

01.01 System Policies and Regulations, and Member Rules and Procedures



Revised [November 15, 2018](#) (MO -2018)
Next Scheduled Review: November 15, 2023
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Policy Summary

Official actions taken by the Board of Regents (board) of The Texas A&M University System (system), each member (including the System Offices) and the member's respective administrators, employees, agents and students are governed by applicable federal and state laws, board bylaws, system policies, system regulations, and member rules and procedures.

Definitions

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Policy

The official actions of the board, each member and the member's respective administrators, employees, agents and students are governed by the following:

1. FEDERAL AND STATE LAW

All policies of the system are subject to all relevant laws, rules and regulations of the federal government and the government of the state of Texas. It is the policy of the board to comply with federal and state laws, rules and regulations at all times. Any policy, regulation, rule or procedure found to be in conflict with a federal or state law, rule or regulation will be null and void to the extent of the conflict.

2. BOARD BYLAWS

Board bylaws govern the organization and conduct of board activities. The board requires its members to comply with all board bylaws at all times.

3. SYSTEM POLICIES

System policies guide the system by incorporating the board's philosophies, expectations and priorities. System policies create administrative structures, set priorities, delegate authority,

assign responsibility, ensure accountability and define reporting requirements. System policies should be concise and understandable and contain minimal detail.

3.1 The board will formulate, update, adopt and publish policies to establish direction for the system. The chancellor is responsible for implementation of the policies adopted by the board.

3.2 The chancellor is responsible for the periodic review and recommendations to the board on the adoption of new policies and/or the revision of current policies. Each policy must be reviewed at least every five years. All policies are subject to review at any time on special call by any member of the board or on the recommendation of the chancellor. The chancellor or designee will be responsible for maintaining an updated copy of system policies.

4. SYSTEM REGULATIONS

System regulations will include specific directives and reporting requirements needed to implement system policies and interpretations where issues are not covered or are unclear in system policies. System regulations may also be used to communicate uniform guidelines established by the chancellor on matters of overall system concern that are not specifically addressed in system policies and to provide for uniform compliance with fiscal, academic, research, human resources and other management standards and requirements imposed from federal or state law or external administrative agency rule.

4.1 The chancellor will establish system regulations. System regulations are null and void to the extent they conflict with system policies.

4.2 Each regulation must be reviewed at least every five years. All regulations are subject to review at any time on special call by the chancellor.

5. MEMBER RULES

Member rules supplement system policies and regulations and are established at the member level. Rules should be concise and understandable and contain minimal operational details.

5.1 The member chief executive officers (CEOs) must establish member rules **under the following conditions:**

- (a) when required by a policy or regulation;
- (b) when directed by the board chair or chancellor; or
- (c) for matters unique to the member at the discretion of each member CEO.

5.2 Member-required rules must be submitted to System Offices within six months of the related policy's or regulation's publication, or board chair's or chancellor's request.

5.3 Rules must not duplicate policies or regulations, but rather provide the additional guidance specific to the member.

- 5.4 Drafts of new member rules, as well as revisions to existing member rules, must be submitted to System Offices for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulations, and final approval by the chancellor. Member rules are null and void to the extent they conflict with system policies or system regulations.

6. MEMBER PROCEDURES

Member procedures will implement system policies, regulations and member rules at the member level.

- 6.1 Each member CEO will establish procedures at his/her discretion for matters unique to the members.
- 6.2 Procedures must not duplicate policies, regulations or rules, but rather provide operational details specific to the member.
- 6.3 Member procedures are null and void to the extent they conflict with system policies, system regulations or member rules.

7. COMPLIANCE WITH SYSTEM POLICIES, REGULATIONS, AND MEMBER RULES AND PROCEDURES

Each member and the member's respective administrators, employees, agents and students must comply with all system policies, system regulations and applicable member rules and procedures at all times. Noncompliance with system policies, system regulations and applicable member rules and procedures may be considered grounds for disciplinary action up to and including termination of employees or expulsion of students.

8. SYSTEM POLICY, REGULATION AND MEMBER RULE LIBRARY

- 8.1 The System Policy, Regulation and Member Rule Library, composed of all system policies, system regulations and member rules, will be published, updated regularly and maintained on the system policy website. Each policy, regulation and rule must bear the date of its most recent revision. Members are responsible for any desired reproduction and internal distribution of copies.
- 8.2 It is the responsibility of the chancellor and each CEO to ensure that:
 - (a) system policies, system regulations and member rules and procedures and all updates to such items are readily available to all employees; and
 - (b) all employees are trained in the application of the policies, regulations, rules and procedures that are pertinent to their responsibilities.

Related Statutes, Policies, or Requirements

Member Rule Requirements

A rule is not required to supplement this policy.

Contact Office

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