



Bylaw and Policy Review

* This policy is based off policies from Community Foundations of Canada and The Winnipeg Foundation.

This document serves as a tool for your community foundation to build a relevant policy applicable to your foundation's context. The function of each policy is listed in the footer on the left, and on the right is Endow Manitoba's numerical organizational structure, which needs to be modified to reflect the organizational structure of your community foundation's policies.

Policy Template

Policy name: 1.03 Bylaw and Policy Review	Effective date: (date the policy became effective)
Policy type: Organizational	Monitoring frequency: (Suggested: 3-5 years)
Policy owner: (This is who is responsible for this policy. It can be the board of directors, the board chair, a specific staff person.)	Revision history: (History of revisions)
Who approves: Board of Directors	Next review date:

Background and purpose

(Explains relevant historical information and the purpose of the policy).

Sample: Bylaws, required for incorporation, provide the legal framework for board operations and relationships with members, while policies guide decision-making and behavior to ensure alignment and consistency. Together, these governing documents promote effective, mission-driven leadership, enhancing accountability, transparency, and trust among stakeholders.

Scope

The policy applies to all board, committee and staff members, and other volunteers of the foundation.



Policy statement

(Outlines the community foundation's intent, principles, and expectations regarding a specific subject or area of operation. It is a guiding framework for the community foundation's decisions, actions, and behaviours.)

Sample: The intent of this policy is to define the procedure for the review of bylaws and policies.

Things to Consider for Inclusion in the Policy

This is not a comprehensive list but rather a list of ideas to start a meaningful conversation about policy development. Each of the following could be a subheading in your policy.

Assemble review team

- Who is on the review team? The board chair, the secretary/governance chair, and at least one other person (board, committee or staff member)?
- What is the intent of this team? To review the bylaws and policies to ensure they are timely, effective, and appropriate, they comply with current statutory authorities, provisions and requirements, they reflect the business of, or services provided by, the community foundation, and that they reflect the current organizational structure of the community foundation.

Hold review team meetings

- How often are the meetings held? How are suggested changes recorded?

Undertake stakeholder consultation

- For some policy review (such as grantmaking policies) the review process may involve inviting stakeholders (representatives of the local charitable sector, successful and unsuccessful applicants) to provide feedback.
- Who should be involved?
- Ensure to clearly identify the purpose for the community consultation, as well as desired outcomes. For example:
 - For grant awarding: "Best Practice" grant awarding processes facilitate decisions that support impactful grants that are aligned with community priorities. As such, it is critical they remain updated and relevant to the community foundation's priorities and the community's needs. We hope that with your feedback we will ensure our grants are serving this purpose. We will take your feedback under advisement when drafting policy and procedure revisions.



Follow-up with the board and staff

- What is done for the policies that do not require any revisions? Is this communicated to the board?
- What is done for the policies that require revisions? If the changes are minor (non-substantive changes), are the changes simply presented to the board for approval? For larger changes, are the changes presented to the board for comment, review, and then approval?

Policy Review

- Who is responsible to review this policy?
- Will the review be done every [2-3] years?