

PDGA document request form

Member's name: _____
PDGA number: _____
Telephone number: _____
E-mail: _____
Address: _____

Part I - documents available upon request:

Per Colorado Revised Statutes (CRS) a member is entitled to inspect and copy, during regular business hours at the PDGA principal office, the following PDGA documents and records, as long as the PDGA receives a written request from that member at least 5 business days before the member wishes to inspect and copy those records. As noted below, most of these documents and records are currently available on our website. If not on the website, please feel free to complete Part I and Part III of this form and mail it to us. E-mails are not considered to be written requests for this purpose.

- 1.) Articles of Incorporation (available at PDGA.com)
- 2.) By-laws (available at PDGA.com)
- 3.) Board of directors resolutions relating to rights of membership.
(Please refer to the minutes of the board of directors meetings available at PDGA.com)
- 4.) Minutes of members' meetings for the last three years. (None have occurred)
- 5.) Written communications to the general membership for the last three years.
- 6.) List of the board of directors and officers including names and business or home addresses.
- 7.) The most recent annual report.
- 8.) Annual financial statements for the last three years and any other published financial statements during that period. (Please see PDGA.com for such 2005 and 2006 documents. Such documents for 2004 will be mailed to you upon receipt of a request and a self-addressed postage paid envelope. 2007 documents will be posted to the website as soon as they are available.)

Documents requested:

Requested date and time of inspection:

Date: _____
Time: _____

Part II - documents available upon request for a "proper purpose" related to your membership:

Per Colorado Revised Statutes (CRS) a member who has been a member for at least three months is entitled to inspect and copy, during regular business hours at the PDGA's principal office, the following PDGA documents and records, as long as the PDGA receives a written request from that member at least 5 business days before the member wishes to inspect and copy those records and that such request be (a) made in good faith and for a proper purpose, (b) that the member describes in reasonable particularity the purpose and the records the member desires to inspect and (c) that the records are directly connected with the described purpose. If you would like to request an opportunity to inspect and copy any of the following documents, please complete Part II and Part III of this form and mail it to us. E-mails are not considered to be written requests for this purpose. Upon receipt of your request, the PDGA will determine whether or not your request is for a proper purpose directly related to your status as a PDGA member and will contact you with its decision.

PDGA document request form

Part II (continued):

- 1.) Minutes of board of directors meetings (available at PDGA.com)
- 2.) A record of all actions taken by the board of directors without a meeting.
- 3.) 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 PDGA (None have occurred)
- 4.) A record of all waivers of notices of meetings of members, of the board of directors, or of any committee of the board of directors.
- 5.) Appropriate accounting records.
- 6.) A membership list in alphabetical order containing the name, address and voting rights of each member.

Detailed description of documents requested (attach a supplemental page if necessary):

Detailed description of the proper purpose for the request, how it directly relates to your status as a PDGA member, how the request will benefit the other members of the PDGA and how the requested information will be used (attach a supplemental page if necessary):

Requested date and time of inspection:

Date: _____
Time: _____

Part III - signature and statement:

I, the undersigned, pledge that the information requested above will be used only for purposes related to my status as a member of the PDGA. I will not disclose any of the information obtained through Part II of this document without first obtaining written permission from the PDGA. I will not use any of the information obtained in Part II of this document for commercial purposes or any purpose not directly related to my status as a member of the PDGA. Under penalties of perjury, I declare that these and all above statements are true and correct.

Signed: _____
Print name: _____
Date: _____