INTERNAL POLICY AMENDMENTS 2013: WHO CAN SEE CONTRACTS?

TO: COUNCIL
FROM: LEGISLATIVE PROCEDURES COMMITTEE
January 2013

Amendment to clarify who can see AMS contracts.

Additions are indicated by **bold italics**. Deletions are indicated by striking through (like this).

POLICY ON RECORDS MANAGEMENT AND THE AMS ARCHIVES

Principles

... 

8) In accordance with Bylaw 18, the Records shall be made available to the Society’s members. In general, the Records shall also be made available to the general public. However, the following exceptions and conditions will be observed for both the Society’s members and the general public:

... 

d. Contracts between the AMS and outside organizations.

i.  Contracts with outside organizations may be shown to the Society’s members but shall not be copied for distribution or circulated in hardcopy or electronic form. Members who wish to see such contracts must first sign a non-disclosure agreement.

ii.  Contracts with outside organizations are not to be shown to members of the general public, unless the outside organization consents to the disclosure of all or part of the contract. If the outside organization consents to the disclosure of a part only, then only that part may be disclosed.

i.  A contract with an outside organization, including both draft and executed versions of such a contract, shall not be circulated in hardcopy or electronic form except to those responsible for implementing it and, in the case of a contract made on behalf of a Subsidiary Organization of the Society, to that Subsidiary Organization.

ii.  Members of the Society other than those included in paragraph (i) above may view the contracts referred to in paragraph (i) above if they first sign a
non-disclosure agreement, but they are not to be given hardcopy or electronic copies of such contracts.

iii. Contracts with outside organizations, including both draft and executed versions of such contracts, are not to be shown to members of the general public, unless the outside organization consents to the disclosure of all or part of the contract. If the outside organization consents to the disclosure of a part only, then only that part may be disclosed.

iv. The preceding paragraphs notwithstanding, if an outside organization has given its approval, Council may by Resolution make a contract publicly available.