

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

BY-LAW NO. 5
(Advisory College Council)

BE IT ENACTED as a by-law of THE BOARD OF GOVERNORS OF THE NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY (hereinafter called the "Corporation") as follows:

This by-law is pursuant to Minister's Binding Policy Directive on Governance and Accountability made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002 (OCAAT Act)* regarding the establishment of an advisory college council.

1. An Advisory College Council (ACC) is hereby established, the structure, composition, terms of reference and procedures of which are as defined in this by-law.

2. Terms of Reference

The purpose of the ACC is to promote communication and consultation within the College and to provide a forum for staff and students to provide advice to the President on matters of importance for students and staff. It is an advisory and not a decision-making body. The ACC shall provide advice to the President on such items as the strategic plan, Key Performance Indicators and policies or practises that affect students and staff. There shall be no discussion or recommendations that would result in comments on the actions or performance of specific individuals.

3. Objectives

3.1 To provide a forum for initiatives and feedback regarding strategic issues.

3.2 To provide a forum through which students and staff may provide input to the President on matters of importance to students and staff.

3.3 To increase and strengthening the sense of community and interdependence among the constituent parts of the College community.

4. Composition and Terms of Office

4.1 The ACC will be composed 21 members, representing students and staff, as follows:

- 10 representatives elected by the Academic division
- 1 representative elected by International department
- 2 representatives elected by Student & Community Relations division
- 2 representatives elected by Corporate Services division
- 5 students nominated by SAC
- 1 Chair appointed by the President, pursuant to subsection 4.3

Seats within a division should be allocated so as to fairly represent the various programs and services within the division.

- 4.1 Terms of office for members shall be: one (1) year for students, two (2) years for all other members. A member may sit for a maximum of two (2) consecutive terms.
- 4.2 The President shall appoint a Chair. The Chair shall be non-voting, except in the event of a tied vote and shall serve for a term determined by the President.
- 4.3 Terms shall take effect September 1st of the year of appointment except for mid-term replacements, which shall take effect immediately.

5 Membership

The position of ACC member is recognized as important and beneficial to the growth and development of the College. The position is voluntary and members may not receive remuneration for their participation, although reasonable travel expenses will be reimbursed. Meetings will be scheduled to accommodate members' schedules to the extent possible.

6 Conditions for Removal

- 6.1 Members shall lose their position on the ACC if two (2) meetings in one year are missed (with the exception of members who have been granted a leave of absence by the Chair, due to illness, parental leave or professional development).
- 6.2 Members whose change in status removes them from the constituent group from which they were nominated to represent must resign and be replaced. No ACC member may represent more than one (1) constituency.

7 Secretariat

The College will provide Secretariat support. The Secretariat is responsible for the minutes of all ACC meetings and the circulation of the minutes to members of ACC and the President and for posting the minutes on the College's web site so they are available to staff and students.

8 Meetings

- 8.1 The ACC shall meet twice per year, once during the fall term and once during the winter term. Dates and times for meetings are to be determined by the Chair.
- 8.2 Meetings are open to the public and notice of meeting dates is to be published on the College's web portal at least 2 weeks in advance.
- 8.3 For each meeting, a quorum will consist of 50% of members, excluding the Chair.

9 Agenda

- 9.1 The agenda shall be set one (1) week before each meeting.
- 9.2 Members may submit agenda items, within the ACC's mandate, to the Chair at least 2 weeks in advance.

10 Recommendations

The ACC provides advice and feedback to the President through the minutes of their discussions and reflections. The Chair shall communicate any minutes and recommendations to the President prior to them being posted or circulated, as soon as practicable after the meeting.

11 Communications

The ACC will communicate, through the Secretariat, its mandate, meeting schedule, agendas and recommendations and minutes to the College community through the College web site.

ENACTED BY THE BOARD OF GOVERNORS of The Niagara College of Applied Arts and Technology and sealed with the corporate seal the 17th day of October, 2003, revised on the 22nd day of September, 2006, the 20th day of September, 2007, and further revised on 31st day of October 2009.



D. Patterson, President and Secretary
Niagara College Board of Governors



L. Crispino, Chair
Niagara College Board of Governors