

SUBJECT: Policy Framework	POLICY NO: GOV-0	LAST REVIEWED: March 2017
APPROVED BY: Council	MANAGED BY: Council	NEXT REVIEW: March 2019

SUMMARY

Policy Statement

The Student Association of the British Columbia Institute of Technology (“BCITSA”) Executive and Council recognize the need for all policies, procedures, and other documents that govern the BCITSA or any department thereof, to be subject to a unified framework that ensures their consistent understanding and application.

Purpose of This Policy

Policies are statements that lay out what the position on their subject matter of the BCITSA. BCITSA Policies are intended to fulfill the mission and organizational values of the BCITSA, and serve as a guide as decisions are made within the BCITSA. BCITSA Policies set the scope for the procedures that are then put in place to carry them out.

Application of This Policy

This Policy shall apply to all Policies and Procedures of the BCITSA. In any case where a Policy or Procedure contradicts the BCITSA Bylaws and Constitution, the BCITSA Bylaws and Constitution shall overrule the offending Policy or Procedure.

Related Documents and Legislation

N/A

Forms Associated With This Policy

- Policy and Procedure Infographic
- Policy and Procedure Template

Amendment History

- Created 06 March 2017
- Amended [DATE]

DEFINITIONS

N/A

DUTIES AND RESPONSIBILITIES

Executive Director

The Executive Director is ultimately responsible for the interpretation and enforcement of this policy.

POLICY

1. Policy and Procedures

1.1. Purpose

- a. Each Policy shall outline the broad goal to be achieved.
- b. Each Policy will have with it associated Procedures that shall outline the process by which that Policy will be implemented.

1.2. Policy Classes

- a. BCITSA Policy and Procedures shall be categorized as one of the following classes:
 - i. Governance and Student Life
 - ii. Internal Operations
- b. These classes may be further separated into subclasses, dependant on the necessary procedures required, as well as subject matter.

1.3. Enforcement

- a. All BCITSA Executives, Managers, staff, and contractors shall be bound by BCITSA Policies and Procedures, and as such shall be responsible to ensure that they have read and understood them, and will seek clarification where necessary.

1.4. Accessibility of Policies and Procedures

- a. Policies and Procedures shall be housed and maintained in a manner that ensures appropriate access. Each Policy and its associated Procedures shall be maintained by a designated BCITSA employee and Executive, who shall be responsible for the interpretation of same.

- b.** Once approved, Policies and Procedures shall be grouped with others in the relevant class and/or subclass and made available for viewing.
 - i.** Policies and Procedures falling under the Governance and Student life class shall be posted to the BCITSA website within one week of their approval.
 - ii.** Policies and Procedures falling under the Internal Operations class shall be disseminated through internal channels within one week of their approval.

1.5. Documents and Forms Associated to Policy or Procedure

- a.** Any document or form that is created or amended in association with a Policy or Procedure shall follow the same process for the creation or amendment of the associated Procedure.

1.6. Review Dates

- a.** All policies shall be brought to the appropriate approving body for review on the review date specified in that Policy as prompted by the designated BCITSA employee, Student Executive, or body of the BCITSA, or more often where requested.

PROCEDURE

1. Governance and Student Life Policies

1.1. Approval of Policy

- a.** Policies falling under this class shall be subject to the following process:
 - i.** The Policy will first be submitted by the VP Administration and Finance to the Bylaw Committee for review, and for amendment if required.
 - ii.** The Policy will then be submitted by the Bylaw Committee to Council for further debate and approval.

1.2. Approval of Procedure – Governance

- a.** Procedures falling under this class shall be subject to the following process:

- i. The Procedure will first be submitted by the VP Administration and Finance to the Bylaw Committee for review, and for amendment if required.
- ii. The Procedure will then be submitted by the Bylaw Committee to the Executive Board for further discussion and approval.
- iii. The Procedure will then be submitted by the Executive Board to Council for information purposes.

1.3. Approval of Procedure – Student Life

- a. Procedures falling under this class shall be subject to the following process:
 - i. The Procedure shall first be submitted by the Manager responsible to the VP Administration and Finance, and the Executive Director.
 - ii. The VP Administration and Finance and the Executive Director shall review the Procedure, make any amendments they deem necessary, and adopt or reject the Procedure.
 - iii. Once adopted, the Procedure shall be submitted by the VP Administration and Finance to Council for information purposes.

2. Internal Operations Policies

2.1. Approval of Policy

- a. Policies falling under this class shall be subject to the following process:
 - i. The Policy shall first be submitted by the Manager responsible to the Executive Director who will review it and seek the input of other interested parties.
 - ii. The Policy shall then be submitted by the Executive Director to the Executive Board for further discussion and approval.

2.2. Approval of Procedure

- a. Policies falling under this class shall be subject to the following process:
 - i. The Executive Director shall draft and implement all Procedures under this class.

- ii. Once adopted, the Procedure will be submitted by the Executive Director to the VP Administration and Finance for information purposes.

3. Taking Effect

3.1. Requirements

- a. In order for Policies and Procedures to be passed or take effect, they shall adhere to the relevant approval processes:
 - i. Policies shall adhere to the respective approval process as per this Policy.
 - ii. Policies shall include a concise statement that describes the position of BCITSA. The statement shall be confined to a clear subject area, and indicate principles that set standards or determine a course of action. A policy statement shall answer the question “what is the Association seeking to achieve?”
 - iii. Procedures shall be included where necessary as a supplement to the Policy. Procedures shall be clear, concise, easy to follow, provide direction, and answer the question “how does the Association intend to implement the Policy?”
 - iv. They shall adhere to the format as laid out in the Policy and Procedure Template.