



POLICY 1.02

POLICY MANUAL

Policy Review

POLICY INTENT

It is vital that the policies of AUSU are updated and reviewed in a timely manner to ensure that they remain responsive to changes in AUSU operations and relevant to the AUSU membership and its changing needs.

POLICY RESPONSIBILITY

Council

POLICY

- 1.02.1 Councillors should review all policies every six months to ensure they are working within policy guidelines.
- 1.02.2 Council must review all policies by the Mandatory Review by Date included on the footer of each policy and discuss whether revisions are necessary. The date of the review will be recorded on the policy footer and a new Mandatory Review by Date shall be set at that time to be no more than 2 years from the review date for operational policies and no more than 1 year from the review date for position policies.
- 1.02.3 Any Councillor, committee chair or the Executive Director may suggest a review of a policy or the creation of a new policy.
- 1.02.4 Requests for policy reviews will forwarded to the Executive Council.
- 1.02.5 Proposed policies and revisions to existing policies shall be reviewed by the Executive Council and any appropriate bodies before the policy is presented to Council for approval.
- 1.02.6 New policies and policies with suggested revisions will be circulated to council by the President or Executive Director. Councillors' comments shall be noted using the in-text reviewing tool in the original file and such comments will be considered in creating the final draft to be distributed to council for approval.

POLICY HISTORY

Original Approval Date: February 27, 2006

Reviewed Date:

Mandatory Review By Date: February 27, 2008