA without prior Executive Committee approval.

### 2. Minutes

The Board of Directors shall be provided with a copy of the minutes of all meetings of the full Board of Directors and of the Executive Committee if the Executive Committee is exercising Board powers.