**BY-LAW 11 – POLICIES**

Enacted March 24th, 2019

# **Establishment of Policy**

1. Policies for the UPEI SU may be established from time to time by the UPEI SU Executive Committee in accordance with the following guidelines:

**Procedural Policies**

1. The procedural policies consist of policies that outline the procedural framework of the UPEI SU. These policies explain the procedures of the UPEI SU and the process to properly manage the UPEI SU;
2. A two-thirds (2/3) majority of the UPEI SU Executive Committee may vote to adopt, amend, or rescind Procedural Policies

**Operational Policies**

1. The Operational Policies consist of policies that outline the framework of managing the operations of the UPEI SU;
2. A simple majority of the UPEI SU Executive may vote to adopt, amend or rescind Operational Policies.

# **Duration of Policies**

All policies remain in force unless amended or rescinded.

# **Distribution of Policies**

1. All policies shall be maintained in the UPEI SU Policy Manual.
   1. The General Manager’s copy of the Policy Manual is considered the official UPEISU Policy Manual.
   2. The General Manager shall distribute copies of the Official Policy manual in the following ways:
      1. Full time staff will receive a copy at the beginning of their employment and will receive an updated version on or before September 1st of each year;
      2. Executive Members will receive a copy at the beginning of their term and will receive an updated version on or before September 1st of each year;
      3. Council Members will receive a copy following being sworn in; and
      4. Part time staff supervisors will staff will receive a copy at the beginning of their employment and will receive an updated version on or before September 1st of each year;
   3. Staff Supervisors will be responsible to provide policies that are of a direct relevance to their employees.
   4. Holders of this manual are responsible for placement of new or revised Policy within their respective manuals.
   5. The Policy Manual shall also be available online.
   6. **Amending Procedures**
2. The UPEISU Council shall have the authority to propose, amend, and remove policies contained within this Policy Manual.
3. When the need for a new or revised Policy is necessary, the proposed amendment will be presented to the Council for approval.
4. The executive committee hold the right to amend policy during the summer.
   1. During the summer, if a policy is amended by executive committee, it will be presented at the first Council meeting of the year for information purposes.
5. Once approved by the Council, the approved draft will be forwarded to the Administrative Coordinator, General Manager, and to the Chair of Council for preparation and distribution to the official UPEISU Policy manual, and the online version of the Policy manual.
6. New or revised Policy becomes effective upon majority approval of the executive committee (summer) or Council.
7. 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.