

**THE BOARD OF GOVERNORS OF  
SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**BY-LAW NO. 4**

**Advisory College Council**

BE IT ENACTED as a by-law of THE BOARD OF GOVERNORS OF SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY (herein called the "Corporation") for the structure and terms of reference for the Advisory College Council as follows:

**PURPOSE**

*In accordance with the Ministry Binding Policy Directive, "The board of governors is to ensure that an advisory college council is established, the purpose of which is to provide a means for students and staff at the college to provide advice to the president on matters of importance to students and staff. The board of governors is to ensure that the structure, composition, terms of reference and procedures for the council is established in by-law. A report from this advisory council shall be included in each college's annual report."<sup>1</sup>*

Motion 11-11-A-3  
Motion 10-02-A-4

**1. Name**

The Board of Governors shall establish a body known as The Advisory College Council of Sault College herein referred to as the "College Council."

**2. Structure**

The College Council will be a voluntary college committee representing students, faculty, and staff who provide advice to the College President.

The President shall attend the first meeting of each academic year to comment and discuss the composition and by-laws. Motion 10-02-A-4

The Council may make recommendations or reports to the President with respect to such matters:

- As the President may refer to College Council.
- As the College Council considers advisable.

All recommendations and reports of College Council shall be communicated to the President, in writing, with appropriate documentation.

The President shall receive copies of College Council minutes.

**3. Composition**

Membership on the College Council shall consist of:

- Vice President, Academic and Research, or a designate as a non-voting ex-officio member

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<sup>1</sup> Governance and Accountability Framework, Issued April 1, 2003, page 5.

- Vice President, Corporate and Student Services, or a designate as a non-voting ex-officio member
- President, Sault College Students' Union as a non-voting ex-officio member
- Eight (8) representatives from the Academic Division (academic, support, or administrative, with every attempt being made to allow equal representation to all employee groups and a cross-section of program areas)
- Eight (8) student representatives with a cross-section from areas of study/programs
- One (1) representative from Finance and Administration
- One (1) representative from Information Technology
- Two (2) representatives from Human Resources/Student Services.

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Total membership is 20.

Members of College Council shall be responsible for attending all meetings of College Council and the sub-committees on which they serve.

Student representatives on College Council must maintain a minimum overall grade point average of 2.5.

Participation on the College Council and its sub-committees is on a voluntary basis.

College staff and students, other than College Council members, may participate on a task specific, time-limited basis as adjunct resource(s) at the request of College Council through and with the approval of their respective supervisor/manager.

The Board of Governors recommends that the College Council allow for the appointment of alternates to fulfill attendance requirements of the selected member should the selected member not be able to attend.

The selected member from the groups outlined above appoints an alternate. Details of the appointment must be communicated to the Chair and Secretary of the College Council.

Alternates attending in the capacity of a member would have full participation privileges for that particular member the same as if the selected member were present. (Note: Alternates, as observers, would be able to attend any meeting of Council.)

Alternates may serve on sub-committees of College Council only when those sub-committees are appointed at regular meetings at which the alternate is serving in the capacity of a regular member.

#### **4. Terms of Reference**

The terms of reference for the College Council will consist of, but not be limited to the following:

- A. **Academic and Student Affairs:**
- Student admissions and program prerequisites.
  - Evaluation, grading, promotion.

- Graduation.
- Scholarships, bursaries, and awards.
- Discipline and appeal process.
- Student rights and responsibilities.
- Student services.
- Quality of student life.

**B. Human Resources:**

To consider and recommend policies, procedures, and guidelines respecting:

- Professional development.
- Performance evaluation.
- Academic support/resource needs and distribution.
- Professional rights and responsibilities.

**C. Program Affairs:**

- Curriculum and program development.
- Program evaluation.
- Academic year structure.
- General education and electives.
- Developmental education.
- Co-operative education.
- Distance education.
- Experiential learning.
- Retention/attrition.
- Program initiation, termination, and suspension.

**5. Officers**

The Council shall elect annually a Chair and a Vice Chair from among the members.

**5.1 Duties of the Chair**

- (a) Act as official spokesperson of the College Council.
- (b) Preside over all meetings of the College Council.
- (c) Serve as an ex-officio member of all sub-committees of the College Council.
- (d) Relinquish the position of Chair when participating in debate.
- (e) Respond to correspondence on behalf of the College Council.
- (f) Together with the Secretary, prepare meeting agendas following input from the membership.

**5.2 Duties of the Vice Chair**

- (a) Carry out the duties of the Chair in his/her absence.
- (b) Assume the office of Chair should the position become vacant.

**5.3 Secretarial Support and Record Keeping**

Duties of the Secretary include:

- a) Preparing and circulating the agenda for regular monthly meetings and special meetings in consultation with the Chair as to priority of agenda item.
- b) Preparation of the minutes of regular and special College Council meetings.

- c) Typing of policies, procedures, documents, correspondence, and all agenda appendices.
- d) Maintaining all files, records, and a policy manual for the College Council.
- e) Informing the appropriate individual and/or constituency groups of motions made at College Council meetings.

## 6. Terms of Office

Terms of office for the College Council members shall be:

- For staff members: Two (2) academic years. Members will be eligible for re-selection to the College Council for one additional two-year term.
- For student members: One (1) academic year. Students are eligible for re-selection to the College Council for an additional one-year term.

Duties for all members shall commence in September. Motion 10-02-A-4

## 7. Resignations

Any member may resign from the College Council by giving the Chair notice in writing of not less than one (1) month. The Chair will inform all other members of the member's resignation at the next regular meeting of College Council. Motion 11-11-A-3

In the event of a vacancy, the College Council shall request the area from which the member has resigned to fill the vacancy as soon as possible. A member who has been designated to fill a vacancy shall serve for the remainder of the term of the member who has resigned.

A member who is selected to fill an expired term of less than one year may be eligible for re-selection as though the member had not served on the College Council.

When the College creates a new structure in such a way that a new school results, new College Council positions for staff and students may be added.

## 8. Membership Attendance

Should a designated member not represent an area for three (3) meetings (either consecutive or otherwise) within an academic year, the position shall be considered vacant. In the event of a vacancy, the Chair shall notify the area in writing and request that another member be selected.

## 9. Selection Process

Deans of each school will seek staff volunteers to serve on the College Council from within their schools. The volunteers may be from the academic, support, or administrative staff. The deans will advise the volunteer in writing regarding the terms of office. If there are more than two volunteers from a particular school, the dean will make the final selection. Each school may name an alternate(s) who would attend the College Council in the absence of the member.

Sault College Students' Union appointments before the first College Council meeting of the academic year shall fill student vacancies. Sault College Students' Union may

name an alternate(s) who would attend the College Council in the absence of the member.

Director of Student Services will seek volunteers from staff within Finance and Administration and Human Resources/Student Services to serve on the College Council. The Director will advise the volunteers in writing regarding the terms of office. If there are more than the required volunteers from these divisions, the director will make the final selection. The Division may name an alternate(s) who would attend the College Council in the absence of the member.

The Chair from the previous year shall chair the first regular meeting of the College Council held in October. The first item of business shall be the election of the Chair and Vice Chair by majority vote. The vote shall be held by secret ballot. Motion 11-11-A-3

## 10. Operational Procedures

*Roberts Rules of Order – Revised* shall govern all proceedings of the College Council.

The agenda for all College Council meetings shall be prepared and distributed to College Council members by the Secretary at least seven (7) working days prior to the regular meeting.

All pertinent data relating to matters being discussed should be circulated with the agenda.

Each meeting shall begin with:

- (a) Acceptance of the agenda as it stands or with approved changes.
- (b) Setting of an adjournment time, no later than two (2) hours after the commencement of the meeting.

Any member of a College constituency may refer a matter within the mandate of the Council by presenting a written submission to the Secretary or Chair.

The agenda prepared by the Chair shall be subject to the approval of the College Council and any matter not on the approved agenda may not be considered by the meeting unless two-thirds of the members present agree.

## 11. Meetings


The first regular meeting of College Council shall take place not later than the third (3<sup>rd</sup>) Thursday of October each year. At the first meeting in October, College Council will set the schedule of meetings for the academic year. Meetings will be held at least once each month, from November to April inclusive. Motion 11-11-A-3

Special meetings may be held by College Council as deemed necessary by the Chair upon giving written notice to Council members not less than fourteen (14) days prior to the special meeting.

Minutes and Agendas for all meetings will be distributed to all College Council members, the Board of Governors, the President, the President's Executive Committee, and posted on the Sault College Intranet.

Revised this 17<sup>th</sup> day of November, 2011.

  
Chair

  
Secretary-Treasurer