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|  **POLICY AND PROCEDURE DEVELOPMENT** **AND REVISION PROCESS** |

**THIS MANUAL IS DESIGNED TO CLARIFY THE OPERATIONS OF THE ALPHA ETA CHAPTER, INC. OF CHI ETA PHI SORORITY, INC.**

* It will provide guidelines for the developing and maintaining of current policies and procedures of Alpha Eta Chapter, Incorporated.
* The Bylaws committee is responsible for overseeing the development, review and revision of the chapter’s policies and procedures.
* The chapter policies and procedures will be reviewed and revised as necessary at a minimum of every two (2) years on even years.
* The review process will start in the month of August and revised and/or new policies will be submitted for approval in the month of October.
* Policies will be created and/or reviewed and relined for any changes by officers, committees and members(owners) who are responsible for the policy. The Bylaws committee will be a resource for the owner of the policy providing guidelines as it relates to Chi Eta Phi’s National, Regional and Local bylaws, protocol and ritual books, Operational Manual, Robert’s Rules of order current edition and official communications from National officers and committees.
* The Bylaws Committee will incorporate any revisions into the final version of the policy that is being submitted for review with final version forward to the Board of Directors for approval.
* The Policy and Procedure Structure: policies will be written in the following format:

**Header**

The header for each policy includes the chapter insignia, chapter name, policy title, and page number.

**Purpose**

Concise summary of the objectives of the policy; why the policy exists.

**Policy Statement**

Official statement that describes the principle/plan/implications of the policy as well as who should follow the policy and list any conditions or restrictions.

**Procedure**

Provide specific instructions for implementation of the policy. The action steps should clearly and accurately describe the process and responsibilities for accomplishing tasks governed by the policy.