



POLICY 1.01

POLICY MANUAL

Policy 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

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:
 - a. 1.0 Policy Manual – Policies covering the creation, maintenance and implementation of the policy manual.
 - b. 2.0 Governance – Policies formulated to specify all aspects related to the governance of council excluding those covered under another category.
 - c. 3.0 Election, Referendum, and Plebiscite Management – Policies formulated to specify AUSU policy on all aspects related to elections, by-elections, referendums, and plebiscites.
 - d. 4.0 Administration – Policies formulated to specify the administration policies of AUSU excluding those covered under another category.
 - e. 5.0 Human Resource Management – Policies formulated to specify AUSU policy on all aspects related to human resource management.
 - f. 6.0 Financial Management – Policies specifying AUSU policy on all aspects related to financial management.
 - g. 7.0 Member Services – Policies describing AUSU services for members, and how these services shall be administered as a part of day-to-day AUSU operations.
 - h. 8.0 Committee Terms of Reference – Terms of reference for all standing and ad-hoc committees of AUSU.
 - i. 9.0 Position Policies – 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 Any 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 contain a designation of responsibility which outlines the body within AUSU whom is ultimately responsible for the contents of the policy.
- 1.01.07 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.
- 1.01.08 The executive committee 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

- 1.01.09 Councillors and staff should read all policies every six months, or more frequently as needed, to ensure they are working within policy guidelines.
- 1.01.10 Review of policy is categorized as either formal or informal.
- 1.01.11 Review of all policies shall follow the Policy Review Schedule – Appendix A of this policy.
- 1.01.12 The Policy Review Schedule – Appendix A shall be updated biannually in conjunction with the review of Policy 1.01.
- 1.01.13 The review by date is a set date and shall not change if the policy is reviewed earlier or later than scheduled.

Informal Review

- 1.01.14 Every policy shall be informally reviewed by executive at least once in the two-year schedule and shall be reviewed no later than 30 months from its last review date for operational policies, and no later than fifteen months from its last review date for position policies.
- 1.01.15 During the informal review, the executive committee shall determine:
 - a. If no changes are recommended;
 - b. If a minor update, administrative change, or clarification is needed; and
 - c. If the suggested additions/subtractions or changes to wording impact the process or intent of the policy, which would then be deemed a formal review.
- 1.01.16 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.

Formal Review

- 1.01.17 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.
- 1.01.18 Policies that are formally reviewed can only be updated with a vote of council.
- 1.01.19 A policy that is determined to need a formal review shall be reviewed by the executive committee and any appropriate bodies before the policy is presented to council for vote.

Request for Review

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

Reporting

- 1.01.23 Policy revisions must be communicated to council as part of the monthly VPFA report.
- 1.01.24 Any policies that are informally reviewed must be provided in the next public council meeting package. The policies do not require discussion during the council meeting and are meant for informational purposes for council.
- 1.01.25 New policies and formally reviewed policies 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

POLICY RESPONSIBILITY

Council

POLICY HISTORY

Original Approval Date: February 11, 2015
Last Review Date: January 20, 2021
Review by Date: January 2023

Appendix A Policy Revision Schedule

Policy Number	Policy Name	Review By
4.01	Privacy	February 2021
4.02	Copyright	February 2021
4.03	Records Management	February 2021
4.04	Councillor Professional Development	March 2021
4.06	Annual Timeline and Executive Workplan	March 2021
4.09	Membership in Good Standing	March 2021
3.01	Election Conduct	April 2021
3.02	Election of Executive Officers	April 2021
3.03	By-Elections	April 2021
3.04	Petitions, Referendums, and Plebiscites	May 2021
3.05	Council Changeover	May 2021
2.19	Students' Council Meetings	June 2021
2.20	2SLGBTQIA+	June 2021
8.13	Indigenous Circle at AUSU Terms of Reference	June 2021
9.01	Distance Education Funding Exemption	August 2021
9.02	Exam Invigilation Fees	August 2021
9.05	Web Services for Students	August 2021
9.06	Technology and Infrastructure	August 2021
9.07	Campus Alberta Grant	August 2021
9.10	AU's National Presence	August 2021
9.12	Course and Program Development and Maintenance	August 2021
9.18	Government Tuition Tax Credits	August 2021
9.21	Career Services, Co-ops, and Job Placements	August 2021
9.22	Learner Resources and Cost Savings Sharing	August 2021
9.25	Access for Education for Indigenous Learners in Canada	August 2021
9.26	AU Student Finance Aid Office	August 2021
9.27	Co-Curricular Record	August 2021
9.28	Equity, Diversity, and Inclusion Advocacy	August 2021
9.29	Sexual and Gender Based Violence	August 2021
9.30	Equitable Access and Inclusion for 2SLGBTQIA+ Students	August 2021
7.02	Scholarships, Awards, and Bursaries Program	September 2021
5.02	Staff Hiring	October 2021
5.03	Staff Management	October 2021
5.04	Staff Discipline and Dismissals	November 2021
5.07	Staff Professional Development	November 2021
2.06	Student Representation on AU Committees	December 2021
2.07	Member Representatives on AUSU Committees	December 2021
2.11	AUSU Committee Governance	December 2021
2.03	Responsibilities of Executive Officers	January 2022
2.14	Councillor Responsibilities and Honoraria	January 2022
2.15	Executive Accountability and Compensation	January 2022
2.09	Delegation of Authority	February 2022
2.10	Executive Director	February 2022

2.17	Non-Partisanship	February 2022
2.04	Councillor Discipline	March 2022
2.08	Meeting Attendance	March 2022
2.16	Email Voting	May 2022
2.12	Respect in the Workplace	May 2022
2.13	Code of Ethics	May 2022
8.09	Executive Committee Terms of Reference	June 2022
8.01	Finance Committee Terms of Reference	June 2022
8.02	Awards Committee Terms of Reference	June 2022
8.04	Member Engagement and Communications Committee Terms of Reference	June 2022
8.08	Executive Compensation Review Committee Terms of Reference	June 2022
8.10	Student Advisory Committee Terms of Reference	June 2022
8.11	Indigenous Student Advisory Committee Terms of Reference	June 2022
9.01	Distance Education Funding Exemption	August 2022
9.02	Exam Invigilation Fees	August 2022
9.05	Web Services for Students	August 2022
9.06	Technology and Infrastructure	August 2022
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9.29	Sexual and Gender Based Violence	August 2022
9.30	Equitable Access and Inclusion for 2SLGBTQIA+ Students	August 2022
7.02	Scholarships, Awards, and Bursaries Program	September 2022
7.01	Member Services Administration	October 2022
7.03	<i>The Voice Magazine</i>	October 2022
6.01	General Financial Management	November 2022
6.03	Expense Claims	November 2022
6.04	Travel and Related Expenses	November 2022
6.05	Expenditures	November 2022
6.06	Oversight	December 2022
6.07	Reserves and Investments	December 2022
6.08	Membership Fees Policy	December 2022
1.01	Policy Creation, Format, Maintenance, and Review	January 2023