

STUDENT CENTRE CORPORATION POLICIES AND PROCEDURES

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| SECTION TITLE: | SECTION REFERENCE: |
| POLICY TITLE: STUDENT CENTRE DOCUMENTS | POLICY NUMBER: A003 |

POLICY STATEMENT:

IN ACCORDANCE WITH SCC POLICY #0001, CONFIDENTIALITY, ALL SCC DISCUSSIONS, DOCUMENTATION, RESOLUTIONS, AND INFORMATION IS PUBLIC UNLESS OTHERWISE STATED. TO FACILITATE COMMUNITY ACCESS TO THIS INFORMATION, THE FOLLOWING PROCEDURE IS ENACTED.

PURPOSE: To allow the York Community access to SCC information.

PROCEDURES:

1. (a) The SCC shall maintain at its office, Suite 335 Student Centre, and in the Student Centre Information Booth copies of the following corporate documents:
 - i. Board of Directors Minutes
 - ii. Executive Minutes
 - iii. Monthly Financial Summary Statements
 - iv. SCC Letters Patent
 - v. Management Agreement and Amendments
 - vi. By-Law Number One
 - vii. Board Appointment Agreements
 - viii. Current SCC Policies and Procedures
 - ix. Current Budget and Revisions
 - x. Audit for the immediately preceding fiscal

(b) These documents will be made available for viewing during regular office hours.
2. Copies of these documents will be available to members of the community for the following nominal fee:

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| i. Board of Directors Minutes | \$0.50 |
| ii. Executive Minutes | \$0.50 |
| iii. Monthly Financial Summary Statements | \$0.00 |
| iv. SCC Letters Patent | \$0.25 |
| v. Management Agreement and Amendments | \$1.50 |
| vi. By-Law Number One | \$1.00 |
| vii. Board Appointment Agreements | \$1.00 |

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| viii. | Current SCC Policies and Procedures | | \$1.00 |
| ix. | Current Budget and Revisions | \$1.00 | |
| x. | Audit for the immediately preceding fiscal | | \$1.00 |
| xi. | All of the above | \$6.00 | |

These charges are levied for cost-recovery purposes only and are not intended to in any way inhibit or restrict access to information.

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| Contact Person (title): | Chairperson / General Manager |
| Cross-Manual Reference: | |
| Monitoring Tools: | Board Minutes |
| Relevant Forms: | N/A |

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| Board Approval Date: | September 29, 1994 |
| Review Dates: | |
| Revised Date(s): | |