



## POLICY 1.01

### POLICY MANUAL

#### *Creation, Format, Maintenance and Review*

#### **POLICY INTENT**

To outline a format for policy creation and maintenance which includes the review timelines that AUSU should adhere to in order to ensure that policies remain relevant to the continued operations of the organization.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Creation and Format**

- 1.01.01 Any councillor or AUSU staff member may suggest 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 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 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 related to financial management.

- 7 Member Services - Policies describing AUSU services for members, 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 are 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.

- 1.01.04 Each individual policy topic within a category will be given its own number.
- 1.01.05 Each policy, with the exception of position policies, will commence with a clear statement of intent specifying the purpose of the policy.
- 1.01.06 Each policy will conclude with a summary of its history, including the Original Approval Date, the Last Review Date (or dates, if applicable) with a notation indicating if the review was informal or formal, and the scheduled Review by Date.
- 1.01.07 The executive is responsible for preparing an initial draft of a policy, or may delegate this to the appropriate staff member, committee, or councillor.

#### **Maintenance and Review**

- 1.01.08 Councillors should read all policies every six months, or more frequently as needed, to ensure they are working within policy guidelines.
- 1.01.09 Review of policy is categorized as either formal or informal.

#### **Informal Review**

- 1.01.10 Informal review of policy shall follow a 2-year schedule as outlined in Policy Review Schedule – Appendix A of this policy.
- 1.01.11 The Review by Date is a set date and shall not change if the policy is reviewed earlier or later than scheduled.
- 1.01.12 Every policy shall be informally reviewed by executive at least once in the 2-year schedule and shall be reviewed no later than 30 months from its last review date for operational policies, and no later than 15 months from its last review date for position policies.
- 1.01.13 During the informal review, executive shall determine:
  - a) if no changes are recommended;
  - b) if a minor update, administrative change, or clarification is needed; and
  - c) additions/subtractions or changes to wording that impact the process or intent of the policy.
- 1.01.14 Any policies that are determined to need minor wording changes or clarifications that do not impact the process or intent of the policy can be updated with a vote of executive and do not need to proceed to a formal review.

### **Formal Review**

- 1.01.15 Any policies that are determined to need additions or changes that would be considered more than administrative, or that impact the process or intent of the policy, shall follow the process for formal review.
- 1.01.16 Policies that are formally reviewed can only be updated with a vote of council.
- 1.01.17 A policy that is determined to need a formal review shall be reviewed by the executive and any appropriate bodies before the policy is presented to council for vote.

### **Request for Review**

- 1.01.18 Any councillor or AUSU staff member may suggest a review of a policy outside of the set schedule.
- 1.01.19 Requests for policy reviews will be forwarded to the executive who shall examine the request and prioritize the policy in conjunction with the other policies and current timelines.
- 1.01.20 The executive may draft initial changes to the policy, or delegate this to the appropriate staff member, councillor, or committee of council.

### **Reporting**

- 1.01.21 Policy revision must be communicated to council as part of the monthly VP finance report.
- 1.01.22 Any policies that are informally reviewed must be provided in the next public council meeting package. The policies will not be discussed during the council meeting but are meant for informational purposes for council.
- 1.01.23 New policies and policies with suggested revisions will be circulated as part of the meeting package for the meeting at which the policy will be discussed.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References:**

AUSU Policy 1.01 Appendix A Policy Revision Schedule

### **This Policy is Referenced by:**

None

### **Forms**

None

## **POLICY HISTORY**

Original Approval Date: February 27, 2006  
Last Review Date: January 10<sup>th</sup>, 2019 (informal)  
Review by Date: January 2021