

THE BOARD OF GOVERNORS OF THE CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BE IT ENACTED as a by-law of THE BOARD OF GOVERNORS OF THE CANADORE COLLEGE OF APPLIED ARTS AND TECHNOLOGY (herein called the Corporation) for the general conduct of the affairs of the Corporation as follows:

POLICY

In accordance with the Minister's Binding Policy Directive on Governance and Accountability, Canadore College of Applied Arts and Technology shall establish an Advisory College Council, known as the "College Council of Canadore College".

1. NAME

1.1 The Board of Governors shall establish a body, known as the College Council of Canadore College, hereinafter referred to as the "Council".

2. GOALS

2.1 The goals of the Council are to:

2.1.1 promote communication and consultation within the College;

2.1.2 provide a forum for staff and students to provide advice to the President on matters of importance to students and staff.

3. MANDATE

3.1 The mandate of the Council is to advise the College President by making recommendations primarily on academic and policy issues affecting staff and students.

4. TERMS OF REFERENCE

4.1 The Council shall review, monitor and recommend on such issues as:

4.1.1 program and curriculum goals and standards

4.1.2 student appeals policies

4.1.3 teaching methodology and standards

4.1.4 grading and promotion policies

4.1.5 standards of student conduct and discipline

4.1.6 student awards and scholarships

4.1.7 other issues as agreed upon by the Executive Committee of the Council.

4.2 Consistent with the consultative function of the Council, its members shall endeavour to consult and report to their constituent groups.

4.3 The Council shall review this document on an annual basis and advise the President of modifications it believes necessary.

5. STRUCTURE AND COMPOSITION

5.1 The size, structure and composition of the Council is determined upon consideration of the following:

5.1.1 representation across campuses, academic divisions and reporting levels;

5.1.2 representation from post-secondary and adult training students, both full-time and part-time;

5.1.3 representation from designated groups, i.e., Francophone, women, visible and ethnic minorities, native persons and persons with disabilities.

6. MEMBERSHIP

6.1 The Council shall consist of 24 elected voting members as follows:

6.1.1 Academic Staff: 12 (elected by the Academic union)

6.1.2 Support Staff: 4 (elected by the Support Staff union)

6.1.3 Students: 4 (elected by Canadore Student Representative Council, hereinafter referred to as "CSRC")

6.1.4 Administrative Staff: 4 (elected by Administrative staff)

6.1.5 Given the academic nature of the Council, the Vice-President, Academic will be ex-officio member of the Council.

6.1.6 To maintain communication with the Office of the President, the President or a designate will address the Council at the beginning of each meeting and receive advice from the Council.

7. TERMS OF OFFICE

7.1 The Executive of the Council will consist of Chair, Chair-Elect, Past Chair and Secretary.

7.1.1 The term of the Chair, Chair-Elect and Past Chair will be for two years. The term of the Secretary will be for one year.

7.1.2 A member of the Executive may be removed from office by a two-thirds majority vote of the Council (excluding ex officio members).

7.2 A member's term will normally be two academic years. If a member is elected Chair-Elect, the term will be extended by one or two academic years. This allows the Chair-Elect to continue serving in his/her capacity as Chair and Past Chair.

7.2.1 The term of a student member will be one academic year.

7.2.2 If a member cannot complete a term, a replacement will be selected by the affected constituent group to complete the balance of the term.

7.2.3 A member may be removed from the Council by his/her constituent group.

8. RESPONSIBILITIES OF MEMBERS

8.1 Except for ex-officio members, participation on the Council and its Task Groups shall be on a voluntary basis. All reasonable arrangements will be made to make participation on the Council as accessible as possible.

8.2 Members shall participate fully in all meetings of the Council as well as on any Task Group to which the Chair names them.

8.3 Members will attend all Council meetings or send an alternate when this is not possible. The alternate must be from the represented constituent group. If a member misses two or more consecutive meetings, the constituent group represented will be informed and the Council Executive will review his/her membership standing. The Executive, at its discretion, may request that an alternate replace the member.

8.4 Members will endeavour to inform and consult with their constituent groups on issues and developments at the Council, as required.

8.5 The primary responsibility of a Council member is to fulfill the stated mandate of the Council.

9. RESPONSIBILITIES OF THE CHAIR

9.1 The Chair will preside over all general and Executive meetings of the Council.

9.2 The Chair, in conjunction with the Executive, will determine monthly agendas for the Council.

9.3 The Chair may receive an agenda item from the College community but should redirect said person to his/her Council representative for inclusion of the item on the agenda.

9.4 The Chair may be required to represent the Council at special functions.

10. MEETINGS

10.1 General meetings will be held during the third week of every month, the date and time to be established at the first meeting in May.

10.2 Executive meetings will be held at least once a month at the call of the Chair.

10.3 A workshop will be arranged annually, preferably in May or June, to allow orientation of new members, including the newly elected CSRC President, to build and develop collegiality and to discuss long-term planning. The Council Executive will arrange this workshop with the assistance of the Office of the President.

10.4 All meetings will be conducted according to conventional rules of order.

10.5 All meetings will be conducted according to the agenda issued by the Chair. At the opening of a meeting, additional items may be presented to

the Chair for inclusion on the agenda. A majority vote by the members will allow inclusion of an item on the agenda.

10.6 All meetings will be presided over by the Chair, or in his/her absence, by the Chair-Elect.

10.7 All meetings shall be open to the College community.

10.8 Fifty percent plus one of the voting members of the Council will represent a quorum. During the months of May to August, the Council will consist of support, academic and administrative staff members. At this time, a quorum will be based on these members only. All resolutions made during this period will be subject to ratification in September when student members are able to attend.

11. TASK GROUPS

11.1 From time to time, Task Groups will be formed.

11.2 A Task Group will be comprised of a minimum of four members from the Council, with at least one representative from faculty, students, administration and support staff, if possible. Other members from the College may be invited to participate and contribute their expertise once an issue is assigned.

11.3 Task Groups will be formed by the Executive and will exist until the Task Group has met its objective.

11.4 Task Groups will elect a facilitator who will facilitate the work of the Group and will also record salient points and recommendations. The facilitator or another nominee may also be invited to attend Executive meetings.