GOVERNANCE SERIES

SUBJECT: Policy Framework	**POLICY NO:** GOV – 1	**LAST REVISED:** January 20, 2024
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Policy

The Saskatchewan Polytechnic Students' Association Inc. Executive and Campus Councils recognize the need for all job descriptions, policies and procedures, governing any department or office of the SPSA, to be commonly understood and supported within the organization.

Policies are position statements that provide a broad framework for operational procedures which regulate individual and organizational action and behaviour. SPSA Policies fulfill the mission, vision, and objectives of the organization and are intended to guide action, change, and decision-making. They promote operational efficiencies and reduce organizational risk.

Procedure

SPSA Policies are divided into two broad subject categories: Governance Policies and Internal Operations Policies. Under these categories, there are subsections, which narrow the subject information. Policies contained within the Governance Series are subject to the approval of General Council. Policies contained within the Internal Operation Series are subject to the approval of the Executive Council.

All policies will be brought to the appropriate Council for review annually, as prompted by the designated SPSA employee or more often as requested.

1. Depending upon the type of policy the following process shall be followed:
   a. Governance Series – Policies falling under the Governance Series will follow the following process:
      i. It will first be forwarded to the VP Governance who will present the policy to the Executive Council for review and suggestions for amendments if required.
      ii. It will then be sent to the Governance and Policy Committee who will make any required amendments.
      iii. It will then be presented to the General Council for approval.
   b. Internal Operations Series – Policies falling under the Internal Operations Series will follow the following process:
      i. It will be forwarded to the VP Governance for review and suggested amendments if required.
      ii. It will then be presented to the Executive Council for any required amendments and approval.

2. In order for policies and procedures to be passed or take effect, the following process must be adhered to:
   a. The designated SPSA employee will update policies, outlining amendments as directed by either the Executive Council or General Council, for presentation at the next respective meeting.
   b. The development of new policies by the Executive Council or by the General Council will occur with open communication with the General Manager and the VP Governance and shall follow the following general format:

i. Policy – a concise statement describing the position of the organization. This statement may contain principles which set standards or determine course of action. A policy statement answers the question “what”.
ii. Procedures – procedures will be included as a supplement to the policy. Procedures should be clear, concise, easy to follow, provide direction, and answer the question “how”.

c. In consultation with the immediate supervisor or manager, SPSA employees may suggest the development of a new policy or the modification of an existing one. If the policy concept is deemed to have merit by the supervisor or manager, a draft policy and procedures will be developed and submitted to the General Manager for presentation to the Executive Council.
d. Staff seeking clarification on policies or procedures will seek clarification from the General Manager.

3. All SPSA Executives, Campus Representatives, and Employees, are bound by SPSA Policies and are responsible to ensure they have read and understand all relevant policies or asked questions to obtain needed clarification as to their intent.

4. Policies will be housed and maintained by the designated SPSA employee.

5. Once approved, the designated SPSA employee will upload any policy that has been amended or changed, to a network drive accessible by all SPSA Executives, Campus Representatives, and Employees. The designated SPSA employee will have exclusive access to the network drive holding all policies and procedures and will be the only person permitted to alter the files within it. The designated SPSA employee will send out an email informing the SPSA of the new policy and/or procedure change.

6. Each Executive member, Campus Representative and Employee will have a job description associated with their position which will be posted on the network drive along with the policies, and a current organizational structure. The designated SPSA employee will be responsible to ensure copies of these documents are maintained and all changes or amendments made by the General Manager and/or Executive Council are reflected on this drive in a timely manner.

7. Each supervisor or manager shall develop and maintain a handbook or procedure manual outlining best practices and expectations of SPSA volunteers or employees working within their areas of responsibility. Beginning in June of each year, as prompted by the General Manager, all supervisors and managers shall review and update the handbooks and manuals associated with their department or service area by August 15th of each year.