



POLICY 1.01

POLICY MANUAL

Creation and Format

POLICY INTENT

For this Policy Manual to formally specify policy in a logical, standardized manner, it is necessary to set in place a suitable format for policy statements. The intent behind this policy is to specify the standard format for setting out Students' Union policies.

POLICY RESPONSIBILITY

Council

POLICY

- 1.01.01 Any Councillor, committee chair or the Executive Director may suggest a review of a policy or the creation of a new policy.
- 1.01.02 Policies appearing in this Manual will be formulated in accordance with the format outlined in this Policy.
- 1.01.03 Within each category, a numbering convention will be used which allows the category to cover a range of sub-categories.
- 1.01.04 Each policy will be categorized into one of the following categories.
 - 1 Policy Manual - policies covering the creation, maintenance and implementation of the Policy Manual.
 - 2 Council Governance - policies formulated to specify all aspects related to the governance of Council excluding those covered under another category.
 - 3 Election, Referendum, and Plebiscite Management– policies formulated to specify AUSU policy on all aspects related to elections, by-elections, referendums, and plebiscites.
 - 4 Administration - policies formulated to specify the Administrative Policy of AUSU excluding those covered under another category.
 - 5 **Human Resource Management** - policies formulated to specify AUSU policy on all aspects related to human resource management

- 6 Financial Management - policies specifying AUSU policy on all aspects of financial management.
 - 7 Student Services - policies describing AUSU services for students, and how these services shall be administered as a part of day-to-day AUSU operations.
 - 8 Committee Terms of Reference – Terms of Reference for all standing and ad-hoc committees of AUSU.
 - 9 Position – these policies formulated to specify or reflect The Students’ Union posture or attitude toward non-operational issues. Such policies will change or expire as goals are met, or priorities of council shift. These policies also provide AUSU staff with a guideline for speaking and acting on behalf of Council.
- 1.01.05 Each individual policy topic within a sub-category will be given its own number.
 - 1.01.06 Each policy will commence with a statement of intent specifying the Students' Union position on the topic and a clear statement of policy on the topic.
 - 1.01.07 Each policy will conclude with a summary of its history including the Original Approval Date, the Revision Date (if applicable), and the Mandatory Review by Date.

POLICY HISTORY

Original Approval Date: February 27, 2006

Updated Date: July 23, 2007

Mandatory Review by Date: July 23, 2009