



Gymnastics
Australia

BY-LAW 7

**INSPECTION OF RECORDS BY
AN ASSOCIATION MEMBER**

This By-law is made by the Gymnastics Australia (GA) Board under Clause 23.1 of the GA Constitution. It is binding on GA and all members of GA.

Approved by the GA Board on 29 April 2007

1. INTRODUCTION

This by-law sets out procedures relating to the inspection of documents of GA by Association Members under the GA Constitution, Clause 23 and is subject to the provisions for inspection of records as is provided by the Corporations Act.

2. INSPECTION PROCEDURES

- (a) Association members must apply in writing to the GA Board for approval to inspect the records stating which documents, or class of documents, they wish to inspect and the reasons for the inspection.
- (b) The GA Board will consider the application and will not unreasonably deny access to documents, other than those set out in Clause 3(e). The Association Member will be advised of the Board's decision within 14 days of receipt of the application. If the application is rejected, the Association Member will be advised of the reasons why.
- (c) If approval is granted, the Association Member will be advised as to the extent of the permitted inspection, and a date for inspection will be set by mutual agreement.
- (d) The Association Member must nominate in writing the person of the classes specified in 3 d) below who will be conducting the inspection.

3. INSPECTION CONDITIONS

- (a) The location of the inspection will be the registered office of GA
- (b) The inspection must take place during normal office hours
- (c) No documents may be removed or photocopied
- (d) Only a director or nominated member of an Association Member may conduct the inspection.
- (e) Association Members shall not have the right to inspect documents to which any of the following apply:
 - i. the documents contravene the privacy rights of GA staff and members;
 - ii. documents that have confidentiality restrictions placed on GA by other parties;
 - iii. it would be a breach of law to disclose the information;
 - iv. the documents contain personal, employment, health, contractual or legal matters that a reasonable person would not expect to be disclosed;

- v. the documents have been declared a prohibited record, pursuant to this Clause by GA in General Meeting.

4. CHANGES TO THIS BY-LAW

Amendments to this By-law will be made pursuant to Clause 22.1(b) and 22.1(c) of the GA Constitution.