



Access to Association Records Procedure

Background

The 'Access to Association Records Procedure' sets out the procedure and guidelines for the inspection of 'Books of the Association' in accordance with the Act, Rules and By-laws as defined in Rule 2.1 of the Northam Swimming Club (Inc) Constitution.

Scope

This procedure relates to the lawful inspection of 'books of the association' by registered club members and provides guidance as to the release of information as lawfully requested by 'The Commissioner' (as defined by the Associations Incorporations Act 2015), affiliated bodies and funding bodies as appropriate. This procedure does not relate any other release of information through the Freedom of Information Act or any other third party request.

Responsibilities

It is the responsibility of the Secretary to maintain club records in accordance with Bylaw 7.4(c) and accept and process all applications to inspect club records. Records of inspections granted are to be kept on the register of access and reported to the committee in addition to the correspondence report at the following committee meeting.

On request from the Commissioner, an affiliated body or relevant funding body, the Secretary shall make available the documents requested in the specified manner and timeframe to meet requirements.

Members must understand their right and responsibilities under the Act in inspecting club records, complete the required statutory declaration form, and negotiate a suitable time to meet with the Secretary to inspect the specified documents.

References

[Associations Incorporations Act 2015](#) s. 54; s. 57; s. 58

Northam Swimming Club Constitution: Rule 8; Rule 27

Northam Swimming Club Bylaw 7.4(c)

Other Related Documents

Form SD - Request to inspect Association Register of Members

Register of Access to Club records