

EAST SIDE CLUB OF MADISON, INC. Policy Review

1. Purpose
Policies should reflect current practice. In order to make sure that policies are codified to reflect current practice, policies should be reviewed on a regular basis.
Laws and regulations which affect the operations of the East Side Alano Club of Madison, Inc. may change. Policies should be updated to reflect changes in laws, codes and regulations.
2. Review
 - a. A document is created that names the subject of the policy, the last review date and the next review date. The review document is included in the Director Handbook.
 - b. Policies are reviewed no less than every three years.
 - c. Policies are reviewed when there is a change in practice or in the law.
3. Protocol
Policy review is the responsibility of the Secretary.
The policy is brought before the Board. Any amendments will be added to or deleted from the policy.
The revised policy is adopted.
4. New policies
Any number of reasons may require a new policy. They include, but are not limited to changes in technology, cultural changes, legal challenges, unforeseen situations, a partridge in a pear tree.
Any Director can bring a written policy to the Board for consideration.
Policy is adopted by the Board of Directors.
Policy is added to Director Handbook and included on review schedule.

Policy Review Schedule

According to the policy review policy, policies are to be reviewed every two to three years. Based on a triennial review, the following table gives dates for the next review of each existing policy as of January 2019. Policies may be reviewed more often, but cannot be reviewed less often.

Subject	Last Review	Next Review
Building use and application	December 2018	December 2021
Conflict of interest	January 2019	January 2022
Document retention	February 2018	February 201
Harassment	April 2018	April 2021
House rules	March 2018	March 2021
Nondiscrimination	April 2018	April 2021
Policies	Adopted January 2019	January 2022
Pool playing	April 2018	April 2021
Postings	Adopted October 2017	October 2020
Weapons	April 2018	April 2021