

**POLICY GOVERNING APPROVAL AND CHANGES TO POLICIES**

The Viking Union/Student Activities/Associated Students governance systems have created policies in order to provide guidelines and consistency in activities and operations. This policy covers the quarterly approval, maintenance and modifications of the Viking Union/Student Activities/Associated Students policies.

**A. Development of Policies**

**1. Viking Union/Student Activities**

a. Policies specific to the functions, activities, staff, and governance of the Viking Union/Student Activities organization shall be created and written by the Director, Associate Directors or other staff designated by the Director, and reviewed by the appropriate administrative group. Written materials will be submitted to the appropriate governing body for approval.

**2. Associated Students**

a. Policies specific to the functions, activities, programs, offices, staff and governance of the Associated Students, may be submitted in draft form by a number of different agents within the Associated Students. Each proposed policy will then be submitted to the appropriate council, and when necessary, the Associated Students Board of Directors for approval.

**B. Format of Policies**

All policies will follow the same basic format. Unless otherwise indicated, as old policies are modified, the new format will be introduced to the policy and submitted along with the changes for approval.

**Format will consist of:**

- a. Header: Viking Union/Student Activities/Associated Students Policies and Procedures
- b. Title of the Policy
- c. Introduction statement which briefly describes the intent of the policy.
- d. Outline Format (alpha/numeric, A. 1. a.)
- e. Page numbers
- f. Interpretation and Enforcement: Governing group, office, position responsible for policy implementation.

g. Footer:

1. File name of policy
2. Approved By
3. Date Approved
4. Organization: Associated Students or Viking Union/Student Activities

**C. Maintenance/Distribution of Policies**

1. A copy of all policies will be maintained by the Viking Union/Student Activities Administrative Assistant.
2. Policies will be kept on the "j" drive which is a shared drive for all network users. Policies will be updated as approved or modified at least on a quarterly basis. The Administrative Assistant is the only user allowed modification access to the "j" drive, all other users have a look up function and print function for policies.
3. Copies of the Viking Union/Student Activities/Associated Students policies will be submitted to the Vice President for Student Affairs and the Assistant Attorney General's office with changes updated on a quarterly basis. Viking Union and Associated Student staff will use the computer shared policy drive to access policies.

**D. Auxiliary/Related Material**

1. Any auxiliary information (handouts, forms, brochures, etc.) should be updated at the same time a policy has been approved with modifications.
2. The writers of various materials will be notified that changes have occurred.
3. Outdated materials will be pulled from public access and replaced with modified versions.

**E. Public Information**

1. Policies will be kept on file and made available to the public.

**Interpretation and Enforcement:** VU Administration, AS Board of Directors

POLICY.POL

Approved By: VU Administration, A.S. Board of Directors

Date Approved: VU Admin 05/97

Organization: Viking Union/Student Activities