

**ORGANIZATIONAL POLICY
GENERATION AND CHANGES**

POLICY NUMBER: 06

ISSUED: September 15, 2005

REVISED:

PURPOSE:

To establish the method for generating changes to the DAA organization policy. These policies are to be established and maintained to ensure the orderly conduct of daily operations of DAA.

PROCEDURE:

Any DAA member in good standing can suggest a change to a policy or a new policy, per the following:

1. All suggestions should be submitted in writing to the Board.
2. The Board will acknowledge receipt of a written suggestion.
3. A copy of the suggestion will be passed out to all Board members for their review.
4. All new suggested policies or suggested changes will be reviewed by the Board at the next Board meeting.
5. New policy will not go into effect until approved by a majority of the Board members.
6. Updating and control of the policies will be the responsibility of the Board Secretary.
7. The date of revision of a policy will be included after the issue date in the appropriate space at the top of the Policy sheet.
8. The person making the suggestion will be advised by the Board of their decision.