

# Policy Format Policy

Policy owner: President, URSU

Audience: Members

Approved: Board of Directors (Meeting, May 28 2014)

Last Reviewed:

Review Schedule: May 2014

## 1 - Introduction

This policy applies to all policy documents created at URSU and Executive committee members, Staff Members or Committees tasked with creating, updating or maintaining these policies.

It provides a consistent coordinated approach for planning, developing or updating, approving, publishing, and managing URSU's policies. It also ensures that policy documents and amendments to these documents will have a consistent look, which will ensure greater transparency and accessibility for students using these documents.

Policies align the URSU's practices and processes with its strategic plan and regulatory environment. They articulate the URSU's position on matters. They help URSU employees make decisions and do their work more efficiently. They protect the URSU and the student community.

## 2 - Definitions

- **Appendix** - Documents that contain examples of information referenced within the policy but that are not part of the policy and can be modified at will without approval from the board.
- **Guidelines** - Non-binding documents that contain suggestions for adhering to the policy, but that are not part of the policy and can be modified at will without approval from the board.
- **Review Schedule** - The time that a policy will remain in effect without being renewed by the policy owner
- **Stakeholders** - Those affected by the content of the Policy
- **Policy owner** - The executive, staff or committee member that has responsibility to maintain and develop the policy as necessary

## 3 - Policy

URSU policies must be created or revised, approved, published, maintained, and repealed or retired as set out in this policy.

### 3.1 - Policy Creation

URSU policies must be created or revised, approved, published to the URSU community, maintained, and repealed or retired as set out in this policy.

1. Policies will be owned and maintained by the member of the board of directors, the executive committee, the staff or the committee delegated the responsibility

2. Policies will be owned by executive or committees and be approved at board meetings.
3. Policies will meet the needs of the users of the policy.
4. Policies will be consistent with The University of Regina Act, other relevant provincial and federal legislation, and the URSU's Strategic Plan and policies.
5. Policies will be accessible to the student community on URSU's website.
6. Policies will be practical to implement, enforce, and measure.
7. Policies will indicate the significance of the policy for the URSU.
8. Policies will be written concisely in plain English. Policies may be translated for informational purposes, however, on disputes over interpretation of language the English policy will be the policy that is correct.
9. Policies will have a common and consistent structure and appearance (See example at Appendix 1)
10. Policies will be current. Whenever changes in organizational process or structure have an impact on the validity of a policy, the policy will be updated. At a minimum, a policy will be updated every three to five years according to its review schedule. A policy that has not been reviewed and updated in five years will be evaluated by the President of URSU and the policy owner to determine if the policy is still valid. If valid, the policy owner will be required to update the policy. The existing policy will remain in effect until it is updated. If the policy is no longer in effect, the policy will be removed from the URSU website and its policy manuals at the discretion of the President of the Students' Union.
11. Policies will be published within one week of their approval
12. A policy becomes effective the day it is published on URSU's website.
13. A policy may be repealed, modified or retired with a resolution by the Board of Directors or at an Annual General Meeting.
14. Committees and staff may create policy specific to themselves. This policy should be consistent with URSU policy. Student Centers, Student Societies and Clubs are exempt from this requirement.
15. The executive committee and the General Manager will ensure they respect and know the URSU policies that govern their decisions and actions.
16. The President of Students' Union and the General Manager has the authority to make changes that do not affect the meaning of a policy without asking for the approval of the board. (Examples of such changes include: fixing typos or errors in grammar, clarifying text, changing terms to ensure consistency).

## ***3.2 - Roles and Responsibilities***

### **3.2.1 - President, University of Regina Students' Union**

The President of the University of Regina Students' Union (who may designate an alternate to carry out these responsibilities):

- is the custodian of the URSU's policies and policy standards,
- sets communication and management standards and processes for all policies,
- determines how often a policy must be reviewed (the review schedule),
- ensures up to date policies are published on the URSU website,
- informs policy owners when they receive questions and complaints about their policies, and

- maintains the definitive record or source of all policies.

### **3.2.2 - Policy owners**

Policy owners (usually executive committee members, the board of directors, committees or staff members) are responsible for the policies within their areas of authority. They:

- sponsor the development of new policies. The policy owner assigns an author (a subject matter expert) or contracts a writer to plan and develop or update the policy.
- ensure the policies they own are current and correct, and
- monitor and measure the value and success of their policies.

### **3.2.3 - Authors and Writers**

Authors and writers are responsible for developing or updating the policies they are assigned. They:

- work with the General Manager and the policy owner to identify the policy stakeholders and all relevant legislation and policy,
- collect (as necessary) and analyze the needs of all stakeholders,
- adhere to the standards and conventions outlined in this URSU's Policy Writing Guidelines when they write policy, and
- identify and use the appropriate policy template.

### **3.2.4 - Policy Publisher**

The URSU's policy publisher:

- posts approved policies on the URSU's website, and
- maintains the policy website.

### **3.2.5 - Staff, Executive, and Committee Members**

Staff, executive and committee Members:

- use and comply with URSU's policies, and
- notify the policy owner or the President or General Manager when they notice an error in a University policy.

### **3.2.6 - Approval Authorities**

Policy approval authorities (usually the executive committee or the Board of Directors):

- review the policy and any related materials they receive when it is recommended they approve, repeal, or retire a policy, and
- approve, repeal, and retire policies. They may ask for more information about any policy before approving, repealing, or retiring it.

## **4 - Related information;**

Inspiration for this document was University of Regina policy GOV-070-010 available at; <http://www.uregina.ca/policy/browse-policy/policy-GOV-070-010.html>

The University of Regina Act is available at;

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/U5.pdf>

The Non-Profit Corporations act is available at;  
<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/N4-2.pdf>

## **Policy Title (Style = Policy Title)**

Policy owner: The committee, executive or staff member that is responsible for the policy  
(Style = Title Block)

Audience: Who the policy's content impacts.

Approved: Date & type of approval formatted as follows;  
Meeting (Meeting or Online, Date, Reference)

Last Reviewed: Date the policy was last reviewed. Leave blank for new policies

Review Schedule: When the policy needs to be updated again. Policies should be updated once every 3-5 years.

## **1 - Introduction (Style = Heading 1)**

The scope and purpose of the policy and important background details. (Style = Body)

The Introduction section is mandatory.

## **2 - Definitions**

Policy-specific terms and their definitions. The Definition section is optional.

- Term – definition (Style = Unordered List)
- Term - definition

## **3 - Policy**

The Policy section is mandatory. It includes;

1. The rules (Style = Ordered List)
2. What is or is not allowed.
3. What must or must not be done.

This section may contain a number of subtopics; one such subtopic could be roles and responsibilities.

### ***3.1 - Roles and Responsibilities (Style = Heading 2)***

Sub headings should look like this

#### **3.1.1 - Position/Title (Style = Heading 3)**

Third level sub-headings should look like the above.

- role or responsibility,
- etc.

#### **3.1.2 - Position/Title**

Here one would explain that this position should do the following;

- role or responsibility,
- etc.

## **4 - Consequences for Noncompliance**

What happens when someone does not comply with the policy.

There may be consequences for the URSU as well as the person.

The Consequences for Noncompliance section is optional.

## **5 - Processes**

What the policy means to URSU activities. How it works. What happens.

This section may contain a number of subtopics or processes.

The Processes section is optional. The Process section may be developed initially or may be filled by the GM or Executive Committee as processes are developed.

## **6 - Related Information**

A list of documents that contain pertinent, related information (acts, regulations, other policies, strategies, procedures, forms, etc.)

- Document title
- Document title