



ASFA Policy on Policy Development and Style

Oversight Body: Policy Committee

Date Passed by Council: April 25, 2022

Date of Next Review: April 2024

Related policies, bylaws, legislation:

- ASFA By-laws S. 10 Pt.2 (amendments to by-laws)
- ASFA Standing Regulations Ch.3 S.2 Pt.VI (Policy Committee)
- ASFA Policy Writing Primer: [Link](#)

Definitions

“ASFA” - The Concordia University Arts and Science Federation of Student Associations.

“Committee” – The ASFA Policy Committee.

“Member” – An individual who meets the ASFA membership criteria as outlined in the bylaws.

“Policy” – A mandate or authority given, resultant from a resolution by the majority of sitting Councilors at a duly convened meeting of the members;

“Regulation” - Any policy of a permanent nature which may only be adopted, amended or rescinded by a two-thirds (2/3) majority of sitting Councilors at a duly convened Council meeting. This includes but is not limited to all policies outlined in the ASFA Standing Regulations.

“Stakeholders” – Individuals and groups affected by Union Policy and have a vested interest in its implementation. Stakeholders may include but are not limited to ASFA membership, ASFA Member Associations, ASFA executives and staff, and other campus organizations.

Purpose

- a. New or amended policies can have significant impacts on operations.
- b. There is a need to evaluate the appropriateness of a new or amended policy with respect to existing bylaws, policies, and applicable municipal, provincial, and federal legislation.
- c. It is important to create coherence and consistency across all ASFA Policy by establishing expectations for process, content development, structure, and format to guide the development and review of policy.

Scope

Executives, Councillors, Standing Committee members, ASFA Faculty Council members, ASFA staff, volunteers, contracted staff and ASFA members.

Policy Statement

1. Policy Development and Review Principles

- 1.1. ASFA may adopt new or revise existing policy to:
 - 1.1.1. Comply with legislative requirements;
 - 1.1.2. Ensure consistency with ASFA's current policies;
 - 1.1.3. Respond to and establish policy stances on post-secondary education issues that impact undergraduate students;
 - 1.1.4. To communicate and give substance to the ASFA's vision, mission, and values;
 - 1.1.5. Inform and guide the implementation of existing Union Policy;
 - 1.1.6. Provide parameters for effective governance;
 - 1.1.7. Improve ASFA operations.
- 1.2. All policy shall:
 - 1.2.1. Adhere to the Act Respecting the Accreditation and Financing of Students' Associations, the ASFA Bylaws and Standing Regulations, relevant Concordia University policy and procedures, as well as, any other relevant municipal, provincial, and federal legislation;
 - 1.2.2. Be consistent and coherent with other existing Union Policy;
 - 1.2.3. Support the ASFA's vision, mission, and values;
 - 1.2.4. Encourage increased transparency and accountability;

- 1.2.5. Enable appropriate and meaningful involvement of the ASFA membership;
- 1.2.6. Be broadly stated to provide guidance and the flexibility to address diverse situations while ensuring consistency across the system;
- 1.2.7. Be situated in reality to create viable options within the current environment in order to put the policy in practice.
- 1.2.8. Be capable of implementation, review, and evaluation; and
- 1.2.9. Be inclusive; developed and reviewed with appropriate stakeholder consultation, thorough research, and analysis.
- 1.2.10. Be non-self-referential in order to ensure coherency (i.e. specific policy clauses shall not be cited in other clauses).
- 1.2.11. Follow policy development best practices that are most appropriate to the nature of ASFA and its operations.

2. Policy Review

- 2.1. All union policy shall be reviewed within two years of its approval date.
 - 2.1.1. Upon completion of this review a report shall be made and presented to ASFA council and the Policy Committee;
 - 2.1.2. This report shall include an evaluation of existing, new, or amended policy to ensure it satisfies existing bylaws, policies, and applicable municipal, provincial, and federal legislation.
- 2.2. Existing policy may be
 - 2.2.1. Amended; or
 - 2.2.2. Repealed if no longer relevant due to changes in legislation, university policy, or ASFA By-laws and/or policy.
- 2.3. A member may make a request for a policy review outside of the designated review period timeline for each policy.
- 2.4. Requests must be made in writing to the Chair of Policy Committee, including a detailed statement of the reasons as to why a policy review should be conducted.
- 2.5. It is upon Policy Committee's discretion, if they believe there is substantial reasoning to why a review must be conducted outside of the designated review period.

3. Policy Submissions

- 3.1. Any new policy, amendments to an existing policy, or requests for repealing policy shall be submitted to the Policy Committee for review before being brought to Council for approval.
- 3.2. Any new policy, amendments to an existing policy, or requests for repealing policy upon submission must:
 - 3.2.1. Clearly state the problem to be addressed;
 - 3.2.2. Provide a rationale for the proposed policy change;
 - 3.2.3. Include any supportive documents or substantive evidence to support the proposed policy change.
- 3.3. Under time sensitive circumstances, new policy, amendments to an existing policy, or requests for repealing a policy can be brought directly to Council at the discretion of the ASFA Council Chair.

4. Approved policies and amendments

- 4.1. Any Council approved policies and amendments will be circulated to the relevant part-time and full-time staff the following day.
- 4.2. Every policy will indicate a maximum two (2) year review date.
- 4.3. Following the approval of a new or amended policy, the Executive Coordinator or their designate shall:
 - 4.3.1. Ensure that new or amended policy is updated to the relevant policy documents;
 - 4.3.2. Ensure that the new version of the policy document is posted to the website within two (2) business days after the policy changes were ratified.
- 4.4. Outdated versions of the ASFA By-laws and policies will be appropriately archived by the Executive Coordinator or their designate.

5. Policy Structure

- 5.1. Each policy will contain the following information:
 - 5.1.1. ASFA Logo;
 - 5.1.2. Policy name;
 - 5.1.3. Policy Information:
 - 5.1.3.1. Oversight Body;
 - 5.1.3.2. Date passed by Council;
 - 5.1.3.3. Deadline date of next review;
 - 5.1.3.4. Titles of related policies, bylaws, legislation.
 - 5.1.4. Definitions;
 - 5.1.5. Purpose;
 - 5.1.6. Scope;
 - 5.1.7. Policy statement.

- 5.2. Each policy will follow the same consistent format:
 - 5.2.1. Font: Calibri;
 - 5.2.2. Title: centred, bolded, size 24;
 - 5.2.3. Section titles: left align, bolded, size 14;
 - 5.2.4. Section subheadings: left justified, underlined, size 12;
 - 5.2.5. Content: size 12;
 - 5.2.6. Page numbers: footer, right align;
 - 5.2.7. Sections and subsections shall be titled and indented with multilevel numerated sections as follows:
 - 1.
 - 1.1.
 - 1.1.1.
 - 5.2.8. Line spacing not below 1.15