



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 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 who 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, 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 the Policy Committee at least once in the three-year schedule and shall be reviewed no later than 40 months from its last review date.
- 1.01.15 During the informal review, the Policy 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 Policy 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 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 Policy Committee who shall examine the request and prioritize the policy in conjunction with the other policies and current timelines.
- 1.01.22 The Policy Committee may draft initial changes to the policy, or delegate this to the appropriate Staff, Councillor, or Committee of Council.

Reporting

- 1.01.23 Policy revisions must be communicated to Council as part of the monthly Council meeting package.
- 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: April 20, 2023
Review by Date: January 2025

Appendix A Policy Revision Schedule

Policy No.	Policy Name	Review By
3.03	By-Elections	June 2023
3.04	Petitions, Referendums, and Plebiscites	June 2023
3.05	Council Changeover	June 2023
2.19	Council Meetings	August 2023
2.20	2SLGBTQIA+	August 2023
2.21	Accessibility and accommodations	August 2023
5.02	Staff Hiring	September 2023
5.03	Staff Management	September 2023
7.02	Awards	September 2023
5.04	Progressive Discipline and Terminations	October 2023
5.07	Staff Professional Development	October 2023
2.03	Responsibilities of Executive Councillors	October 2023
2.04	Discipline	November 2023
2.06	Student Representation on AU Committees	November 2023
2.11	Committee Governance	November 2023
2.15	Executive Accountability and Compensation	January 2024
2.08	Meeting Attendance	January 2024
2.09	Delegation of Authority	January 2024
2.10	Executive Director	February 2024
2.14	Councillor Responsibilities and Honoraria	February 2024
2.17	Non-Partisanship	February 2024
6.06	Oversight	March 2024
2.13	Code of Ethics	March 2024
8.09	Executive Committee Terms of Reference	March 2024
8.01	Finance Committee Terms of Reference	April 2024
8.02	Awards Committee Terms of Reference	April 2024
8.04	Member Engagement and Communications Committee ToR	April 2024
8.08	Executive Compensation Review Committee Terms of Reference	May 2024
2.07	Member Representatives on AUSU Committees	May 2024
8.13	Indigenous Circle at AUSU Terms of Reference	May 2024
2.12	Respect in the Workplace	June 2024
2.16	Email Voting	June 2024
7.01	Member Services Administration	June 2024
7.03	The Voice Magazine	August 2024
9.01	Tuition	August 2024
9.02	Exam Invigilation Fees	August 2024
7.02	Awards	September 2024
9.05	Web Services	September 2024
9.06	Technology and Web Infrastructure	September 2024
9.07	Campus Alberta Grant	October 2024
9.12	Course and Program Development	October 2024
9.18	Student Aid and Tax Credits	October 2024
9.21	Career Services	November 2024
9.22	E-Text Choice and Savings	November 2024
9.25	Indigenous Learners	November 2024
9.26	AU Student Financial Aid Office	January 2025

9.27	Co-Curricular Record	January 2025
9.28	Equity, Diversity, and Inclusion	January 2025
9.29	Sexual and Gender-Based Violence	February 2025
9.30	2SLGBTQIA+	February 2025
6.01	General Financial Management	February 2025
6.03	Expense Claims	March 2025
6.04	Travel and Related Expenses	March 2025
6.07	Reserves and Investments	March 2025
6.08	Membership Fees	April 2025
2.22	Alternative Dispute Resolution	April 2025
6.05	Expenditures	April 2025
2.18	Equity, Diversity, and Inclusion	May 2025
4.01	Privacy	May 2025
4.02	Copyright	May 2025
4.03	Records Management	June 2025
8.12	Equity, Diversity, and Inclusion Committee Terms of Reference	June 2025
9.31	Accessibility and Accommodations	June 2025
4.04	Professional Development	August 2025
4.06	Annual Timeline and Executive Workplan	August 2025
4.09	Membership in Good Standing	August 2025
3.01	Election Conduct	September 2025
3.02	Election of Executive Councillors	September 2025
7.02	Awards	September 2025
8.14	Policy Committee Terms of Reference	October 2025
1.01	Policy Creation, Maintenance, and Review	October 2025