



# POLICY & PROCEDURES

**POLICY NUMBER: 3004**

**POLICY TITLE: Implementation of Policy & Procedures**

**CLASSIFICATION: Finance/Executive**

**DATE(S) AMENDED/APPROVED:** August 17, 2015, June 21, 2022, March 12, 2025

**NEXT REVIEW DATE:** 2028

**PURPOSE:**

**POLICY:**

Facilitate the process of implementing new and amended Policy & Procedures and disseminating information about such to the membership. All Policies and Procedures should be reviewed in 3-years unless reauthorized by the CAHIP Board of Directors.

**PROCEDURES:**

- All new and amended (non-personnel) policies shall be considered ratified and applicable upon the approval/amended date at a CAHIP Executive Board meeting. Such Policy & Procedures shall be posted on the CAHIP website within 45 days of the date they were approved. The Board may readdress a new and/or amended Policy & Procedures if, within 90 days of posting, substantive comments are received from more than 10% of local Chapter President.
- The Governance Committee will review all Policy & Procedures that are calendared for review in the upcoming Association year and make recommendations to the CAHIP Board of Directors to either reauthorize or amend based on relevancy and CAHIP's strategic plan. The Governance Committee will present its recommendations to the Board of Directors following the normal Rules of Conduct & Decision Process, CAHIP Board P&P 3002.
- New and amended Policy & Procedures will be sent to local Chapter leadership via the most appropriate and timely manner. Local Chapter Presidents are required to bring these Policy & Procedures to the attention of their Chapter Board of Directors through their regular forms of communication.
- All new Policy & Procedures will be recorded in accordance with the following number and category scheme: 1000 Finance, 2000 Executive Board, 3000 Board of Directors, 4000 Membership, 5000 Awards, 7000 Communications, and 8000 Professional Development.

**FINANCIAL IMPACT:**

None.