

ACCESS TO INFORMATION POLICY

APPROVAL AUTHORITY	Board of Directors
RATIFIED BY	Board of Directors
RELATED DOCUMENTS	In-Camera Policy

PURPOSE

In the interests of transparency, fairness and student democracy, this policy ensures that members can access any information of the Society upon request, subject to reasonable limits imposed by legal, ethical or other such obligations.

1. Eligibility

- 1.1. Current members of the Society in good standing, as per bylaw 5, shall have the ability to exercise all powers outlined herein.

2. Process

- 2.1. All requests for information must be submitted in writing to the President and/or Vice President Internal, and include the following:
 - 2.1.1. Proof of membership in the Society;
 - 2.1.2. The specific document(s) requested, or, if not possible, the subject of inquiry.
- 2.2. Current information must be released as soon as possible, and cannot take longer than ten (10) business days to be disclosed by the Society.
 - 2.2.1. Requests for information that are outside of the current or preceding fiscal year may take up one (1) calendar month to be disclosed by the Society.

3. Reasonable Limits

- 3.1. Information deemed in-camera as per the *In-Camera Policy* is not subject of disclosure under the terms of this policy.
- 3.2. Information relating to a specific student advocacy case—where the Society has aided student(s) in an academic appeal, dispute resolution, or any other grievance with the University—is not subject to disclosure under the terms of this policy.