

PLEASE READ THIS BEFORE SEARCHING FOR A POLICY

Creating Policies- Policies are the operational guidelines for SVdP. Councils and Conferences should continually (at least every two years) analyze their policies to identify any that need to be updated or changed or need to be created.

A policy notebook or computer policy file should be maintained and updated as needed and be accessible to all.

The purpose of policies is to protect and steer members, staff, and board members as they fulfill the mission of the organization. Policies describe appropriate action, ethical decision making, and help deal with potential or actual conflicts in behavior or practices as members and staff carry out the mission of the organization. Policies can paraphrase the Rule and the law, explain a procedure, clarify a principle, or express a desired goal of the Society at various levels of the organization. Policies are the protocol to follow and when properly used can prevent embarrassing or potentially harmful situations, improper behavior, and ineffective decision making. There are generally three categories: board-related operations, personnel, and financial policies.

All policies that appear here are meant to be examples of how such policy could read. The policies shown here are not meant to be adopted as is but rather serve as examples only. The reader is cautioned that legal advice should be sought in order to assure that the wording of any policy adopted is in compliance with and not contrary to state law or municipal ordinance. Further some individuals, foundations, or organizations that make grants have separate or additional requirements and care should be taken to comply, to the extent possible, with such requirements provided they are not contrary to the law of your state or municipality. When in doubt seek legal advice

The primary policies for the Society are the Rule and the Bylaws followed by policies some of which appear here as examples or samples. It is always recommended that local legal counsel be sought to assure that every policy your Council or Conference adopts is compliant with the laws of your state and municipally.

New policies are developed by using a proactive process that foresees eventual situations and provides a firm guideline for everyone to follow. Teamwork and research are essential for drafting and developing effective policies.