

**I. OBJECTIVE:**

To establish and explain the procedure through which a Member may obtain information regarding the operation of the Cooperative.

**II. POLICY:**

The Board of Trustees of Beartooth Electric Cooperative, Inc. (hereinafter called the Cooperative) resolves the following to be its policy governing the release or disclosure of information pertaining to the operation of the Cooperative.

- A. A complete copy of the Cooperative's Articles of Incorporation and By-laws, together with all amendments..
- B. The following items of membership information are considered privileged information and will be made available only to a member of BEC in good standing upon completion of the following requirements:
  - 1. Membership List: a member in good standing may inspect, copy or receive a copy of the Membership List only if, as determined by the Cooperative:
    - a. The Member's Request for Information Form is completed in good faith and for a proper purpose.
    - b. The member describes with reasonable particularity the purpose for which the member will use the Membership List;
    - c. The Membership List is directly connected with the member's purpose;
    - d. Except as otherwise provided by the Board, a member may not:
      - i) Use the Membership List for a purpose unrelated to the member's interest as a member;
      - ii) Use the Membership List to solicit money or property unless the money or property is used solely to solicit Member votes;
      - iii) Use the Membership List for a commercial purpose;
      - iv) Sell the Membership List.

Violations of these conditions by a member receiving a Membership List shall subject the member to suspension or termination of membership in BEC.

## I-B-1 Cont.

### 2. Membership List Information:

The Membership List shall contain the member's name, mailing address and membership district number. The Membership List shall be compiled so that membership for each of the seven districts can be copied and/or produced by alphabetical order within each district.

### 3. Employee Information:

Will be released upon receipt of written authorization by affected employee.

- a. Salary Information
- b. Personnel Files
- c. Unpublished Phone Number
- d. Credit and Financial Information

### 4. Trustee Information:

- a. Published information.
- b. Request for information considered as personal, such as credit information, family information, etc., will only be given out after receiving written authorization from the concerned Trustee.

### 5. Usage Information:

- a. Potential buyers or renters may request past kilowatt hour usage for a residence, farm and commercial business. This information will consist of the average kilowatt usage and the high and low usage for up to the past two years.

### 6. Rural Economic Development Loans/Grants Information:

- a. All financial and proprietary information relative to any loan through RUS shall be strictly confidential and are not available to the public.

**I-B-1 Cont.**

- C. A request for information by a Member must be submitted in writing, addressed to the President, Beartooth Electric Cooperative, Inc. Board of Trustees. The President will submit the letter requesting information to the full Board, who after consideration may direct the General Manager to provide the member with the information. Those making the request for information are required to pay the costs associated with copying/printing and mailing of the documents, in advance of their release. These costs are based on the commercial rate for making copies in the community of Red Lodge.

**III. RESPONSIBILITY:**

It shall be the responsibility of the Board of Trustees and the General Manager to administer this Policy.

**IV. APPROVED:**

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President – Beartooth Electric Cooperative

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Secretary – Beartooth Electric Cooperative

Approved: August 13, 2004  
Revised: April 28, 2010