



POLICIES

CONCORDIA STUDENTS' ASSOCIATION

Concordia University College of Alberta

Edmonton, Alberta

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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 CSA bylaws and to assist in creating governance regulations. Policies are further established expectations for CSA in pursuing its objectives.

EXPECTATIONS

Item I – Policy Drafting and Approval

1. General Council has the authority to approve draft policies submitted by Executive Council.
2. General Council ensures that all CSA policies:
 - 2.1. Agree with the bylaws, the strategic plan, and the values of the CSA
 - 2.2. Treat on subjects within the scope of General Council
 - 2.3. Set out expectations broad enough to provide the CSA with flexibility to respond to changing circumstances
 - 2.4. Are formatted in a clean, orderly manner, using simple language and correct grammar
 - 2.5. Adhere to the format given in Item II.

Item II – Policy Structure

1. In the order given here, the CSA policies consist of the following:
 - 1.1. A title appropriate to the subject of the policy as a whole
 - 1.2. 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
 - 1.3. A section title *Definitions* which identifies and provides definitions for terms specific to the policy
 - 1.4. 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
2. 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.
3. If the broader subject of the policy contains secondary subjects *Expectations* is further divided into subsections that treat on those secondary subjects individually.
4. A fact sheet accompanies the policy and contains:
 - 4.1. The dates of the policy's first and most recent approvals
 - 4.2. Citation of the policy's source material, if known
 - 4.3. A record of significant revisions made to the policy, together with its appendixes
5. The policy contains a header on each page that gives the title of the policy and a footer

on each page that gives the number of the page which the footer appears.

6. In addition to the items listed above, CSA policies may also contain appendixes for content which, though valid as supplementary information, is either exceedingly lengthy or structured in such a way that it cannot be made to fit the format of *Expectations*.

- 6.1. The following appendixes must be included with their respective policies:

- 6.1.1. The terms of reference for all standing committees and sub-committees of the General Council are appended to the Committees policy.

- 6.2. Appendixes appear after *Expectations* but before the fact sheet.

Item III – Policy Review and Expiry

1. Policies are reviewed annually by Executive Council
2. General Council approves amendments or alternations to policies supplied by Executive Council
 - 2.1. If a policy requires an amendment process other than a simple majority vote at a meeting of General Council, that process is included in the *Expectations* of that policy.
3. General 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.