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Article II, section (1)(c) of the APSA Bylaws describes the privileges and rights of individual members; subsection (7) provides that individual members may inspect and copy the records of the Association as provided by this policy and as further described (with respect to the roster of members) in Article IV.

### Generally

- 1) This policy applies to all records of the Association which do not contain personally identifiable information about any person. As provided in sub-paragraph 3) b) below, records that do contain personally identifiable information may be redacted or withheld from inspection. The Association will routinely comply with an order of a court to provide access to any of its records.
- 2) A member wishing to access a record or records of the Association may make a request to do so at any time. This request must include:
  - a. The member's name (or, in the case of a request by several members, all the members' names).
  - b. Specification of the record or records in question in sufficient detail to permit identification and assembly of the requested materials at the Association's offices.
  - c. A proposed date and time during normal business for the inspection. This date may be no sooner than 10 business days from the date the request is delivered to the Executive Director at the Association's offices.
- 3) Subject to the limitations of sub-paragraph 1), upon receipt of a request as described in sub-paragraph 2), the Executive Director will confirm the date and time for inspection of the record or records and make arrangements for identification and assembly of the record or records at the Association's office.
  - a. In the event that the proposed date is impractical for any reason, the Executive Director may propose an alternative practical date or dates. Such alternative dates will be chosen to avoid unreasonable delay and may be adjusted to accommodate the member's or members' preferences.
  - b. Prior to the date of inspection, the Executive Director will review the requested record or records and may withhold from inspection any record containing personally identifiable information or redact any personally identifying information prior to making the record available for inspection. The Council will consider and make a decision concerning additional access, if any, if a member of the Association objects in writing to conditions limiting access to such records.
- 4) At the agreed upon time, the Association will provide an appropriate working area at or near the Association's offices in which the records may be examined.
  - a. During the inspection, records may be copied using equipment provided by the inspecting group or copied at reasonable times by the Association. If copies are

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- provided by the Association, the cost to the inspecting group will be \$2.50 per sheet (one-sided).
- b. During the inspection, the inspecting group is responsible for preserving the arrangement and integrity of the records being inspected. Records may not be removed from the working area or damaged in any way. The Association may recover the full cost of restoring the original order or repairing or replacing any record damaged or lost in the course of the inspection.
  - c. The working area will be available during normal business hours for as much time as is required to complete the inspection to the member or members satisfaction.
  - d. If the scheduled inspection results in a request for additional records for any reason, the Executive Director may require a new inspection request (as provided in subparagraph 2) above) or may, if convenient and practicable, waive that requirement to permit expeditious completion of inspection of additional material.

## Membership Rosters

- 1) Article IV, section (3) of the Association's Bylaws provides that a member may ask to inspect the list of members by delivering a request to the Association's office at any time. The member must state in the request for inspection of the list a proper purpose for which inspection is requested. Within 10 business days after receiving such a request, the Association will deliver to the member either the list or an offer of a reasonable alternative method of achieving the identified purpose without providing access to or a copy of the list of members. Upon acceptance by the member, the Association will proceed to implementation of the proposed alternative.
  - a. A reasonable alternative as described in this section may require the member or members seeking access to the roster of members to reimburse the Association for a reasonable estimate of the cost of performing the necessary activities and of any materials or other services required to accomplish the stated purposes.
- 2) Members wishing to communicate with all members of the Association may use APSA Connect (<https://connect.apsanet.org>) for any purpose consistent with the Term of Use (<https://connect.apsanet.org/terms/>). Such uses include discussion of Association policies, candidates for elected positions in the governance of the Association, proposed or pending activities of the Association, and potential scholarly collaboration among members. Such uses do not include urging engagement by members of the Association in activities that are beyond the scope of the Association's normal activities, offers of merchandise or services, defamation or slanders directed at any person, whether or not a member of the Association, and pursuit of other damaging goals or objectives.
  - a. If a member is uncertain about the appropriateness of a proposed use of APSA Connect to circulate a specific message, the member may make an inquiry to the Executive Director, who will respond within 10 business days. If the Executive Director refuses to authorize the proposed use, or sets conditions which are unacceptable to the member who has made the proposal, and the member objects within 5 business days, the Executive Director will immediately notify the President of the Association, who will call a Special Meeting of the Council as described in Article V, section (7)(a) of the Bylaws of the Association to consider the matter; the decision of the Council in such a meeting is final.

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Inspection of Records

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