

# **Kings Community Action Organization**

## **Board Bylaw**

BB 1060

### **Board Bylaw: BOOKS AND RECORDS**

#### **SECTION 1**

##### **MAINTENANCE OF RECORDS**

The Corporation shall maintain adequate and correct accounts, books and records of its business and properties. All such books, records and accounts shall be kept at its principal place of business in the State of California as fixed by the Board of Directors from time to time.

#### **SECTION 2**

##### **MINUTES OF MEETINGS**

The Corporation shall keep minutes of the meetings of the Board of Directors and of standing committees. Written minutes shall include all records of members present and a record of all motions which are passed. Audio recordings of the Board of Directors and Committee meetings may be used to assist in the preparation of the minutes. The audio recordings will be deleted 30 calendar days from the day the minutes were approved. Minutes of the previous meeting of the Board of Directors shall be distributed to all Directors prior to the next meeting. All such minutes shall be retained at the principal place of business in the State of California, as fixed by the Board of Directors from time to time.

#### **SECTION 3**

##### **INSPECTION OF RECORDS**

All books and records of the Corporation may be inspected by any Director of the Corporation or his/her agent, or attorney for any proper purpose during normal business hours. Further, all agency books and records shall be made available to the general public with the exception of personnel records, records that contain confidential information concerning clients, confidential medical records, and other records, that are designated as confidential or which are privileged by law. If any copies are required, a charge may be made for the cost of reproduction.

Approved by Board of Directors:	May 21, 1980
Revised by Board of Directors:	December 19, 1990
Revised by Board of Directors:	September 20, 2006
Revised by Board of Directors:	May 18, 2011
Revised by Board of Directors:	January 18, 2017
Revised by Board of Directors:	August 19, 2020
Revised by Board of Directors:	April 19, 2023