

## **POLICY NUMBER 14**

### **POLICY AND PROCEDURE MANUAL REVISIONS**

- Clause I.** The Policy and Procedure Manual shall be reviewed and updated at least once per year. It shall be the duty of the Vice President to review policies and suggest changes to the ASG Board. In the absence of the Vice President, the responsibility shall fall to the President.
- Clause II.** Any member may suggest and submit a policy for inclusion in the Manual. Such suggestions/submissions shall be scheduled on the Agenda for discussion, drafting and final decision.
- Clause III.** Policy numbering shall be sequential, and individual clauses within the policy shall be codified according to the standards exhibited throughout the current Manual.
- Clause IV.** Revisions or updates shall be approved by a majority vote of the ASG Board.

Approved 5 October 2005