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## I.E.P.T.O. POLICY

### **POLICY: How To Adopt A Policy**

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Policies will be put into place by the I.E.P.T.O. Board of Directors (B.O.D.) to avoid confusion and conflict among members within the organization. As the organization is trying to uphold goals and obligations set forth in the bylaws, we must adhere to consistency throughout the organization.

The following rules will accompany all policies:

- 1) **Bylaws:** All policies and procedures must be in accordance with the articles of the I.E.P.T.O. bylaws, organization goals and objectives.
- 2) **Character Counts:** Policies must be within the Character Counts Pillar guidelines.
- 3) **Denial:** Policies will be developed by any member of the I.E.P.T.O. The Policy should be submitted to the Board of Directors for approval. If the policy is modified or rejected, it will be returned with reason for the rejection. However, the B.O.D. has the right to reject the policy without cause. If the policy is rejected without cause, it will be returned for that reason.
- 4) **Approval:** If the B.O.D. approves the policy, it will be kept in a policy/procedure manual that will be brought to each member meeting. It will also be posted on the District 10 website. Each Chairperson will receive a copy of each policy within the committee packet.
- 5) **Modifications to Current Procedures:** Any policy can be altered and/or modified by the P.T.O. B.O.D. when indicated. Members must obtain approval prior to deviating from policies currently in place.
- 6) **Accessibility:** Any member can have access to the policy manual at the member meeting or upon arrangement with the B.O.D.
- 7) **Failure to Comply:** If any individual or committee member fails to comply with the policies set forth by the P.T.O. B.O.D., he/she will be contacted by the President of the B.O.D. and disciplinary action may take place (please refer to Disciplinary Action for Members).