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| **UPEI Student Union** | **Policy No.**  UPEISU1 | | **Revision No.**  3 |
| **Policy Title:**  Policy Overview | | | **Page:**  1 of 2 |
| **Creation Date:**  February 12th, 2015 | **Version Date:**  March 11, 2018 | | **Review Date:**  Annually (summer) |
| **Authority:**  UPEISU Council | | **Responsibility:**  General Manager | |

**Introduction/Overview**

This manual contains statements of the University of Prince Edward Island Student Union (UPEI SU), and the policies, procedures, rules, regulations, and recommendations pertinent to the organization. It is designed with authority and completeness in mind to serve as a source of information and as a working guide.

These written statements, (Policy) should increase understanding and help to ensure uniformity throughout the organization. It is the responsibility of every member of Council and of every staff member of the UPEI SU to administer these policies in a consistent and impartial manner.

1. **Distribution**
   1. Current copies of the Policy manual will be distributed to the General Manager, all UPEISU council members, and the Administrative Coordinator at the beginning of each academic year with the General Manager’s copy being considered the official UPEISU Policy manual.
   2. Newly elected council members will receive a copy of the Policy manual once they have been sworn in as councillors.
   3. Holders of this manual are responsible for placement of new or revised Policy within their respective manuals.
   4. Other staff members shall retain, for their own use, those portions of the manual which are of direct relevance to them.
   5. The Policy Manual shall also be available online.

1. **Creating or Amending Procedures**
   1. Operating policies may be created, amended, suspended or retired by either the Executive Committee or Policy Committee.
      1. Proposed alterations to operating Policy must be presented to management for consultative feedback and advice prior to approval by council.
      2. Individuals may make requests for policy reviews to the Policy Committee. Requests which must include a statement of the reason as to why a policy review should be conducted.
   2. Responsibility for the effective administration of the operating policy manual shall rest with the Vice President Finance & Administration and the General Manager.
   3. When the need for a new or revised Policy is necessary, the proposed amendment will be presented to Council by the Policy Committee for approval.

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* 1. Policy, Bylaws and Constitutional changes cannot be submitted any later than the second last meeting of the year without previous approval by Council.
  2. Once approved by Council, the approved draft will be forwarded to the Administrative Coordinator and General Manager for preparation and distribution to the official UPEISU Policy manual and the online version of the Policy manual.
  3. For changes to the UPEISU’s policies, bylaws and constitution, the Policy Committee will prepare the changes and present them to Student Council for approval.
  4. New or revised Policy becomes effective upon majority approval of Council.
  5. The Administrative Coordinator shall maintain a file of suspended policy for future reference in order to provide historic information on the development of UPEI SU Policy.