

# WLUFAs POLICIES

## #1 Policy on WLUFAs Policies

**Approving Authority:** Executive Committee  
**Original Approval Date:** June 2021  
**Date of Most Recent Review/Revision:** NA

### 1.00 PURPOSE

**1.01** The purpose of this policy is to support good governance and effective oversight of the Wilfrid Laurier University Faculty Association (WLUFAs) by establishing a clear set of standards for the development, approval, and review of all Association Policies.

### 2.00 POLICY

**2.01** WLUFAs Policies should be current, clear in intent and meaning, functional, in compliance with applicable laws and regulations, and readily accessible to WLUFAs members.

**2.02** WLUFAs Policies should promote good governance, management practices, and operational efficiencies.

**2.03** Members of WLUFAs are responsible for familiarizing themselves with and complying with all WLUFAs Policies.

**2.04** A WLUFAs Policy becomes enforceable upon the date of approval or as otherwise specified by the Approving Authority.

### 3.00 ROLES AND RESPONSIBILITIES

**3.01** A WLUFAs Policy will specify the Approving Authority, original approval date, and date of most recent review.

**3.02** The Approving Authority is one (or more) of the following authorities:

- a. the WLUFAs Executive Committee, which approves WLUFAs Policies relating to the control of WLUFAs property and revenues and the conduct of its business and affairs; and/or
- b. the President, who approves WLUFAs Policies with authority as delegated by the WLUFAs Executive Committee.

### 4.00 NEW POLICY DEVELOPMENT

**4.01** New WLUFAs Policies are developed and approved according to the following process.

- a.** identify need for review and/or new policy
- b.** determine any relevant legislation and/or other policy(ies) and related procedures;
- c.** collect and analyze pertinent information;
- d.** draft a preliminary WLUFAs Policy;
- e.** conduct consultations with relevant community stakeholders and relevant staff, as appropriate, who will be impacted by, or who can provide advice on, the proposed policy draft;
- f.** submit the final draft to the Executive Director for review;
- g.** finalize the draft and submit it to the WLUFAs Executive Committee or President, as appropriate, for final review.

**4.02** Each WLUFAs Policy is assigned a number (1.00 - 99.99).

## **5.00 REVIEW**

**5.01** All WLUFAs Policies should undergo a substantive review and re-approval at least every five years. A WLUFAs Policy may also be reviewed in the interim as needed.

**5.02** The Executive Director may make editorial changes to a WLUFAs Policy, provided that such changes do not substantively affect the policy. Editorial changes to a WLUFAs Policy are subject to approval by the President.