



Concordia University of Edmonton

**Students' Association**

## POLICIES POLICY

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

2018-19

**Concordia Students' Association**

**Policies Policy**

**Policy: CSA Policies**

**Category: Organizational Policies**

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## 1.0 General Provisions

### 1.1. Definitions

- 1.1.1. **CSA:** Concordia Students' Association.
- 1.1.2. **CUE:** Concordia University of Edmonton.
- 1.1.3. **Executive Council:** The council of the CSA elected to fulfill day-to-day operations.
- 1.1.4. **General Council:** The CSA's highest governing body.
- 1.1.5. **Policy:** Set of guidelines that guides and helps govern how the CSA operates.
- 1.1.6. **Policy & Governance Committee:** A committee within the CSA that is tasked to edit and create policies.
- 1.1.7. **Procedure:** Day-to-day operational actions done by Executive Council.

### 1.2. Applicable Legislation & Bylaws

- 1.2.1. All policies and procedures of Concordia Students' Association (CSA) are subject to the provisions of Alberta's *Societies Act* (as amended), CSA Objects, and the CSA Bylaws. If there is a conflict between the provisions of any CSA policy or procedure and the provisions of the *Societies Act* or CSA Objects or CSA Bylaws, then the provisions of the *Societies Act* or CSA Objects or CSA Bylaws shall prevail.
- 1.2.2. The policies and provisions herein shall apply to:
  - a) All CSA policies either in development or approved.
- 1.2.3. The policies and provisions herein are subject to change without notice to CSA members. It is up to the CSA members to ensure that they are aware of any changes to this policy.

## **2.0 Governing Authority**

### **2.1. General Council**

- 2.1.1. General Council has the authority to approve draft policies submitted by Executive Council and the Policy & Governance Committee. Once approved, these policies become official policies of the CSA.
- 2.1.2. The General Council may recommend new policies and/or changes to current policies to the Policy & Governance Committee.

### **2.2. Executive Council**

- 2.2.1. The Executive Council is responsible for reviewing all CSA policies and procedures annually.
- 2.2.2. The Executive Council has the authority to approve procedures.
- 2.2.3. The Executive Council may recommend new policies and/or changes to current policies to the Policy & Governance Committee.

### **2.3. Policy & Governance Committee**

- 2.3.1. Policy & Governance Committee is responsible for altering, editing, and submitting draft policies to General Council.

### **3.0 Policy Drafting & Approval**

#### **3.1 Purpose**

- 3.1.1. The policy is designed to develop and approve policies.

#### **3.2 Policy**

- 3.2.1. General Council approves all draft policies submitted by the Executive Council and Policy & Governance Committee.
- 3.2.2. General Council ensures that all CSA policies:
  - 3.2.2.1. Agree with bylaws, strategic plan, mission and vision, and values of the CSA;
  - 3.2.2.2. Treat on subjects within the scope of the General Council;
  - 3.2.2.3. Set out expectations broad enough to provide the CSA with flexibility to respond to changing circumstances;
  - 3.2.2.4. Are formatted in a clean, orderly manner, using simple language and correct grammar;
  - 3.2.2.5. Adhere to the format given in item 4.0 Policy Structure.

## 4.0 Policy Structure

### 4.1. Purpose

- 4.1.1. This policy is designed to ensure all policies are designed in the same structure.

### 4.2. Policy

- 4.2.1. All policies must be in Georgia 12-point font;
  - 4.2.1.1. Headings are 14-point font
- 4.2.2. Any required headings of the policy are *italicized* and bolded in the order here, the CSA policies consist of the following;
  - 4.2.2.1. A title appropriate to the subject of the policy as a whole;
  - 4.2.2.2. The dates of the policy's first and most recent approvals;
  - 4.2.2.3. A ***Table of Contents***;
  - 4.2.2.4. A section titled ***General Provisions***:
    - 4.2.2.4.1. ***General Provisions*** must include;
      - 4.2.2.4.1.1. ***Definitions*** which is arranged alphabetically, according to the terms defined within it. Terms are defined in full sentences and the terms themselves are rendered in bold;
      - 4.2.2.4.1.2. ***Applicable Legislation and Bylaws*** which is any legislation that governs what is in policy as well as the CSA Bylaws;
  - 4.2.2.5. Specific Policy names
    - 4.2.2.5.1. Specific policies must include:
      - 4.2.2.5.1.1. A section titled ***Purpose*** of the specific policy which identifies the precedent or reason for the policy's creation and which lists that the policy addresses;
      - 4.2.2.5.1.2. The ***Policy*** itself 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.
  - 4.2.2.6. If the broader subject of the policy contains secondary

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subjects *Policy* is further divided into subsections that treat on those secondary subjects individually.

- 4.2.2.7. A fact sheet accompanies the policy and contains:
  - 4.2.2.7.1. Citation of the policy's source material, if known;
  - 4.2.2.7.2. A record of significant revisions made to the policy, together with its appendices.
- 4.2.2.8. 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 page which the footer appear.
- 4.2.2.9. In addition to the items listed above, CSA policies may also contain appendices 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 *Policy*.
  - 4.2.2.9.1. The following appendices must be included with their respective policies:
    - 4.2.2.9.1.1. The terms of reference for all standing committees and sub-committees of the General Council are appended to the *Committees Policy*.
    - 4.2.2.9.2. Appendices appear after *Policy* but before the fact sheet.

## **5.0 Policy Review & Expiry**

### **5.1. Purpose**

- 5.1.1. This policy is designed to ensure that review's and expiration of policies happen.

### **5.2. Policy**

- 5.2.1. Policies are reviewed annually by Executive Council.
- 5.2.2. General Council approves amendments or alterations to policies recommended by either the Executive Council or Policy & Governance Committee.
  - 5.2.2.1. If a policy requires an amendment process other than a simple majority vote by General Council, it must be stated in the *Expectations* of that policy.
- 5.2.3. 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.