

ALASKA YOUTH SOCCER ASSOCIATION

POLICY & PROCEDURE

POLICY TOPIC: Affiliate Club-Member Request for Information Policy

POLICY NO: AYSA060115

POLICY: The policy ensures protocol are in place for Affiliate Clubs and Affiliate Members who may request information from Alaska State Youth Soccer Association dba Alaska Youth Soccer Association under AS 10.20.131.

GUIDELINES:

Alaska State Youth Soccer Association records provided for in AS. 10.20.131 of the Corporations Statute of Alaska shall be open to inspection for the Directors and affiliate members of this corporation in the manner provided in AS. 10.20.131 (b), of the Corporations Statute of Alaska; that is, for any proper purpose at any reasonable and agreeable time.

PROCEDURE: (Following Open - Corporation Record)

- Bi-annual Reports
- Letters of Incorporation
- 990s
- Approved Minutes*
- Financial information mentioned or noted in approved minutes (P&L)
- Insurance Coverage and Policies*
- State Certificates of Compliance
- 501c3 Letter
- Policies*
- By-Laws*
- Constitution and Mission*
- Board Members & Staff Contacts*

*Items also available on the website. *All inspections will be done at the State Office by appointment and copies of approved material may be made for .45 per page.

What May not Be Requested:

- Staff Contracts / Evaluations
- Disciplinary Actions
- Risk Management Violations
- Not in Good Standing Noncompliance
- Disciplinary Hearing Records
- Grievance Hearing Records
- Protest and Appeal Hearing Records
- Financial Institute/Account Information*
- QuickBooks/Accounting Entries*
- Account Passwords

*AYSA Voting Board Members have access to the above items in the State Office.