

Inspection of Records Request Form

Any member that chooses to exercise their lawful right to review and inspect our records shall comply with the request specifications of Title 15, 5508.b of PA law. Any examination of these records must be held in strict confidence and the contents of said records are not to be duplicated, distributed, and/or discussed with anyone, other than the Church Officers of NLAG, as they may contain sensitive information about other members and/or undecided church business. ***Violators could be subject to dismissal from the assembly for unethical behavior.*** See Article VI, Section 7, B, b. of the NLAG Bylaws.

NOTE: By filling out the rest of this form, you are stating that: I have read and understand the above paragraph and agree to exercise Biblical and ethical behavior. If I conduct unbiblical or unethical behavior, I agree to comply with the Church Boards decision concerning my membership at NLAG.

Name: _____

Date: _____

Email: _____ Phone #: _____

Please indicate which records you are reasonably requesting to inspect:

- Membership Register
- Books and Records of Account
 - Records of the proceedings of the:
 - Members
 - Directors
 - Any other body of NLAG. Please specify who: _____
- I agree to give a processing donation of \$2.00 per page that is printed, to NLAG, which is above my regular tithes and offerings. I understand that the donation shall be made before the documents are released to me according to NLAG Policy and Procedure. I understand that if I do not agree to this term, I will be subject to Title 15, 5008 c. and that the court will decide on this matter.*

Please clarify your proper purpose for inspecting our records and why it's reasonably related to the interest of you as a member of NLAG.

Please review Title 15, 5508.b and 5508.c of PA law on the back of this request form and sign indicating that you understand its purpose and process to the best of your ability. ***Then return this request form to the Church Board Secretary.*** We will comply with the Inspection Request Form Policy and Procedure as detailed in the NLAG Policies and Procedures Manual.

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Title 15, 5508.b and 5508.c

(b) Right of inspection by a member.

Every member shall, upon written verified demand stating the purpose thereof, have a right to examine, in person or by agent or attorney, during the usual hours for business for any proper purpose, the membership register, books and records of account, and records of the proceedings of the members, directors and any other body, and to make copies or extracts therefrom. A proper purpose shall mean a purpose reasonably related to the interest of the person as a member. In every instance where an attorney or other agent is the person who seeks the right of inspection, the demand shall be accompanied by a verified power of attorney or other writing that authorizes the attorney or other agent to so act on behalf of the member. The demand shall be directed to the corporation:

- (1) at its registered office in this Commonwealth;
- (2) at its principal place of business wherever situated; or
- (3) in care of the person in charge of an actual business office of the corporation.

(c) Proceedings for the enforcement of inspection by a member.

If the corporation, or an officer or agent thereof, refuses to permit an inspection sought by a member or attorney or other agent acting for the member pursuant to subsection (b) or does not reply to the demand within five business days after the demand has been made, the member may apply to the court for an order to compel the inspection. The court shall determine whether or not the person seeking inspection is entitled to the inspection sought. The court may summarily order the corporation to permit the member to inspect the membership register and the other books and records of the corporation and to make copies or extracts therefrom; or the court may order the corporation to furnish to the member a list of its members as of a specific date on condition that the member first pay to the corporation the reasonable cost of obtaining and furnishing the list and on such other conditions as the court deems appropriate. Where the member seeks to inspect the books and records of the corporation, other than its membership register or list of members, he shall first establish:

- (1) that he has complied with the provisions of this section respecting the form and manner of making demand for inspection of such document; and
- (2) that the inspection he seeks is for a proper purpose.

Where the member seeks to inspect the membership register or list of members of the corporation and he has complied with the provisions of this section respecting the form and manner of making demand for inspection of the documents, the burden of proof shall be upon the corporation to establish that the inspection he seeks is for an improper purpose. The court may, in its discretion, prescribe any limitations or conditions with reference to the inspection, or award such other or further relief as the court deems just and proper. The court may order books, documents and records, pertinent extracts therefrom, or duly authenticated copies thereof, to be brought into this Commonwealth and kept in this Commonwealth upon such terms and conditions as the order may prescribe.

Print

Sign

Date