
POLICY

Aurora College shall establish bylaws, policies, and procedures to direct the actions of students, staff, and other users of the College in order to achieve Aurora College's mission.

PRINCIPLES

1. Bylaws, policies, and procedures direct the work of an organization.
2. Bylaws, policies, and procedures should accomplish something, namely informing, directing, or regulating issues that are important or benefit from clarification.
3. Clearly written bylaws, policies, and procedures help the College achieve its mission.

SCOPE

This policy applies to the bylaws regulating student conduct, academic standards, loss of privileges by a student, and expulsion from Aurora College; policies respecting the administration of Aurora College; and procedures that supplement the bylaws or the policies. The documents that govern the operation of the Aurora College Board of Governors do not fall within the scope of this policy.

1 RESPONSIBILITIES

- 1.1 The President appoints the members of the Policy Working Committee.
- 1.2 The Vice President, Education and Training (or designee) oversees bylaw and policy development, revision, and submission for approval.
- 1.3 The Manager, Policy Development and Institutional Research chairs the Policy Working Committee; writes and revises bylaws and policies; and writes and revises or assists with writing and revising procedures.
- 1.4 The Policy Working Committee gathers and provides feedback from the College community during the development and revision phases.
- 1.5 College senior managers and administration are responsible for implementing and administering bylaws and policies.
- 1.6 College staff and students are responsible for abiding by bylaws, policies, and procedures and commenting and making suggestions for improving the bylaws, policies, and procedures.

2 BYLAWS

- 2.1 Bylaws will be established and revised in accordance with the *Aurora College Act* R.S.N.W.T. 1988,c.A-7,s.16(k).

- 2.2 Bylaws will be revised at the direction of the Board of Governors or the President or as needed (for example, in response to changes in legislation or organizational change).
- 2.3 Bylaws will be revised, reviewed, and approved using the process used for policies before being forwarded to the Minister for final approval.

3 POLICIES

- 3.1 Policies will be developed or revised at the direction of the Board of Governors, the President or the Vice President, Education and Training.
 - 3.2 Any member of the College community can ask that a policy be developed or revised by sending a request to the Manager, Policy Development and Institutional Research.
 - 3.3 Requests will be assessed using the Framework for Policy Assessment to determine priority and added to the Policy Development Schedule.
 - 3.4 Staff and students will have the chance to comment and provide feedback during the development and review stages.
 - 3.5 The Vice President, Education and Training will ensure that proposed and/or revised policies are not in conflict with existing College policies or bylaws.
 - 3.6 The President will request a legal opinion from the Government of the Northwest Territories, when there is a concern about the legality of a policy, before presenting the policy to the Board of Governors for approval.
 - 3.7 Policies will clearly state who is responsible for managing procedures (including forms, committee terms of reference, etc.).
 - 3.8 The issue date, revision date (if applicable), implementation date, and Board of Governors motion number will appear on all approved policies.
 - 3.9 Changes to or establishment of policies or definitions will come into effect only after receiving the approval of the Board of Governors, except as noted below in 3.10.
 - 3.10 Housekeeping changes may be made to policies without going to the Board of Governors for approval. (examples of housekeeping changes include: position title name changes, typographic errors, or related policy name changes).
 - 3.11 The implementation date for each new policy will be set by the Board of Governors at the time of approval and will not be retroactive. If the Board of Governors does not set an implementation date, then the date of the motion to approve the policy will be the implementation date.
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4 PROCEDURES

- 4.1 Procedures (including forms, rules, guidelines, terms of reference, etc.) will be developed or revised as needed to supplement the bylaws and policies.
- 4.2 Procedures that supplement the bylaws and procedures that are college-wide will be developed and reviewed following the process used for policies (for example appeals procedures).
- 4.3 Development and revision of division-specific procedures will be managed by the person identified in the parent policy (usually the head of the division), with the Manager, Policy Development and Institutional Research providing assistance as needed. (example: The VP, Research manages the procedures for the research policies.)
- 4.4 Procedures will come into effect after the President approves them.

5 GENERAL

- 5.1 The purpose and structure of the Aurora College Policy and Procedures Manual is described in Policy B.01.
- 5.2 References to Aurora College staff members in authority (for example the President, vice presidents, or chairs) may include a designee acting on the staff member's behalf.

SUPPORTING PROCEDURES, FORMS, AND RULES

The Vice President, Education and Training (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

RELATED POLICIES

B.01 *Purpose and Structure of the Policy and Procedures Manual*

RELATED AURORA COLLEGE BYLAWS

None



FACT SHEET

DATES:

1994-06	New policy issued as B.09.
1995-03	Policy revised. Policy and Program Committee Motion PP#25-1995. Board of Governors Motion BG#49-1995. Implemented June 30, 1995.
2006-05	Policy revised. Board of Governors Motion BG#349-2006. Implemented July 1, 2006.
2010-09	Policy revised and renumbered from B.09 to B.02. Board of Governors Motion BG#53-2010. Implemented November 1, 2010.
2018-11-29	Policy revised. Approved by Administrator, Aurora College Ref.#Admin-45-2018. Implemented November 29, 2018.