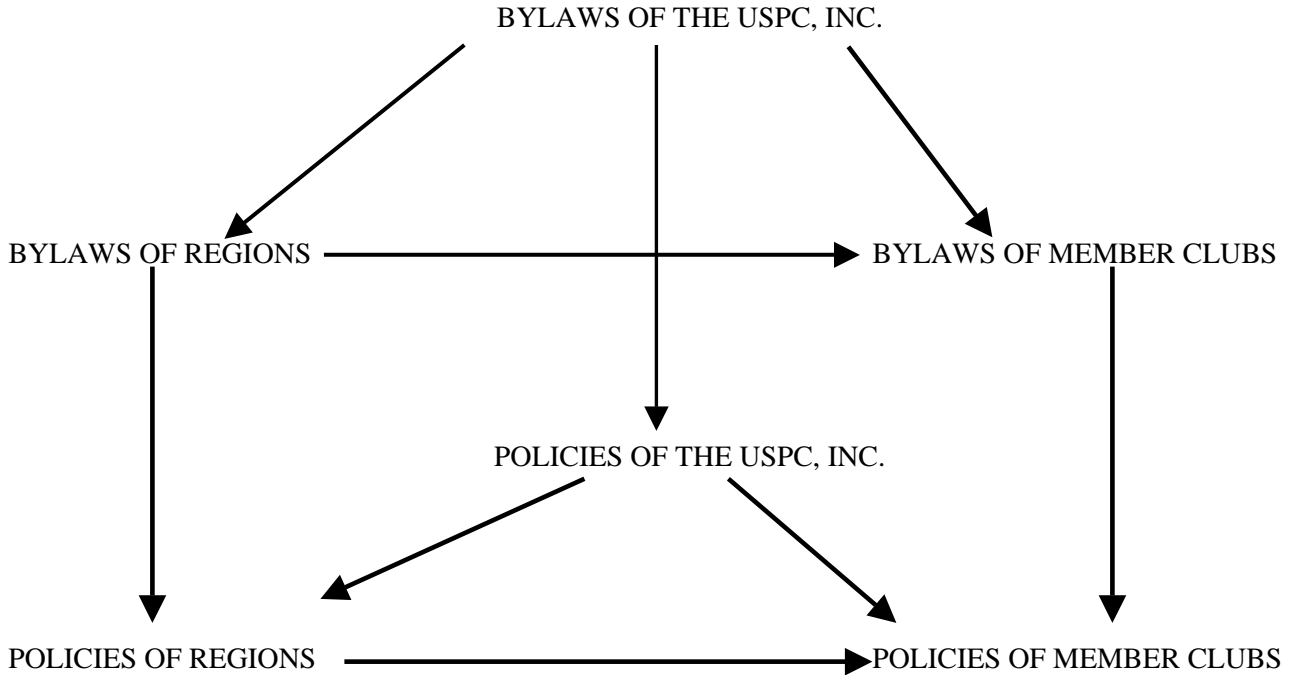


INTRODUCTION TO NATIONAL POLICY BOOK

The topic of By-laws and policies is not a very exciting one and one that often elicits a groan from the audience. There remains a lot of confusion over the difference between the two and many do not have a good understanding as to how they come about.

Consider this a crash course on By-laws and Policies with the hope that it will help to clarify confusion and ease what for many is the arduous task of understanding policies.

USPC Board of Governors Policy Committee, 2003



Heirarchy of By-Laws and Policies

By-Laws: A set of statements/rules that establish the purpose and/or governance structure for an organization

- Are typically broad in nature
- Drive the policies
- Written by the governing branch of the organization (USPC Board of Governors) and therefore can only be changed by this governing branch
- Supercede all other documents (they are the Grand Dame, the Big Boss)

There are three sets of By-laws which are listed here in descending hierarchal order

USPC, Inc. By-laws

By-laws of Regions of the USPC, Inc.

By-laws of Registered clubs of the USPC, Inc.

INTRODUCTION TO NATIONAL POLICY BOOK

Policies: A definite course or method of action selected from among alternatives and in light of given conditions, to guide and determine present and future decisions.

- Are narrow in intent
- State the rules – the “W’s” – what, when, who and sometimes why
 - Should not be confused with procedures or the “hows”
- Governed by the By-laws
 - Meaning they cannot conflict with the By-laws

There are three levels of policies needed, listed in descending hierarchal order; each level is written by designated appointees from within that level

USPC, Inc policies

Regional policies – cannot conflict with national policies

Club policies – cannot conflict with national or regional policies

Policy Procedures: Just how does a policy get put into place or revised if that should be necessary?

USPC Policies – the process for development of national policies is very specific and is addressed in policy # 1700. This same basic process can be followed at the regional and club level. Drafting of policies at the national level is the responsibility of the USPC Board of Governors (BOG) Policy Committee.

- For new policies the topic of a proposed policy must be approved by a majority vote of the BOG as being worth of policy formation
- After the topic is approved, it will be referred by the Board President to the appropriate person for drafting and presentation back to the President and the Policy Committee
- Proposed policy drafts shall be presented for two (2) readings at two (2) regularly scheduled meetings of the BOG
 - The first reading shall entertain issues about the articulation of the proposed policy. BOG members have a period of three (3) weeks from the date of the first reading (period of public comment) to express concerns and provide input
 - If there are no substantive changes to the proposal at the first reading the policy draft will be placed on the consent calendar for the next regularly scheduled BOG meeting for approval
 - The second reading of the policy is restricted to points of clarification only
- All national policies shall be reviewed at least every three years or sooner if information and events warrant such. Policy review may be initiated by any officer of the USPC, any BOG committee member or the USPC Executive Director.

Regional/club policies: Regions and clubs are advised to follow a similar process as above for the development of policies. Policies should be drafted for presentation to the RS or the DC by a designated policy committee.

- A request for review of policy may be made by any Regional/Club officer, committee member, member of the Regional Council or a current sponsor of record for the local club.

BE ADVISED!!

Regional policies are not “official” until they have been reviewed and approved by
USPC Vice President of Regional Administration

Club policies are not “official” until they have been reviewed and approved by Rs

INTRODUCTION TO NATIONAL POLICY BOOK

POLICY GUIDELINES

- **Policies should tell the rules of how the region/club is run**
 - They should tell a story about your club or region
- **Be clearly stated/concise**
 - They should be written in a language that everyone can understand and avoid too many legalese terms
- **Be available/known to all**
 - Do all perspective members see the policies before joining, does everyone get copy of the policies when first joining and when updated
- **Be enforceable**
 - Policies should not be so ridiculous that they are impossible to enforce
 - Policies must be enforced consistently and fairly for all
- **Not be too rigid as to box one into a corner**
 - Leave some room for flexibility in policies. Remember that we are **Enablers** and our goal should be to allow our members to take part in activities, not have so many policies that actually serve to block or prevent participation

WHAT SHOULD/MIGHT POLICIES INCLUDE?

- **Membership Information**
 - Regions are required by By-laws to have an Active Participation policy
 - Clubs are required by By-laws to have a Member in Good Standing policy
- **Financial Information/details**
 - Does the Region/Club pay for Corporate Membership fees for officers
 - What is a reimbursable expense and what is the procedure for reimbursement
 - How are Region/club funds spent or dispersed
- **Parental Requirements (if any)**
- **Rating Requirements (if any)**
 - Completion of flow charts
 - Mandatory preps
 - Rating application
- **Rally Participation Requirements (if any)**
 - Mandatory prep sessions
 - Team composition

WHY HAVE POLICIES?

- **IT IS REQUIRED BY THE BY-LAWS - BOTTOM LINE!**
- **AVOIDS MISUNDERSTANDINGS**
 - Sets forth the rules for all to know
 - Clarifies things for others
 - Lets members/parents/sponsors know what to expect
- **SUPPORTS THE RS/DC**
 - Well written policies that are clearly stated, enforceable consistently enforced can be your best friend
- **PROVIDES PROTECTION IN CASES OF DISPUTE**