

**Bylaw 500**  
**A Bylaw Respecting Access to Students' Union Information**

**Classification**

1. (1) Every Students' Union document or record that has been specifically designated as such in the Standing Orders of Students' Council is strictly confidential.
- (2) Every Students' Union document or record is confidential that has not been designated strictly confidential and that
  - (a) relates to the employment of any Students' Union employee;
  - (b) includes the minutes or otherwise reveals the proceedings of any *in camera* portion of a meeting of Students' Council, the Executive Committee, the Discipline, Interpretation, and Enforcement Board, or any committee thereof; or
  - (c) if divulged, could compromise the legal position or business competitiveness of the Students' Union.
  - (d) personal information of volunteers
- (3) Every Students' Union document or record is public that is neither strictly confidential nor confidential.

**Contracts**

2. (1) Any strictly confidential contract shall have its exact wording approved by Students' Council in advance of being signed.
- (2) Any contract designated a strictly confidential by Students' Council over the course of its approval shall be designated as such in Students' Council's standing orders by the body responsible for the standing orders of Students' Council.

**Access to Information**

3. (1) Public information is available to all members of the Students' Union.
- (2) Confidential information is available to
  - (a) members of Students' Council and committees thereof;
  - (b) members of the Executive Committee;
  - (c) members of the Discipline, Interpretation, and Enforcement Board;

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- (d) such employees of the Students' Union as the Executive Committee considers appropriate; and
  - (e) any individuals designated by Students' Council.
- (3) Strictly confidential information is available to those individuals specifically designated in the Standing Orders of Students' Council.

#### **Cost to Members**

4. Any member of the Students' Union requesting a copy of a public Students' Union document or record shall be provided such a copy, at a cost to that member not exceeding the cost of the document or record's retrieval and reproduction.

#### **Right to Attend Meetings**

5. (1) Every member of the Students' Union is entitled to attend any meeting of Students' Council, a Students' Council Board or Committee, the Executive Committee, or the Discipline, Interpretation, and Enforcement Board except the portions of any such meeting that occur *in camera*.
- (2) Students' Council may allow any person access to the *in camera* portions of any meeting.
- (3) Every member of Students' Council is entitled to attend any *in camera* session of a committee thereof.

#### **Non-Disclosure**

6. (1) No person having access to confidential or strictly confidential documents or records, or to *in camera* sessions of Students' Council or any committee thereof, the Executive Committee, or the Discipline, Interpretation, and Enforcement Board, shall disclose the content of any such document, record, or session to any person not otherwise privy to that information.
- (2) Any person becoming a member of or a proxy on Students' Council, the Executive Committee, the Discipline, Interpretation, and Enforcement Board, or a committee thereof shall enter into a non-disclosure agreement with the Students' Union in advance of assuming such office.
- (3) No person being a member of or a proxy on Students' Council, the Executive Committee, the Discipline, Interpretation, and Enforcement Board, or a committee thereof shall have access to confidential or strictly confidential information until a non-disclosure agreement is entered into with the Students' Union.

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