

F26.0 MEMBERSHIP RECORDS

SCOPE

All members of the *Society*, past and present.

POLICY

A permanent record of all members, past and present shall be maintained by the *Society*. This record will include the member's name, telephone number and most current address. The record will also report details of any donations made by the member, the date that the donation was received and if applicable, the amount received and the number of the tax receipt issued.

Such records will be maintained in a secure place and will be held in perpetuity by the *Society*.