



## BY-LAW NO. 4

### THE BOARD OF GOVERNORS OF THE ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BE IT ENACTED as a by-law of THE BOARD OF GOVERNORS OF THE ALGONQUIN 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 Ministry Binding Policy Directive, Algonquin College of Applied Arts and Technology shall establish an Advisory College Council, known as the "Advisory Council of Algonquin College" (Academic Council).

#### 1 **NAME**

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

#### 2 **GOALS**

2.1 The goals of the Council are to provide advice to the College President on:

2.2 promoting academic excellence

2.3 promoting communication within the College Community

2.4 providing a forum for staff and students in order to influence the decision-making process on academic matters.

#### 3 **MANDATE**

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

3.1.1 educational philosophy

3.1.2 course and program evaluation

3.1.3 teaching methodology and standards

3.1.4 grading and promotion policies

3.1.5 standards of student conduct and discipline

3.1.6 admission policies and practices

3.1.7 student awards and scholarships

- 3.1.8 academic equivalencies
- 3.2 Consistent with the consultative function of the Council, its members shall endeavour to consult and report to their constituent groups. At least one member of Council will sit on each School consultative committee. This will provide for more effective communication between the Council and its constituencies.
- 3.3 The Council shall review this document on a yearly basis and advise the President of modifications it believes necessary.

#### 4 **MEMBERS**

##### 4.1 Definitions:

College staff and students are defined as follows:

- 4.1.1 An academic staff is a person who is employed as a teacher, counsellor or librarian.
- 4.1.2 An administrative staff is a person who is employed in a function other than an academic or support staff.
- 4.1.3 A support staff is a person who is employed as a member of the office, clerical, technical, health services, maintenance, building service, shipping transportation, cafeteria or nursery staff.
- 4.1.4 A student is a person who is enrolled in a program of instruction on a full-time or part-time basis, whether it be post-secondary or adult training.

##### 4.2 Membership

The Council shall consist of 21 voting members as follows:

- 4.2.1 Academic Staff - 11 Representatives
- 4.2.1.1 one faculty representative from each of the ten (10) schools
- 4.2.1.2 one representative from among the librarians/counsellors
- 4.2.2 Support Staff - 1 Representative
- 4.2.3 Students - 3 Representatives
- 4.2.4 Academic Managers - 2 Representatives
- 4.2.5 Ex-officio Voting Members - 4 Representatives
- 4.2.5.1 Vice President, Academic

- 4.2.5.2 Vice President, Student Life and Human Resources
  - 4.2.5.3 Registrar
  - 4.2.5.4 Past Chair
  - 4.2.6 The Chair of the Council shall be elected by the members of the Council at its first meeting, for a term of one year, renewable once.
  - 4.2.7 Secretarial support to the Council shall be provided by the Office of the Vice President, Academic.
  - 4.2.8 The Council may appoint non-voting members to serve as resource persons.
- 4.3 Academic Staff Election
- 4.3.1 An Academic Staff Electoral Committee shall be responsible for the establishment of electoral procedures and the supervision of the election of faculty members to sit on the Council.
  - 4.3.2 The Academic Staff Electoral Committee shall be established by the Faculty Union. Members of the Academic Staff Electoral Committee will be ineligible to run for the Council that year.
  - 4.3.3 Faculty members shall be assigned to the electoral list by School. Electoral lists shall be posted at least two weeks before an election is held.
  - 4.3.4 Placement on any electoral list may be appealed to the Electoral Appeal Committee within ten days of the posting of the electoral list.
  - 4.3.5 The Electoral Appeal Committee shall be composed of the Director of Human Resources and the President of the Faculty Union, or their designates, and any other person they jointly choose to invite, the total number of committee members not to exceed five.
  - 4.3.6 The Electoral Appeal Committee shall rule on the appeal within ten days and its decision shall be binding.
  - 4.3.7 The Academic Staff Electoral Committee shall receive written nominations from academic staff indicating their willingness to run for membership on the Council.
  - 4.3.8 Eligibility to represent a School shall be determined by inclusion on the electoral list for that group.
  - 4.3.9 The election shall be by secret ballot and counted under the supervision of the Academic Staff Electoral Committee.

**4.4 Support Staff Selection**

The Support Staff Union shall elect one member to serve on the Council

**4.5 Student Selection**

The Board of Directors of the Students' Association shall name three students to serve on the Council.

**4.6 Administrative Staff Selection**

The Management Committee of the Vice President, Academic shall select from nominations received two representatives from the Academic Chairs to serve on the Council.

**4.7 Selection of Members**

4.7.1 The date for the academic staff election, College wide, to be held during the last two weeks of May, shall be set by the Council and the election results communicated to the College community by June 15. On the election date, all other constituent groups will have named their representatives for the coming September.

4.7.2 The names of the members of the Council for the coming September shall be communicated to the College community within five days of the election.

**5 TERMS OF OFFICE**

5.1 The terms of office of the Council members shall commence September 1 and continue for two years.

5.2 No member representing a constituency shall serve more than four consecutive years but on the expiration of two years after having served on the Council, a person shall again be eligible for election.

5.3 A member of the Council may resign at any time by submitting a written resignation to the Chair.

5.4 Where a representative member, not having notified the Chairperson of the Council or Secretary, and is absent from two consecutive meetings without regrets, or three meetings, the position shall be declared vacant.

5.5 If a member changes status and can no longer represent the group or constituency, the position shall be declared vacant.

5.6 Vacancies, however caused, shall be filled in the following manner:

5.6.1 After March 31, at the next election.

- 5.6.2 Before March 31, by appointment by the Students' Association, Support Staff Union, Faculty Union, the Management Committee of the Vice President, Academic as appropriate for a vacancy from their respective constituencies.

## **6 RESPONSIBILITIES OF MEMBERS**

- 6.1 Except for ex-officio members, participation on the Council and its committees shall be on a voluntary basis. All reasonable arrangements will be made to make participation on the Council as accessible as possible.
- 6.2 Members shall participate fully in all meetings of the Council as well as on any committee to which they are named by the Chair.
- 6.3 Members shall make themselves available to their constituencies and will keep their peers informed of major issues before the Council.
- 6.4 Members shall regularly consult their constituencies; however, they may vote on issues as representatives, that is, they will reflect the views of their constituency, their individual perspective and then contribute and vote as their conscience dictates.
- 6.5 It is the responsibility of Members to attend meetings; if unable to attend a meeting, a member should name an alternate and notify the chair.
- 6.6 Members shall report the decisions made to their respective constituencies.

## **7 RESPONSIBILITIES OF THE CHAIR**

- 7.1 The Chair shall determine the agenda and call the meetings. In order that items of policy be reviewed by all jurisdictions, all such items shall first be received for preliminary discussion at one meeting and referred to the constituencies for input. No final resolution may be passed before at least 20 working days have elapsed. In exceptional circumstances, this requirement may be waived by a two-thirds majority vote.
- 7.2 The Chair of the Council shall set aside up to a maximum of fifteen minutes total at each meeting for presentations to the Council outside of the proposed agenda. Persons or groups wishing to address the Council shall notify the Chair in writing prior to the commencement of the meeting.
- 7.3 Any member may place an item on the agenda by forwarding it to the Chair two weeks prior to the next meeting.
- 7.4 The Chair shall preside over and conduct all meetings according to conventional rules of order. In the absence of the Chair, the Past Chair will preside over the Council.

7.5 The Chair shall notify the appropriate constituent group within five days of any vacancy being declared.

**8 MEETINGS**

8.1 The Council shall meet at least twice each fall and winter term, with the agenda, time and location to be posted at least ten days in advance.

8.2 The meetings shall normally be held at 4:30 p.m. on a week day.

8.3 All meetings shall be open to the college community.

8.4 Fifty percent (50%) of the members plus one excluding vacancies shall constitute a quorum.

8.5 In the event that the Chair or any members of the Council believes that a meeting should be cancelled or re-scheduled, such change in schedule will only take place after approval by a majority of the members, which may be determined by a telephone or e-mail poll.

**9 COMMITTEES**

9.1 One standing sub-committee is to be maintained:

9.1.1 Executive Committee

9.2 The role of the Executive Committee is to:

9.2.1 report to president bi-monthly

9.2.2 follow-up on recommendations

9.2.3 prepare an annual report

The Committee is to be made up of four persons: The Chair of Council and one representative each from Academic, Administrative and Student members of the Council.

9.3 The Council may also appoint task forces as may be deemed necessary.

**Enacted this 12<sup>th</sup> day of May, 2003**

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Chair

\_\_\_\_\_  
Secretary