

Manual Stylesheet

The description of the role being played by the committee, council, division, Board member or officer needs to be included. This could be a direct quote from the establishing rule for the committee HOWEVER, it is recommended that this is paraphrased statement from all documents, rules, bylaws, and articles since it will be edited by those charged with amending the document.

When describing a constituency, the first time it is mentioned use the full title, followed by an abbreviation in parentheses. After the first instance, use the exact same abbreviation without the parentheses:

e.g. "the Executive Committee (ExCom)", and all following instances "ExCom", not "excom" or "ExComm"

Abbreviations of officers should name the office first, then the duty or constituency:

"VP Admin" not "Administrative VP" or "Admin VP"

PART I. *Operating Procedures* (stated in bold italics, as in the Rule I.17)

The statement from the rule outlining manuals, in its current form, should be quoted after this, in parentheses and set off by italics.

This part is reserved for information by the committee, division or activist to pass on best practices. It should only include things that can be changed by the group. Articles, Bylaws and Rules should not be included or pasted into this section.

Following this, in some consistent style, there should be a description of all duties and/or activities SETC can expect from the constituency. Organization of the description should be from the most general definitions of duties/activities to the most specific. This might go from the philosophy behind the office at the beginning to a timeline of activities at the end.

Maintain consistency of format, indentation and style.

Part II. *Policy from Higher Authority*

Use consistent format from a Word copy of the Articles, Bylaws, Rules document rather than another (PDF) format.

Cite those Articles, Bylaws and Rules that directly pertain to the constituency. A Finance manual may not need to cite the Alcoholic Beverage Policy, a High School Festival could not avoid it.

Items to include: direct reference to chain of authority: ExCom to VP to Council to constituency.

The establishing Bylaws and lists of duties for an officer.

Any Article or Bylaw that identifies that particular officer or their Council.

Any Rules pertaining to that Officer or constituency's immediate charge.

The establishing Rule for a committee.

Any interconnecting rule that guides a particular activity of that particular committee.

Numbering, spacing and other formatting for Articles and Bylaws should be applied directly from the most recent approved Articles, Bylaws and Rules Microsoft Word document.

Numbers and titles of Rules should be on the same line, there is no need to use an outline format for these.

Part III. *Regulations from this Constituency*

Most groups or officers do not have anything to include in this part. However, if there are any internal mandates from the membership of the group they should be cited here. They are not binding on the rest of the corporation, however.