



20140420M2v2 - Board Procedure Manual
Effective Date: 04-20-2014
Revision Date: 10-21-2018

Purpose/Introduction

This policy establishes guidelines for the creation, revision, and update of the Board Procedure Manual.

*This policy replaces and renders inactive the previous policy:
20140420M2v2 - Board Policy Manual by membership vote at the 2018 Samhain Great Works Meeting.*

Policy Content

Spirit Haven Board of Directors (Board) will have an operations procedure manual that it will operate under, known as the Board Procedure Manual.

The incoming Spirit Haven Board shall annually review and create an updated version of the Board Procedure Manual between the Samhain Elections and the Transition Meeting. Outgoing Spirit Haven Board Members may offer suggestions, insight, and advisement on the updated version, but the final edits are determined solely by the incoming Board.

The revised Board Procedure Manual will be published and made available to the Spirit Haven Membership at the Transition Meeting, at which time it will officially go into effect as the current Board Procedure Manual. At the Transition Meeting, all incoming Board Members will agree to follow the guidelines as outlined in the revised Board Procedure Manual, as well as uphold and enforce adherence to all current Bylaws and Policies governing Spirit Haven.