UPEISU By-Law #1.02 *Policy Framework*

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| **CATEGORY:** | **SUBJECT:** |
|  | By-Law |  | Policy Framework for the Creation, Format, Maintenance, Review, and Distribution. |
| **EFFECTIVE DATE:** | **LAST UPDATE:** |
|  | November 6th, 2022 |  | March 24th, 2019 |

# PURPOSE:

This Policy Framework provides guidance for the creation and maintenance of all UPEISU policies. This includes the review of the timelines to ensure that the policies remain relevant to the continued operations of the organization. The Framework aims to ensure that the UPEISU has consistent, relevant, and up-to-date governance and operational documentation.

# APPLICATION:

This By-Law applies to all UPEISU Councillors, Executive Members, Student Staff Members, and Full-Time Staff Members involved in the drafting and approval of UPEISU policy documentation.

UPEISU policies shall only be drafted where the matter pertains to the operations or governance of the UPEISU. The Executive Committee shall have the final decision regarding whether an issue falls under the criteria or choose to refer the matter to an alternative committee for a recommendation.

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# POLICIES:

1.02.01 UPEISU Policies will be formulated in accordance with the format outlined in this by-law.

1.02.02 Each Policy will be categorized into one of the following categories:

*1.0 By-Laws*

***2.0 Governance Policies:*** Policies formulated to specify all aspects related to the organization's governance.

***3.0 Finance Policies:*** Policies formulated to specify financial management of the UPEISU.

***4.0 Administration Policies:*** Policies formulated to specify the administration management policies of the UPEISU.

***5.0 Human Resource Management Policies:*** Policies formulated to specify UPEISU policy on all aspects related to human resource management.

***6.0 Member Services Policies:*** Policies describing UPEISU services for members and how these services shall be administered as part of day-to-day operations.

1.02.03 Each individual policy within a category will be given its own number.

1.02.04 Each policy will contain a section of Roles and Responsibilities, which will outline the body within the UPEISU and who is ultimately responsible for the contents of the policy.

1.02.05 Each policy will conclude with a summary of its history, including the original approval date, the last review dates, with a notation indicating if the review was informal or formal, and a very high-level sentence on the change(s).

# ROLES AND RESPONSIBILITIES:

1.02.06 Council, Executive, or staff members may suggest the creation of a new policy or review of a current policy.

1.02.07 Requests for policy reviews will be forwarded to the General Manager, who shall examine the request and prioritize the policy in conjunction with the other policies and current timelines.

1.02.08 The General Manager, in consultation with the appropriate Executive Member, will draft the policy to be forwarded to the Executive Committee for final approval.

# MAINTENANCE AND REVIEW:

1.02.09 Council and staff members should read all policies every six months or more frequently as needed, to ensure they are working within policy guidelines.

1.02.10 Review of all policies shall follow the Policy Review Schedule - Appendix A. Policies need to ensure that they remain fit for purpose and compliant with current legislation and regulations. This process will occur annually. In some cases, review may be required earlier if there is a legislative or regulatory requirement, or significant change.

1.02.11 The Policy Review Schedule - Appendix A, shall be updated biannually in conjunction with the review of By-Law 1.02. A review of a policy must be carried out by the General Manager prior to the policy’s date of lapse.

1.02.12 All Policies will remain in force until amended, archived, or rescinded.

## Informal Review

1.02.13 Each policy shall be informally reviewed by the Executive Committee at least once every year.

1.02.14 During the informal review, the Executive Committee shall determine:

1. If no changes are recommended;
2. If a minor update, administrative change, or clarification is needed; and
3. If the suggested additions, subtractions, or changes to wording will impact the process or intent of the policy, which would then be deemed a formal review.

## Formal Review

1.02.15 Any policies that are determined to need changes that would be considered more than administrative, or that may impact the process or intent of the policy, shall follow the process for a formal review.

1.02.16 A Policy that is determined to need a formal review shall be reviewed by the Executive Committee.

1.02.17 Policies that are formally reviewed can only be updated with a vote from the Executive Committee.

1.02.18 The General Manager will bring one of the three recommendations to the Executive Committee following their formal review:

1. The policy is ready to be renewed as is for another year;
2. The policy requires major updates prior to a renewal.; and
3. The policy should be allowed to lapse. In this case, the policy will be archived for future reactivation if requested or deemed necessary.

1.02.19 The Executive Committee will vote to approve or disapprove the recommendation of the General Manager. A simple majority is required for amended existing and newly created policies.

1.02.20 A policy is deemed to be in effect immediately upon approval by the Executive Committee.

1.02.21 The General Manager is responsible for the maintenance and storage of all final policies to be held in a primary location.

# REPORTING:

1.02.22 Policy revisions must be communicated to Council as a part of the President’s report.

# DISTRIBUTION OF POLICIES:

1.02.23 All Policies shall be maintained in the UPEISU 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 during the fall semester of each year;
	2. Executive Members will receive a copy at the beginning of their term and will receive an updated version during the fall semester of the year;
	3. Council Members will receive a copy during councillor orientation; and
	4. All student coordinators will receive a copy at the beginning of their employment and will receive an updated version during the fall semester of the year;
3. All student coordinators will be responsible to provide policies that are of a direct relevance to their employees; and
4. All UPEISU Policies shall be available on the UPEISU website.

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# POLICY REVISION SCHEDULE:

| **Policy Number**  | **Policy Name** | **Review By** |
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# POLICY SIGN OFF AND OWNERSHIP DETAIL:

| Policy Number  | Policy Name | Informal Date | Signed By | Formal Date |
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## POLICY CREATION AND APPROVAL:

FORMAL POLICIES

Drafted by General Manager

Approved by Executive Committee.

Sent to Council for informational purposes.

Sent to Council for informational purposes.

INFORMAL POLICIES

Drafted by General Manager

Approved by Executive Committee.

# PROPOSED POLICY FRAMEWORK:

**1.0 Policy Manual**

**2.0 Governance**

**3.0 Finance**

**4.0 Administration**

**5.0 Human Resource Management**

**6.0 Member Services**

1.01 Definitions & Interpretations

1.02 Policy Framework

1.03 Council

5.01 HR Handbook

5.02 Commitment to Diversity & Inclusion

5.03 Harassment & Violence Prevention

6.01 The Cadre

1.04 Meetings

1.05 Elections & Referenda

1.06 Executive Committees

1.07 Committees

1.08 Finance

1.09 Hiring Board

1.10 Clubs & Societies

1.11

1.12

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# POLICY TEMPLATE:

UPEISU Governing Documents #1.02 *Template*

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| --- | --- |
| **CATEGORY:** | **SUBJECT:** |
|  | Template |  | ***Template*** |
| **EFFECTIVE DATE:** | **LAST UPDATE:** |
|  | Date |  | Date |

# PURPOSE:

Outlines the intent of the policy relative to application and use.

# APPLICATION:

Each policy in the Manual contains an “Application” section which sets out the entities to which the particular policy applies.

# DEFINITIONS:

Explains the intended application of terms or statements used in the policy as required.

# PROCEDURES:

Outline the detailed procedures provided within some policies, as required.

# REFERENCES:

List of all sources referenced in the policy. Sources shall be listed in APA format (see following example).

Surname, Initials. (Date Published). Title of Source. Location of publisher: Publisher. Retrieved from URL if applicable.

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# POLICY:

## Template

1.02.01 A template is to assist staff with policy development. This is not intended to be prescriptive but to assist in drawing up new policies

1.02.02 Describes the general direction or course of action to be taken. It may incorporate a rule or regulation or it may simply provide information or guidelines. Numbering of paragraphs begins here. Ie. 2.01.01, 2.01.02

1. Main body of the policy, with all sections and paragraphs numbered.

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# BY-LAW 1.02 HISTORY TEMPLATE:

The last page of the Policy MUST contain a history section. If a policy is not intended to be public facing, it should be clearly labeled as such. History will include the date of Council approval and a short version on the changes. Must indicate “informal” or “formal” review.

| **Act** | **Date** |
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# BY-LAW #1.02 HISTORY:

| **Act** | **Date** |
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| **Creation of the New Policy & By-Law Framework** | **2022** |
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