

## Summary

As a Colorado non-profit, the Woodland Park Saddle Club complies with the Colorado Revised Nonprofit Corporation Act CRS 7-136-101 and 102. Below are our document retention, document request and general record keeping guidelines. The Saddle Club wishes to make available club records as required by law to its members. The following statutes are included to inform you of your rights to request documents and simple guidelines for those requests. Please contact Kyle Fenner, the Executive Director, with your requests at: 719-238-4951 or email [kylefenner@yahoo.com](mailto:kylefenner@yahoo.com).

### **C.R.S. 7-136-101. Corporate records.**

- (1) A nonprofit corporation shall keep as permanent records minutes of all meetings of its members and board of directors, a record of all actions taken by the members or board of directors without a meeting, a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the nonprofit corporation, and a record of all waivers of notices of meetings of members and of the board of directors or any committee of the board of directors.
- (2) A nonprofit corporation shall maintain appropriate accounting records.
- (3) A nonprofit corporation or its agent shall maintain a record of its members in a form that permits preparation of a list of the name and address of all members in alphabetical order, by class, showing the number of votes each member is entitled to vote.
- (4) A nonprofit corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.
- (5) A nonprofit corporation shall keep a copy of each of the following records at its principal office:
  - (a) Its articles of incorporation;
  - (b) Its bylaws;
  - (c) Resolutions adopted by its board of directors relating to the characteristics, qualifications, rights, limitations, and obligations of members or any class or category of members;
  - (d) The minutes of all members' meetings, and records of all action taken by members without a meeting, for the past three years;
  - (e) All written communications within the past three years to members generally as members;
  - (f) A list of the names and business or home addresses of its current directors and officers;
  - (g) A copy of its most recent annual report pursuant to part 5 of article 90 of this title; and
  - (h) All financial statements prepared for periods ending during the last three years that a member could have requested under section 7-136-106.

**C.R.S. 7-136-102. Inspection of corporate records by members.**

- (1) A member is entitled to inspect and copy, during regular business hours at the nonprofit corporation's principal office, any of the records of the nonprofit corporation described in section 7-136-101 (5) if the member gives the nonprofit corporation written demand at least five business days before the date on which the member wishes to inspect and copy such records.
- (2) Pursuant to subsection (5) of this section, a member is entitled to inspect and copy, during regular business hours at a reasonable location stated by the nonprofit corporation, any of the other records of the nonprofit corporation if the member meets the requirements of subsection (3) of this section and gives the nonprofit corporation written demand at least five business days before the date on which the member wishes to inspect and copy such records.
- (3) A member may inspect and copy the records described in subsection (2) of this section only if:
  - (a) The member has been a member for at least three months immediately preceding the demand to inspect or copy or is a member holding at least five percent of the voting power as of the date the demand is made;
  - (b) The demand is made in good faith and for a proper purpose;
  - (c) The member describes with reasonable particularity the purpose and the records the member desires to inspect; and
  - (d) The records are directly connected with the described purpose.
- (4) For purposes of this section:
  - (a) "Member" includes a beneficial owner whose membership interest is held in a voting trust and any other beneficial owner of a membership interest who establishes beneficial ownership.
  - (b) "Proper purpose" means a purpose reasonably related to the demanding member's interest as a member.
- (5) The right of inspection granted by this section may not be abolished or limited by the articles of incorporation or bylaws.
- (6) This section does not affect:
  - (a) The right of a member to inspect records under section [7-127-201](#)
  - (b) The right of a member to inspect records to the same extent as any other litigant if the member is in litigation with the nonprofit corporation; or
  - (c) The power of a court, independent of articles 121 to 137 of this title, to compel the production of corporate records for examination.