

ASI & SC Policy and Procedures Policy

PURPOSE

Organizational policies create consistency of procedure and outcome within an organization. This policy will provide standards and guidelines for creating policy for the Associated Students, Inc. (ASI) and/or University Student Center (SC).

POLICY

Prior to taking effect, a newly created ASI and/or SC policy shall be approved by the Board of Directors of the organization for which that policy will apply. Once approved, the ASI Vice President and/or SC Vice Chair will sign the policy signifying approval.

This policy and revised procedures were voted on and approved by the:
ASI Board of Directors on September 27, 2022
Student Center Board of Directors on October 6, 2022


The following signatures by the ASI Vice President and the SC Vice Chair verify approval by the Board of Directors:


JC Navarro (Oct 10, 2022 17:51 PDT)

JC Navarro, ASI Vice President

Oct 10, 2022

Date


Manuel Parreno (Oct 11, 2022 14:25 PDT)

Manuel Parreno, SC Vice Chair

Oct 11, 2022

Date

PROCEDURE

1.0 ASI and SC Policies must contain, at a minimum, three sections:

1.1 Purpose

1.2 Policy

1.3 Signatures of ASI Vice President and/or SC Vice Chair

The above three sections represent the "Policy."

1.4 All policies must be formatted in a uniform and consistent manner using the approved template.

1.5 The ASI and SC Policy Committee Chair and Vice Chair are responsible for verifying the policy is the correct format.

1.6 Any policy revision(s) *must* be approved by the ASI and/or SC Board of Directors, in the same manner as if approving a new policy.

2.0 Procedures:

2.1 A *Procedures* section will clarify, give direction and specific instructions as to how the policy will be implemented within the organization(s).

2.2 While the majority of ASI and SC policies will have a *Procedures* section attached, the *Procedures* section is not required. (i.e. A *Policy* may stand alone).

2.2 If revisions are made only to the *procedures* accompanying a policy (with no changes made to the policy itself) the decision as to whether the procedural changes are significant enough to warrant re-approval by the Board(s) will be made at the discretion of the Executive Director.

2.3 The *Procedures* section (when present) will follow the *Policy* page, on a separate page (pages) from the *Policy* itself.

3.0 Suspending a Policy

3.1 If a determination is made that a policy needs revisions or there is an organization need, the policy may be temporarily suspended.

3.1.1 Temporary suspension of a policy requires an 2/3 majority vote by the Boards of Directors.

4.0 Cancellation of a Policy

- 4.1 A policy determined to be obsolete or for any reason no longer relevant, may be cancelled with approval of the Boards of Directors. Once cancelled by vote of the Boards, the policy is considered no longer enforceable.