



Policy Name: Creation of Bylaw, Policy, and Procedure	Policy Number A1
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**Policy Statement**

The SAOC's bylaws, policies and procedures shall be created, amended and updated from time to time according to the procedures outlined in this policy, to remain effective and consistent with practice, and to ensure all required bylaws, policies, and procedures are included

**Purpose:**

The Bylaw, Policy, and Procedure Committee will be responsible for creating and updating SAOC bylaws, policies, and procedures as required. All policies will have a timeline for review with a maximum of five years and will follow a standard format (See attached). Bylaws will follow guidelines as established by the Post-Secondary Learning Act (PSLA).

A POLICY is a directive in statement for describing the purpose, explanation, introduction, statement of intent, values, or need for directive. It is a broad statement of all principles employed in guiding decisions. **ALL POLICIES ARE TO BE APPROVED BY THE STUDENT BOARD OF DIRECTORS.**

Related Policies	
Review Plan: 5 Years	Review Date: February 2019
	Ratification Date: Feb 10, 2009



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Procedure

1. The Academic Vice President will initiate creation and/or review of each policy on or before the prescribed review date, or as soon as it is apparent that the policy or procedure needs to be updated.
2. Policy or procedure will be reviewed by the Bylaw, Policy, and Procedure Committee. Once accepted it will be forwarded to the Student Board of Directors for approval.
3. The SAOC Office Manager is to insert or replace the policies as instructed by the Student Board of Directors.
4. The SAOC Office Manager is to advise all staff and Student Board of Directors members that a new policy or an update has been received.

Supporting Documents: Policy and Procedure Template	
Review Plan: 5 Years	Review Date: February 2019