

Delta Gamma Fraternity Policy Creation, Approval and Education Process

POLICY WRITING

PRE-APPROVAL

Council directs of Proponent (SME) with General Counsel assistance determine need for policy/policy statement

Proponent (SME) with General Counsel assistance drafts policy/policy statement

Proponent (SME)/staff/other volunteer vet policy/policy statement

Council may amend policy/policy statement

Council adopts new policy/policy statement



POLICY WRITING

POST-APPROVAL (STAFF)

General Counsel verifies final policy as passed and informs Proponent with Implementation Letter (SME)

General Counsel contacts Mktg/Comm Dept. with approved version of policy/policy statement (PDF)

Proponent (SME)/staff/other volunteer vet policy/policy statement

Policy document or policy statement (PDF) are uploaded to website library

Policy update is included in following eDG and Collegiate and Alumnae newsletters

Proponent (SME) determines further education* and contacts IT Manager/staff if needed

POST-APPROVAL (PROPONENT/SME)*

Proponent receives letter from General Counsel notifying them of policy approval and education reports

Webinar: Contact IT Manager

RD Call or Specialist Call: Contact Director of Marketing and Communications

Resources:
Send completed documents to Director of Marketing and Communications

Proponent collaborates with staff to create deliverables and set dates

Reference the [Delta Gamma Leadership Contact Directory](#) for contact information.

