

POLICY REVIEW POLICY

APPROVAL AUTHORITY	Board of Directors
RATIFIED BY	Board of Directors
RELATED DOCUMENTS	Bylaws, Vice President Internal Job Description

PURPOSE

The purpose of this policy is to ensure that the Society's policies and bylaws are being reviewed within a standardized period of time so policies are representing the most up-to-date and relevant information.

DEFINITIONS

"Policies" refers to any external and administrative policy under the areas of committee governance, elections, Board-ratified job descriptions and finance. Internal, operational policies are not subject to this policy;

"Bylaws" refers to the SUS Bylaws;

"Executive Committee" refers to the SUS President, Vice President Internal, Vice President External and Vice President Students positions;

"President" refers to the SUS President;

"VPI" refers to the SUS Vice President Internal.

PART I: POLICY CREATION GUIDELINES

1. Jurisdiction

- 1.1. Creation of SUS policies lies under the portfolio of the Vice President Internal.^[A1]

2. Creation Standards

- 2.1. To ensure that SUS policies are accurately and effectively conveying the organizational structure of the Society and responsibilities of its directors, policies must:
 - 2.1.1. Not contain links or reference defunct policies or bylaws;
 - 2.1.2. Be written with professional, clear and grammatically correct language;
 - 2.1.3. Not contradict any other policies or bylaws; and
 - 2.1.4. Not concern areas under the jurisdiction of UFV (i.e. academic misconduct, grade appeals, etc.).
- 2.2. All policies should be reflective of the SUS policy formatting guidelines.

PART II: REVIEW POLICY & PROCESS

3. Policy Review

- 3.1. Every amendment of, revision to, or creation of a new policy mandates a review date of no longer than three years to the date of its ratification or amendment by the SUS Board of Directors.
- 3.2. The Vice President Internal is responsible for overseeing policy changes and maintenance, and also for ensuring that a lapse in the 3-year policy review period does not occur.
 - 3.2.1. If the acting VPI fails to review and update policies by the review date, the Board of Directors must task the VPI to ensure policy compliance with SUS guidelines.
 - 3.2.1.1. Refusal to abide by the Board's directive may result in disciplinary action administered by the Board of Directors.[A2]
- 3.3. In the case where a policy contains incorrect, obsolete or out-of-date information, the VPI must revise and rectify these mistakes as soon as they notice, or if it is brought to their attention.
 - 3.3.1. The VPI should review the bylaws and policies on a yearly basis to ensure that they are up to the standards outlined in 2.1.[A3]
- 3.4. All policy changes should be undertaken with the multilateral support of the Executive Committee and Executive Director.
 - 3.4.1. A formal vote by the Executive Committee is not required for the VPI to bring proposed changes to the Board.
- 3.5. All policy changes should be done in a way that should not require further updates within the executive term.
 - 3.5.1. Should further changes be anticipated, the policy should not be presented to Board until they are made.[A4]
 - 3.5.2. If a situation arises where timeliness is a concern, the policy may be presented with a shortened review period; this should only be applied in exceptional circumstances.
- 3.6. Policy changes should be done in consultation with students and, if relevant, pertinent SUS staff.

4. Review and Revision Procedure

- 4.1. A finalized version of the policy should be submitted to the Executive Director for review no later than ten (10) business days prior to presenting to the Board of Directors.
- 4.2. Following a successful ratification or amendment by the Board of Directors, the VPI will forward the ratified document to the SUS department responsible for communications within 48 hours of the changes so that the updated policies may be displayed on the SUS website.[A5]
- 4.3. Additionally, the VPI will inform the UFV Vice President, Students of the policy changes within five (5) business days of the policy's ratification or amendment.

Contact

Concerns regarding SUS policies and procedures can be directed to the VPI at vpinternal@ufvsus.ca.