



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Policy Development and Review Process

Category: Operational Policy
Date Created: February 10, 2023
Scheduled for Review: Fall 2024

I. Overview

In accordance with article 8.2.1 of the Association Bylaws, the Executive Board is responsible for the establishment of policies and operating procedures for the Association. This policy outlines the processes whereby policies may be created, amended or rescinded.

This policy further ensures the accountability of the Association in its operations by conducting a cyclical review of MRFA Policies and Bylaws.

II. Policy Development Procedure

1. Association Officers, Committees, Staff as well as Regular Members may submit policy suggestions to the Bylaws and Governance Committee for consideration.
 - i. Regular members are encouraged to consult with the VP Policy and/or MRFA President prior to submitting a proposal.
 - ii. Submissions are to be made using the [policy proposal form](#).
2. Within 10 business days, the policy will be reviewed by the Sr. Admin. And Faculty Relations Officer, and other staff where appropriate, for impacts on other policies and identify any affected or interested committees including the Negotiating Committee, Diversity and Equity Committee and Audit and Finance Committee as appropriate.
3. Committees' input, to be submitted within 15 business days, will be summarized and forwarded along with any amendments for consideration by the By-Laws and Governance Committee who shall review the proposal, the suggested amendments and make any changes prior to the 30-day consultation
4. The proposal will be posted to the members-only part of the MRFA website and linked to in the Weekly Bulletin, or other form of communication as appropriate.
5. The proposal will be open for a 30-day consultation period unless otherwise approved by the Executive Board.
6. All Regular members may provide feedback to the Bylaws and Governance Committee via a [form](#) to be managed by the committee. Minor editorial changes will not be sent to members for consultation.
7. The Bylaws and Governance Committee shall review the summarized feedback and will incorporate feedback, where applicable.
8. The proposal shall then be submitted to the Executive Board for consideration.
9. The Executive Board may approve, reject or refer a policy back for further development.
10. Once approved, notice of approval shall be given in the Weekly Bulletin, along with a summary of the comments received, and any changes will be incorporated in the applicable Policy on the Association website.

III. Policy Review Procedure

1. A policy and Bylaw review schedule shall be developed and maintained by the Senior Administrative and Faculty Relations Officer (SAFRO)
 - i. The Bylaws shall be reviewed every five years. The first review will be in 2025 and the subsequent review shall be 2030.
 - ii. Policies shall be reviewed as per the cyclical 3 year schedule (see appendix)
2. Annually, in June, the SAFRO will provide the list of policies to be reviewed to the Bylaws and Governance Committee
3. Annually, the policy sponsors shall review Association policies scheduled for review, in consultation with the related committee(s), and shall submit recommendations to the Bylaws and Governance Committee by March in the subsequent year.
4. The review schedule and completion of reviews shall be noted on the policies.

IV. Related Policies and Committees

- All MRFA governing documents
- All Association Committees
- All Association Activities

V. Related Committees

- Bylaws and Governance Committee

Appendix: Policy Review Schedule

Policy Category	Policy Name	Policy Sponsor	Scheduled for Review
Member Benefits	Tuition Refund Policy	Finance Officer	Spring 2023
Member Benefits	Scholarships for Dependents Policy	Finance Officer	Spring 2023
Member Benefits	Student Scholarship Policy	Finance Officer	Spring 2023
Member Benefits	Contract Service Honourarium Policy	Finance Officer	Spring 2023
Member Benefits	Member Hardship Fund Policy	Finance Officer	Spring 2023
Member Benefits	Dependent Care Assistance Fund Policy	Finance Officer	Spring 2023
Member Benefits	Funding Appeals Policy	Finance Officer	Spring 2023
Member Benefits	Distinguished Service Award Policy	Member Engagement and Services Officer (MESO)	Spring 2023
Member Benefits	Gift Policy	Finance Officer	Spring 2023
Member Benefits	Bereavement Policy	Finance Officer	Spring 2023
Member Benefits	Dependent Care Assistance Fund Policy	Finance Officer	Spring 2023
Member Benefits	Retired Members Policy	MESO	Spring 2023
Executive Board Representation	Confidentiality Policy	President	Spring 2023
Executive Board Representation	Grievance Policy	Senior Grievance and Workplace Wellness Officer (SGWWO)	Spring 2023
Operational Policies	Political and Advocacy Activity Policy	Advocacy Officer	Spring 2024
Operational Policies	Communications Policy	Communications Officer	Spring 2024
Operational Policies	Community Agreements Policy	MESO	Spring 2024

Operational Policies	Meeting Policy	President	Spring 2024
Operational Policies	Appointments Policy	MESO	Spring 2024
Operational Policies	Association Representative Policy	President	Spring 2024
Operational Policies	Member Directed Working Groups	MESO	Spring 2024
Operational Policies	Policy Development and Review Process	President	Spring 2024
Operational Policies	Operational Review Policy <i>(currently in development)</i>	Equity Diversity and Inclusion Officer (EDIO)	Spring 2024
Operational Policies	Ratification Policy	Negotiations Officer	Spring 2024
Operational Policies	Voting Policy	President	Spring 2024
Operational Policies	Document Management Policy	Communications Officer	Spring 2024
Operational Policies	Member Self-Identification Policy	EDIO	Spring 2024
Operational Policies	Support for Campus Groups Policy	President	Spring 2024
Operational Policies	Internal Control and Cash Management Policy	Finance Officer	Spring 2024
Operational Policies	Staff Policy Manual	President	Spring 2024
Expenditures	Ethical Purchasing Policy	Finance Officer	Spring 2025
Expenditures	Travel, Conference, and PD Expense Policy	Finance Officer	Spring 2025
Expenditures	Disposal of Goods Policy	Finance Officer	Spring 2025
Expenditures	Charitable Activity Policy	Finance Officer	Spring 2025
Expenditures	Operational Review Policy <i>(currently in development)</i>	Finance Officer	Spring 2025
Faculty Centre Policies	Faculty Centre Guest Policy	MESO	Spring 2025
Faculty Centre Policies	Faculty Centre Booking Policy	Finance Officer	Spring 2025
Faculty Centre Policies	Faculty Centre Food Preparation Policy	Finance Officer	Spring 2025
Faculty Centre Policies	Faculty Centre Television Policy	MESO	Spring 2025
Faculty Centre Policies	Policy Against Abusive Conduct	President	Spring 2025

Payment Policies	Strike Pay Policy_	Finance Officer	Spring 2025
Payment Policies	Invigilation and Substitution Policy	Finance Officer	Spring 2025
Payment Policies	Honourarium Policy	Finance Officer	Spring 2025
Payment Policies	Project Based Funding Policy	Finance Officer	Spring 2025

Appendix: Policy Review Tracking Sheet

This tracking sheet is to be completed by the Policy sponsor for each policy reviewed.

Policy Name:

Policy Sponsor:

Date Reviewed:

Committees' Input sought in the review process:

Summary / Outcome of Review:

Review Submitted to:

Bylaws and Governance / Audit and Finance Committee / Executive Board

Date scheduled for next Review: