

POLICY MEMORANDUM #1, Rev C

3 Dec 2008

From: Executive Committee, PNRFU

To: Distribution

Subj.: ESTABLISHMENT OF POLICY IN THE PACIFIC NORTHWEST RUGBY UNION

Encl.: (1) Memoranda Format

(2) Policy Memorandum Log

1. This memorandum provides the general and specific requirements for the development, implementation, and revision of policy in PNRFU. The purpose of the policy memorandum is to provide concise and clear guidelines for implementing the requirements of the Union Constitution and the actions of the Executive Committee.
2. Policy not specifically addressed in the Union constitution will be developed and implemented through a formal "Policy Memorandum" signed by the President of the Union as the representative of the Executive Committee.
3. A Policy Memorandum will only be good from the date of issue to the next Union AGM in two years. At that time, a determination to reissue the policy will be made. If the memorandum is not reviewed (or accepted by a vote with no review), at the AGM, that policy memorandum is no longer in effect. All approved policy memoranda will be reissued at the start of the new Union Officer's term in June. In the interim, the Executive Committee may revise existing Union policy by revising the existing policy memorandum.
4. Any member of PNRFU may suggest or policy, and or policy revision. The originator shall prepare, proof read, and present the proposed policy to a member of the executive committee for review and comment. A preliminary copy may be routed to other members of the Executive Committee for initial comments. When all initial comments have been reviewed and incorporated, the proposed policy is presented to the Union Secretary who will ensure that it is formatted correctly, issue it a policy number, and then forward it to the Executive Committee. This may be done at a scheduled Executive Committee meeting, or via electronic mail. If the proposed policy is accepted by the Executive Committee for implementation, the Union President will sign it and forward the original to the Union Secretary to maintain.
5. The originally signed Policy memorandum will be maintained by the Union Secretary in a Binder. This will be the "official copy" of the memorandum. If there is a conflict between differing texts of a policy memorandum, the originally signed copy will be used.

The secretary will maintain electronic copies of the policy memorandums. Policy Memoranda will also be available for download from the Union website at www.pnrfu.com. Clubs and Union officials will receive a copy of each memorandum via electronic mail.

6. Review of existing and proposal of new policy shall be an agenda item for the Annual General Meeting held in January.

7. Changes in policy may be announced by electronic mail, but they do not become effective until a policy memorandum has been signed.

8. The Union Constitution is a stand-alone document that has an instrument of implementation, the Union Policy Memoranda, for use by the Executive Committee. Policy memoranda, however, are not intended to replace necessary changes to the Union Constitution.

9. Point of Contact is Mike Ferris, PNRFU Secretary, E-mail pnrfusecretary@yahoo.com

10. Revisions:

a. Revision A: The purpose of this revision is to change the master list of policies to include several new subjects, and to make minor corrections to the format template.

b. Revision B: Updates the President's signature, the union webpage, and the point of contact E-mail. Additionally this revision:

(1) modifies the master list of policies.

(2) clarifies the period a memoranda is in force

(3) clarifies the copy of the memoranda is considered the "official copy."

(4) removed requirement that all memoranda originating from the Executive Committee follow the format of this policy.

(5) clarifies requirement that all policy memoranda be reviewed and reissued annually.

(6) clarifies intent of Policy Memoranda.

c. Revision C: Updates the President's signature, the union webpage, and the point of contact E-mail. Additionally this revision:

(1) clarifies the copy of the memoranda is considered the "official copy."

(2) clarifies the period a memoranda is in force (2 years).

(3) modifies the master list of policies.

J.Shelton

PNRFU President

Copy to: Union Website & Executive Committee

Policy Memo #1

Rev C

Page 2 of 2

Enclosure (1)
Memorandum Format

Date

POLICY MEMORANDUM #X

From: Originator of memo
To: Name, Position, Organization

Subj.: FORMAT FOR POLICY MEMORANDA

Ref: (a) Organizational document: "Title," of, xx xxx xx
(b) Published document: "Title," Author
(c) Telecom, "subject," of xx xxx xx
(d) E-mail, "subject" of xx xxx xx

Encl.: (1) same format as for references
(2) Sketch: "Sketch Title."

1. The first paragraph should be a basic introduction.
 - a. Subsections to the paragraph should follow this outline format
 - (1) Wherever there is an "a" or an "1" there needs to be a "b" or "2"
 - (a)
2. The memorandum shall be written in Arial 12-point font with all margins to be 1". The headers and footers shall be in Arial 10-point font. Each page shall have a footer with a page number, the Policy Guideline number, and the revision. This format is also suggested for use by the Executive committee when writing other memoranda. Both the policy memorandum number and the subject of the memorandum should be "boldfaced".
3. When a revision is written, the final paragraph shall describe the revision. When possible, the location of the revised text should have a "change bar" in the right hand margin. Alternatively, the revised text can be simply "boldfaced". The final paragraph (unless it is a revision and then it would be the second to last paragraph) shall indicate a Point of Contact and a Phone number. Enclosures shall have the same footer as the body with the addition of the Enclosure number.

First Name (or First Initial) Last Name
Title (optional)

Copy to: Organizations affected by, or organizations interested, in the memorandum.
"Copy to" should be on bottom of the last page of the memorandum.