

8020
POLICY REVIEW
(approved 11/98; 5/12, 10/13)

SECTION 1 TIMELINE: A review of the policy manual shall be made quarterly to insure that the policies are timely and reflect the needs of the corporation.

Policy review schedule:

April – 4000, 5000, 6000

July – 7000, 8000, 9000, 10000

October – 1000, 2000, 3000

SECTION 2 PROCEDURE: (A) This review shall be the responsibility of the policy committee.

(B) The past president shall oversee this review process.

(C) The board shall review the recommendations of the policy committee and suggest any edits.

(D) The policy committee shall make the necessary changes and submit the corrected draft to the board for final approval.

(E) The approved policy shall be placed in the policy manual.