



Policy Plan

March 2016

Board of Directors and Council

1. Objective

The University Students' Council Policy Plan is a guiding document that supervises the organization, implementation and revision of existing policy and procedures within the organization. It is designed to ensure public, guiding documents are continuously revised and revisited to maintain compliance and relevance within the organization.

2. Scope

All documents made publically available on the USC's website are under the purview of the Policy Plan. The Council and Board of Directors can recommend the addition of new policy to fill a gap identified in the plan. They can also recommend the annulment of policy that is deemed to be redundant or outdated.

3. Jurisdiction

The Policy Plan will be under the jurisdiction of both Council and the Board of Directors. Substantive changes made to the document require joint-approval. The Policy Plan outlines the specific documents which fall under either body's purview. Such documents can be unilaterally reviewed, annulled or amending.

Documents that fall under joint-jurisdiction require both Council and Board to conduct the review collaboratively.

4. Addition of Documents

During the period of review, the Council or Board may identify gaps. Either body can task the Secretary-Treasurer's office to investigate what necessary policies or procedures would be required to eliminate missing information or faults.

5. Review Timelines

Both the Council and Board of Directors can establish their own review timelines and schedules, upon recommendation of the Secretary-Treasurer. Reviews must occur at least every four (4) years, and can occur as often as every one (1) year.



Jurisdiction	Name of Document	Last Reviewed	Year to be Reviewed	Reviewed Again In
Council	Advocacy Papers Policy	March, 2016	2018/2019	2021/2022
Board	Board of Directors Rules of Procedure	August 28th, 2012	2016/2017	2018/2019
Board	Social Responsibility Procedure	May 26th, 2012	2016/2017	2019/2019
Council and Board	By-law #1: Corporate By-law	January, 2016	2017/2018	2019/2020
Council and Board	By-law #2: Elections By-law	November, 2015	2016/2017	2018/2019
Council and Board	By-law #3: Executive By-law	March, 2015	2017/2018	2019/2020
Council and Board	By-law #5: General Manager By-law	December 5th, 2012	2016/2017	2018/2019
Council and Board	By-law #6: Appeals By-law	September 24th, 2014	2017/2018	2019/2020
Council	Clubs Alcohol Policy	???	2016/2017	2018/2019
Council	Dry Off-Campus Programming Policy	???	2016/2017	2018/2019
Council	Clubs Operating Policy	December 5th, 2012	2016/2017	2018/2019
Council	Advertising Materials Policy	November 10th, 2009	2016/2017	2020/2021
Council	Advertising Oversight Committee Terms of Reference	November 10th, 2009	2016/2017	2020/2021
Council	Advertising Oversight Procedure	November 10th, 2009	2016/2017	2020/2021
Council	Advertising Priorities Policy	January 23rd, 2013	2016/2017	2020/2021
Council	USC Visual Identity Guideline	???	2016/2017	2020/2021
Council	Corporate Logo and Letterhead Policy	July 17th, 2011	2016/2017	2020/2021
Council	USC Social Media Guide	March 8th, 2013	2016/2017	2020/2021
Council	Social Media Usage Policy	January 23rd, 2013	2016/2017	2020/2021
Council	Commissioner & Coordinator Selection Directive	March 6th, 2012	2016/2017	2018/2019
Council	Commissioner Selection Guidelines	March 6th, 2012	2016/2017	2018/2019
Council	Commissioner Selection Complaints Procedure	February 29th, 2012	2016/2017	2018/2019
Council	Interim and Final Reports Procedure	October 15th, 2013	2016/2017	
Council	Volunteer Orientation and Training Policy	October 2nd, 2012	2016/2017	
Council	Volunteer Progressive Discipline Policy	October 2nd, 2012	2016/2017	
Council	Volunteer Scope of Responsibility	October 2nd, 2012	2016/2017	
Council	Teaching Awards Rules of Procedures	October 2nd, 2012	2016/2017	
???	Orientation Staff Terms of Reference	???	2016/2017	
Council	Senior Operations Terms of Reference	July 19th, 2015	2017/2018	
Council	Budget Review Sub-Committee	November 23rd, 2011	2016/2017	
Council	Standing Committee Terms of Reference	March 27th, 2013	2015/2016	
Council	Standing Orders of Council	October 23rd, 2013	2016/2017	
Council	Summer Council Authority	July 19th, 2015	2017/2018	
Council	Voting Member Attendance Policy	October 4th, 2011	2016/2017	
Council	Elections Governance Committee Terms of Reference	November 26th, 2015	2017/2018	
Council	Elections Governance Committee Campaign Finances Procedure	November 26th, 2015	2017/2018	
Council	Elections Governance Committee Nominations Procedure	November 26th, 2015	2017/2018	
Council	Elections Governance Committee Violations Procedure	November 26th, 2015	2017/2018	



Jurisdiction	Name of Document	Last Reviewed	Year to be Reviewed	Reviewed Again In
Council	Conference and Retreat Policy	November 30th, 2011	2016/2017	
Council	Executive Accountability and Discipline Procedure	May 1st, 2007	2015/2016	
Council	Executive Officers' Salaries Procedure	January 27th, 2007	2016/2017	
Council	Executive Terms of Reference	January 1st, 2016	2017/2018	
Council	Executive Council Terms of Reference	November 12th, 2015	2017/2018	
Council	Honoraria Policy	October 30th, 2012	2016/2017	
Council	OUSA Policy and Procedure	July 19th, 2015	2017/2018	
Council	External Strategies and Relationships Policy	July 19th, 2015	2017/2018	
Council	Constituent Council Grants Directive	March 6th, 2012	2016/2017	
Council and Board	Fees and Financial Statements Policy	March 6th, 2012	2016/2017	
Council	Grants Fund Policy	March, 2016	2018/2019	
Council	Grants Sub-Committee Terms of Reference	March, 2016	2018/2019	
Council and Board	Travel Policy	November 1st, 2011	2016/2017	
Council and Board	Conflict of Interest Policy	February 24th, 2009	2016/2017	
Board	Personal Information Protection Policy	January 4th, 2011	2016/2017	
Board	Injury/Illness Reporting Policy	October 30th, 2012	2016/2017	
Board	Health & Safety Orientation Policy	November 19th, 2013	2016/2017	
Board	Health & Safety Policy	November 19th, 2013	2016/2017	
Board	Health & Safety Responsibilities of Managers & Supervisors Policy	October 30th, 2012	2016/2017	
Board	Human Resources Directive	July 18th, 2010	2016/2017	
Board	Joint Health and Safety Committee Terms of Reference	October 30th, 2012	2016/2017	
Board	Media Spokesperson Policy	September 1st, 2011	2016/2017	
Board	Media Spokesperson Procedure	September 1st, 2011	2016/2017	
Board	Social Media Policy	July 10th, 2012	2016/2017	
Board	Discrimination, Harassment and Violence Prevention Policy	November 19th, 2013	2016/2017	
Board	Early and Safe Return to Work Policy	October 30th, 2012	2016/2017	
Board	Workplace Conduct Policy	May 28th, 2013	2016/2017	
Board	Workplace Wellness Policy	October 30th, 2012	2016/2017	
Council and Board	Bus Pass Policy	???	2016/2017	
Council and Board	Environmental Sustainability Policy	???	2016/2017	
Council	Internet Policy	January 31st, 2012	2016/2017	
Council and Board	Building Usage Policy	March 25th, 2004	2016/2017	
Council and Board	Community Standards Policy	???	2016/2017	
Council	Peer Support Centre Usage Policy	November 27th, 2013	2016/2017	
Council	Services Policy - Standards of Service	December 1st, 2009	2016/2017	
Council	Services Policy - Governance	December 1st, 2009	2016/2017	
Council	Services Policy - Selection Procedure	December 1st, 2009	2016/2017	
Council	Services Policy - Service Creation Procedure	December 1st, 2009	2016/2017	



6. Context and Enactment

1. Documents Repealed – N/A
2. Supporting/Related Documents – N/A
3. Date Passed –
4. All previous Amendments

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