Policies

Rationale

It is standard practice that students' associations be governed by a policy structure that expands on a set of bylaws.

Policies are needed to expand on the SAMU bylaws and to assist in creating governance regulations.

Policies are further used to establish expectations for SAMU in pursuing its objectives.

Definitions

Expectations

Policy Drafting and Approval

1 Students' Council has authority to approve draft policies.

2 Students' Council ensures that all SAMU policies:

2.1 agree with the bylaws, the strategic plan, and the mission and vision statements of SAMU;

2.2 treat on subjects within the scope of Students' Council;

2.3 set out expectations broad enough to provide SAMU with flexibility to respond to changing circumstances;

2.4 are formatted in a clean, orderly manner, using simple language and correct grammar; and

2.5 adhere to the format given in "Policy Structure".

Policy Structure

3 In the order given here, SAMU policies consist of the following:

3.1 a title appropriate to the subject of the policy as a whole;

3.2 a section titled "Rationale" which identifies the precedent or the reason for the policy's creation and which lists the issues that the policy addresses;

3.3 a section titled "Definitions" which identifies and provides definitions for terms specific to the policy; and

3.4 a section titled "Expectations" which identifies any limitations of scope, definitions particular to the policy which are important for its interpretation and which provides specific expectations concerning the application of the policy.

4 The "Definitions" section is arranged alphabetically, according to the terms defined within it. Terms are defined in full sentences and the terms themselves are rendered in bold.

5 If the broader subject of the policy contains secondary subjects, "Expectations" is further divided into subsections that treat on those secondary subjects individually.

6 A fact sheet accompanies the policy and contains:

6.1 the dates of the policy's first and most recent approvals;

6.2 date of retirement, if applicable, together with the motion reference number that approved its retirement.

6.2 citation of the policy's source material, if known; and

6.3 a record of significant revisions made to the policy, including its appendixes, together with the motion reference numbers that approved those revisions.

7 The policy contains a footer on each page that gives the title of the policy and the number of the page on which the footer appears.

8 In addition to the items listed above, SAMU policies may also contain appendixes for content which, though formatted differently, still carry the weight of policy.

8.1 The following appendixes must be included with their respective policies:

8.1.1 the terms of reference for all standing committees and sub-committees of Students' Council are appended to the Committees policy.

9.2 Appendixes appear after "Expectations", but before the fact sheet.

Governance Manual

10 Students' Council provides for the existence of a Governance Manual containing:

10.1 a title page;

10.2 the SAMU definition of good governance;

10.3 a table of contents;

10.4 the SAMU bylaws, policies, and procedures;

10.5 templates for the creation of policies and procedures; and

10.6 the strategic plan.

11 An electronic copy of the Governance Manual is kept on the SAMU website.

11.1 Changes to the Governance Manual are reflected in the electronic copy within five business days of their approval.

12 A printed copy of the Governance Manual is kept in the SAMU governance office.

12.1 Changes to Governance Manual are reflected in the printed copy within five business days of their approval.

13 A print archive of previous editions of the contents of the Governance Manual is kept in the SAMU governance office.

Policy Review and Expiry

14 Policies are reviewed annually.

15 Students' Council may alter policies.

15.1 If a policy requires an amendment process other than a simple majority vote at a meeting of Students' Council, that process is included in the "Expectations" of that policy.

16 Students' Council may retire a policy in its entirety, thus rendering it expired and no longer in force. A policy remains in force until it is retired.

Fact Sheet

Approvals:

First Approval – July 17th, 2013
Last Approval – October 1, 2014

Source and Updates:

July 18th, 2013: *Policies* approved by Students' Council Motion 2013-07-17-6.2. Source material drawn from *Policy 1 – Policy Making* and *Policy 2 – Policy Manual*.

October 1, 2014: *Policies* approved by Students' Council Motion 2014-10-01-6.3 upon recommendation of the Bylaw and Policies Committee. 'Date of Retirement' requirement added to Fact Sheet.