



Policy on Policies

1. Purpose. The purpose of this policy is to ensure that Delta Gamma Fraternity has access to well-developed and understandable policies. Policies that are easy to find, read, and understand will support the Fraternity's mission; achieve accountability by identifying the parties responsible for Policies; provide members, staff, volunteers, Cabinet, and Council with clear, concise guidelines; and document how the Fraternity conducts business.

2. Applicability and Scope Statement. This policy addresses the process for developing, issuing and maintaining all Delta Gamma Fraternity policies and applies to all members, staff, volunteers, Cabinet, and Council.

3. Affiliations. Please refer to the Fraternity Constitution, the Council Handbook, and the Master Policies and Procedures Handbook.

4. Effective date. This policy is in effect immediately.

5. Responsibilities Section. Delta Gamma Fraternity policies shall be presented in a common format; formally approved by the Council; maintained centrally and accessible to all interested parties; linked electronically to procedures for implementing the policy; and kept current within the framework of an organized system of change control.

- a. Individuals who are responsible for writing, updating and distributing fraternity policies must comply with this policy.
- b. For Delta Gamma Fraternity policies that predate this policy, the format described above is not applicable. Revised policies should be written in the approved policy format.
- c. Policies will be clearly distinguished from related procedures according to the definitions *infra*.

6. Policies.

a. Policy Development

- (1) While it needs to be understood that a requirement described in the Constitution may not be waived or altered except by amendment to that document, Council is given the authority to initiate or waive a policy that further defines a Constitutional directive. Sometimes an individual Council officer is given the responsibility to grant waivers of policy within



a specific area and according to specific conditions.

- (2) Cabinet Officers or other members (also known as Policy Proponents) may recommend a new policy or a waiver of a current policy. An officer should work with the Constitutions Chairman in the development of proposed new policies. The Constitutions Chairman opines whether the proposed new policy conflicts with the Constitution. Once the Constitutions Chairman has ascertained the proposed policy is in compliance with the Constitution, the policy may then be considered by Council and a decision formulated.
- (3) The Policy Proponent may identify a Fraternity policy issue and develop it into a policy proposal. The Policy Proponent will submit the policy proposal for review and endorsement to the Executive Director for appropriate/relevant Council member review. If the policy proposal is endorsed, a draft policy is created following the format outlined in Section **6 b** of this Policy.
- (4) The Policy Proponent will review the draft policy and consult with various stakeholders regarding the policy's likely impact on the members, staff, volunteers, Cabinet, and Council of the Fraternity, including legal and, if appropriate, Constitutions and Parliamentary review. After review and input, the Policy is formally presented, reviewed and if appropriate, approved by the Council.
- (5) The Policy Proponent will notify responsible parties when particular policies are scheduled for review or revision. The Policy Proponent will be available to work with the responsible parties during any phase of the policy development process, including, if applicable, implementation of a training schedule. It is recommended that a policy be reviewed annually, unless changes in the laws or Delta Gamma Fraternity business require a different review or revision schedule. The Policy Proponent will monitor compliance and facilitate remedies for noncompliance as directed by the policy.
- (6) All new or revised policies are labeled with the date of their approval and immediately communicated to all Fraternity officers. Once the policy is approved and signed, the Policy Proponent will forward an electronic copy to the Director of Communications/Communications Department. The Communications Department will maintain copies of signed policies and policy revisions and post an electronic copy on Fraternity's Website.

b. Policy Format

A standard policy format ensures clarity and consistency. Although not every policy will contain all of the format elements, Fraternity policies shall be written and maintained following the format described below:



- (1) Header information (mandatory element). Includes the Delta Gamma Fraternity policy name, the policy category, and the subject.
- (2) Purpose Statement (mandatory element). Outlines why Delta Gamma is issuing the policy and what the desired effect or outcome of the policy should be.
- (3) Applicability and Scope (mandatory element). Identifies the parties governed by the policy. Describes who the policy affects and which actions are impacted by the policy. The applicability and scope may expressly exclude certain people, organizations, or actions from the policy requirements. Applicability and scope is used to focus the policy on only the desired targets and avoid unintended consequences where possible.
- (4) Affiliations. Lists where else the policy is written or cross-referenced.
- (5) Effective Date (mandatory element). Indicates when the policy comes into full force and effect.
- (6) Policy Statement (mandatory element). Provides the purpose of the policy and the statement of philosophy, position, rule, regulation or direction. Indicates the specific regulations, requirements, or modifications to organizational behavior that the policy is creating. Describes the actual policy covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specifics to a particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs.
- (7) Responsibilities (mandatory element). Indicates which parties and organizations are responsible for carrying out individual policy statements. Many policies may require the establishment of some ongoing function or action. Responsibilities often include identification of any relevant oversight and/or governance structures.
- (8) Background Statement. Indicates any reasons, history, and intent that led to the creation of the policy, which may be listed as motivating factors. This information is often quite valuable when policies must be evaluated or used in ambiguous situations, just as the intent of a law can be useful to a court when deciding a case that involves that law.
- (9) Definitions. Provides clear and unambiguous definitions for terms and concepts found in the policy document. Defines the meaning and interpretations of terms used in the policy.
- (10) Policy Proponent and Exception Authority (mandatory element). States the person or department proposing the policy and within



whose jurisdiction a subject matter is covered. This may also be a subject matter expert in a particular field. Council is given the authority to grant waivers of policy.

Definitions.

- a. Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the Fraternity in the conduct of Fraternity affairs. A Fraternity policy:
 - (1) is a governing principle that mandates or constrains actions, (2) has Fraternity-wide application, (3) changes infrequently and sets a course for the foreseeable future, (4) helps insure compliance with applicable laws and regulations, (5) reduces Fraternity risk, (6) is punitive, can be enforced and result in sanctions, and (7) is approved at the executive levels of the Fraternity.

- b. Procedure: A procedure is a guideline or series of interrelated steps taken to help implement the policy. Fraternity procedures are those guidelines sent to collegiate and alumnae groups from Executive Offices at the direction of Council. The procedures are designed to assist in the coordination and execution of a chapter's business operation and the safe conduct of members in a social setting. Fraternity procedures:
 - (1) should identify and link to the applicable Fraternity policy,
 - (2) should be written in a format that is easy to follow using letters, numbers or bullets to delineate steps to be followed, and
 - (3) should be reviewed and updated annually and as necessary to ensure agreement with the most recent revision to the policy.

- c. Policy Proponent: The Policy Proponent is the appropriate volunteer or staff member who identifies a Fraternity-level issue and develops a policy proposal. The policy proponent is the appropriate volunteer or staff whose area of responsibility covers the subject matter of the policy.

- d. Stakeholder: The stakeholder is the Fraternity member who is affected by the Fraternity policy being developed. Stakeholders include the members, the staff, the volunteers, the Cabinet, and the Council of the Fraternity.

7. Policy Proponent. The proponent of this policy is the Executive Director. Approved by

Council: _____ **(date)** _____