

Olds College of Agriculture and Technology Academic Council's Constitution & Bylaws

ARTICLE 1 - NAME

The name of the association shall be the Academic Council of Olds College and shall be referred to hereinafter as Council.

ARTICLE 2 - DEFINITION OF TERMS

In the Constitution and the By-Laws:

- 2.1 "Board" means the Board of Governors of Olds College.
- 2.2 "Constituency" means the Board, the Olds College Faculty Association or the Students' Association of Olds College.
- 2.3 "President" means the President and C.E.O. of Olds College.
- 2.4 "College" means Olds College.
- 2.5 "In-Camera Session" means any Council meeting from which all non-members have been excluded by a two-thirds vote of Council.
- 2.6 "Chairperson" means Chairperson of Academic Council.
- 2.7 "Regular Member" means a representative appointed by the Board, the Olds College Faculty Association or the Students' Association of Olds College.
- 2.8 "Alternate" means a representative of the Board, the Olds College Faculty Association or the Students' Association of Olds College who acts as a substitute for a regular Council member.
- 2.9 "Council" means the Academic Council of Olds College as identified in Section 46(1) of the *Post-Secondary Learning Act*.
- 2.10 "Year" means the College academic year - July 1st to June 30th.

ARTICLE 3 - FUNCTION OF COUNCIL

(As per Section 47(1) *Post Secondary Learning Act*)

- 3.1 An Academic Council:

- a. shall make recommendations or reports to the Board with respect to any matter that the board refers to the academic council, including academic policy related to the following matters:
 - i) standards and policy respecting the selection and admission of students other than students in apprenticeship programs under the *Skilled Trades and Apprenticeship Education Act*.
 - ii) courses and programs of instruction or training provided or to be provided by the board;
 - iii) academic awards;
- b. shall, in accordance with the process established under Section 45 (2) of the *Post Secondary Learning Act*, review proposed programs of study to be offered by the public college or technical institute, and make a report respecting that review, and
- c. may make recommendations or reports to the board on any other matter the academic council considers advisable.

ARTICLE 4 - COMMUNICATION WITH THE BOARD

- 4.1 Council shall make recommendations or reports to the College Board:
 - a. with respect to any matters the Board refers to Council; and
 - b. on any other matters as the Council considers advisable.
- 4.2 All recommendations and reports of Council under Section 47(2) of the *Post-Secondary Learning Act*, 2003 shall be communicated to the Board in writing through the President or their designate, who shall present the recommendation or report to the Board at its next meeting.
- 4.3 The Board shall receive copies of Council minutes.
- 4.4 At each meeting of Council, a representative appointed by the Board shall bring to the attention of Council decisions and requests of the Board.

ARTICLE 5 - MEMBERSHIP

(As per Section 46(1) *Post Secondary Learning Act*)

- 5.1 Subject to section 47.1, for each comprehensive community college and polytechnic institution there is to be an academic council consisting of:
 - a. the president, who is the chair unless a chair is elected under subsection (5.5);
 - b. not more than 4 senior officials, appointed as members of the council by the board;

- c. subject to subsection (5.2), not more than 10 academic staff members, elected by the academic staff association of the public college or technical institute;
 - d. not more than 10 students, appointed by the students association;
 - e. not more than 5 additional members, appointed by the board.
- 5.2 The number of academic staff members elected to the academic council under subsection 5.1.c shall in no case be less than 1/3 of the total number of members of the academic council.
- 5.3 The term of office of members of the academic council shall be determined by the board.
- 5.4 Where any question arises as to the composition of the academic council or any matter concerning the election or appointment of academic staff members or students to an academic council, the question shall be decided by the board and the board's decision is final.
- 5.5 The academic council may elect a chair from among its members.
- 5.6 Each member defined in this article shall have one vote, unless attending in a non-voting capacity.

ARTICLE 6 - DUTIES AND RESPONSIBILITIES OF MEMBERS OF THE COUNCIL

- 6.1 Members of the Council shall be responsible for attending all meetings of the Council and of the Committees on which they serve or, in the case of non-attendance, to notify the Administrative Assistant to the Council to arrange an alternate to take their place.
- 6.2 Members of the Council are responsible for conducting themselves in a manner that affirms the commitment to the highest standards of ethics, civility, respect, and decency towards all. Any concerns of conduct should be brought to the attention of the Chairperson.
- 6.3 As a condition of membership, newly appointed Council members shall be responsible for attending a Council Orientation, generally held prior to the October Council meeting.
- 6.4 Student representatives on Council must maintain academic standards specified in the academic grading policy. A student will be deemed to be satisfying the academic standards unless the student is on Academic or Behavioural Probation or Suspension.
- 6.5 Duties of the Chairperson:
- a. act as official spokesperson of the Council;
 - b. preside over all meetings of the Council;
 - c. serve as an ex-officio member of all Committees of Council; relinquish the Chair when participating in debate;
 - d. together with the Administrative Assistant, invite guests to attend meetings.

6.6 Duties of the Vice-Chairperson:

- a. shall carry out the duties of the Chairperson in their absence;
- b. shall assume the office of the Chairperson if the position should become vacant;
- c. shall assume the duties of the Chairperson if the Chairperson relinquishes their duties in order to participate in debate.

ARTICLE 7 - ADMINISTRATIVE SUPPORT AND RECORDKEEPING

7.1 Administrative support shall be provided under the direction of the Vice President, Academic.

7.2 Duties will normally include:

- a. taking and transcribing of minutes and subsequent circulation of regular and special Council meetings to all regular members and alternates;
- b. coordination of policy and document submissions and all agenda appendices;
- c. maintaining, retaining and disposing of all Council records in accordance with the *Alberta Access to Information Act* and the College's Records Management and Retention Policy procedures;
- d. assisting the Chairperson or designate(s) in planning the orientation of new members;
- e. informing the appropriate individuals and/or constituency groups of motions made by Council;
- f. other duties that may occur or are assigned.

ARTICLE 8 - TERMS OF OFFICE

8.1 Faculty representatives:

- a. the terms of office for the elected faculty members shall be two academic years.
- b. elections shall be held for three of the seven members every other year and in alternate years elections shall be held for four of the seven.
- c. faculty members may be eligible for re-election to the Council.
- d. seven members and up to three alternates, representing a broad range of programs, shall be elected by the Olds College Faculty Association no later than May 30.

8.2 Student members:

- a. shall be appointed for a term of office of one year;
- b. the Academic Vice President of the Students' Association of Olds College shall be elected at the Student General Election in the spring, and will begin the Academic Council term in April of that year;

- c. the current Academic Vice President of the Students' Association of Olds College position is appointed the Vice-Chair of Academic Council;
 - d. six members and up to three alternates shall be selected by the Students' Association of Olds College, if possible by September 30th, but not later than the first regular meeting of Council in October;
 - e. in the event that a student member vacancy arises, the Students' Association of Olds College will appoint a new student member and will notify the Council Chairperson prior to the next scheduled meeting;
 - f. student members may be eligible for re-appointment to the Council.
- 8.3 Board representative members shall hold their appointment at the discretion of the Board.
- 8.4 Duties for faculty members and Board representatives shall commence at the beginning of the academic year (July); duties for student members shall commence as they are appointed in September.
- 8.5 Alternates shall be elected for a term of one year pursuant to Article 9.2.
- 8.6 Resignation of Council members:
- a. any member may resign from the Council by giving notice of not less than one month in writing to the Council Chairperson who will inform all other members of the resignation at the next regular meeting of Council;
 - b. the Council Chairperson may resign from the Council by giving notice of not less than one month in writing to the Vice President, Academic who will inform all other members of the resignation at the next regular meeting of Council;
 - c. in the event of any vacancy, Council shall request the constituency from which the member is elected or appointed to fill the vacancy as soon as possible. A member who has been elected or appointed to fill a vacancy shall serve for the remainder of the term of the member who has resigned;
 - d. a member who is elected or appointed to fill an unexpired term of less than one year may be eligible for re-election or re-appointment pursuant to Article 8.1 or 8.2;
 - e. should a member be absent for three consecutive meetings without an alternate, that member's position could be considered vacant and the Chairperson shall notify the proper constituency in writing to elect another member.
- 8.7 Removal of Membership
- a. any constituent group may withdraw their representative by giving written notice to the Council Chairperson.

ARTICLE 9 - ELECTIONS AND APPOINTMENTS

- 9.1 The election or appointment of members of Council shall be made in accordance with the procedures established by each constituency.

9.2 Election or appointment of Alternates:

- a. each constituency shall elect or appoint alternates, as is appropriate to act as substitutes for regular Council member;
- b. each constituency shall notify the Council Chairperson in writing by the first regular meeting in October as to who are those alternates;
- c. alternates shall have full deliberative and voting rights and the right to propose motions when in attendance as an alternate;
- d. alternates are eligible for election or appointment to a position if a vacancy should occur and are eligible to serve the balance of the term;
- e. alternates may be elected or appointed to a regular membership in accordance with Article 8.1 (a) or (b) and 8.2.

9.3 The Board and the Olds College Faculty Association shall arrange for the appointment or election of its membership to Council not later than May 30th in any College year. The Students' Association of Olds College shall arrange for the appointment of six of its members to Council if possible by September 30th, but not later than the first regular meeting of Council in October.

9.4 The first regular meeting of the Council held in October shall be chaired by the Vice President, Academic, and the first item of business shall be the election, by majority vote, of the Chairperson. The vote of the Chairperson shall be by secret ballot.

ARTICLE 10 - ATTENDANCE OF NON-MEMBERS

- 10.1 All meetings of the Council shall be open to employees of Olds College and to the general public except as identified by Article 11.6.
- 10.2 The Council Chairperson shall invite to its meetings any person(s) necessary to carry out the duties and responsibilities of the Council.

ARTICLE 11 - OPERATIONAL PROCEDURES

- 11.1 Any given procedure within this Constitution and By-Laws may be modified for any portion of a given year by a majority vote of Council members, providing only that each constituency of Council signifies approval from a majority of their representatives.
- 11.2 All proceedings of the Council shall be governed by Robert's Rules of Order, except as otherwise provided.
- 11.3 At any regular or special meeting of the Council, any member of Council may make a motion to have the proceedings of any portion of that Council meeting conducted under the principle of consensus decision-making such that Council members have an opportunity to express qualified support for any given position or topic. Such a motion shall not preclude voting on the topic under discussion, according to Robert's Rules of Order.

- 11.4 An agenda must be prepared and circulated as per Article 11.10 at least seven calendar days prior to a regular meeting.
- a. proposals brought forward for Academic Council discussion and voting are based on Olds College policies and procedures
 - b. all pertinent data related to matters to be discussed shall be circulated with the agenda;
 - c. additional information that aligns with Articles 3.1 and 11.4 (a) may be accepted for consideration by a minimum 2/3 vote of the voting members in attendance. Advanced notice to the Chairperson is recommended.
- 11.5 The agenda prepared by the Administrative Assistant shall be subject to the approval of the Council and any matter not on the approved agenda may not be considered by the meeting unless agreed to by a minimum two-thirds of the voting members present.
- 11.6 By a two-thirds vote of the voting members present, the Council may resolve itself into an in-camera session. The *Alberta Access to Information Act* declares that such Councils should only go into in-camera in cases of:
- a. the security of the property of the local public body;
 - b. the personal information of an individual, including an employee of a public body;
 - c. a proposed or pending acquisition or disposition of property by or for a public body;
 - d. labour relations or employee negotiations;
 - e. a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting the local public body; or
 - f. the consideration of a request for access to information under the Act if the governing body or committee of the governing body is itself designated as the head of the local public body for the purposes of the Act.
- 11.7 The Council shall decide its recommendations on the basis of motions with a simple majority of those present to carry a motion. However, any strongly expressed minority opinions shall be recorded in the minutes.
- 11.8 Only those members designated as voting members in attendance at a meeting may vote and no "proxy" or written votes from absent members will be accepted:
- a. all designated members are encouraged to vote but shall be permitted to abstain;
 - b. the Chairperson shall be entitled to vote at their discretion;
 - c. alternates: roles and responsibilities as outlined in 9.2 (c).
- 11.9 Resolutions receiving a tie vote shall be lost.

11.10 Quorum:

- a. Council quorum at all regular and special meetings during the College year shall consist of at least eleven members or their alternates, including at least one representative from each of the constituencies.
- b. Committee quorum shall be decided by individual Committees upon formation or at the first regular Council meeting of the year. Council shall be informed in writing by the Committee Chairperson of official Committee quorums (Exception: 13.4).
- c. Where necessary, as deemed by the Chairperson, an electronic vote will be acceptable and facilitated by the Administrative Assistant.

11.11 Meetings:

- a. Regular meetings of Council, excluding July to September inclusive, will be held monthly unless changed at a previous meeting by a majority vote of the voting members present to a different date or at the discretion of the Chairperson.
- b. Special meetings shall be held by Council, as deemed necessary by the Chairperson, upon serving notice accompanied by an agenda at least three days prior to the meeting date.

11.12 During the period from July to September, special meetings may be called as per the chairperson as per 11.10 (a).

11.13 The minutes of all meetings will be available to all Council members, staff, students, administration and the Board and shall be distributed as directed by Council.

11.14 The Vice President, Academic will develop a budget for Council to be approved by the Board as part of the regular budget process.

ARTICLE 12 - CONSTITUTION AND BY-LAW CHANGES

12.1 The Constitution and By-Laws shall be amended or repealed only after notice of written motion is sent to each member with the name of the mover given, setting out the proposed amendment(s) or deletion(s) together with reasons.

12.2 This written copy (Notice of Motion) of any proposed amendment or deletion shall be submitted to members (normally as part of the agenda) at least seven calendar days prior to the first reading of the proposed amendment or deletion.

12.3 The Constitution and By-Laws may be amended or repealed at any meeting by simple resolution of the Council but only after three readings.

12.4 No more than two readings of any amendment or revision shall be given at any meeting except by unanimous consent and then only if all members are present.

12.5 A Constitutional Review Committee shall be appointed by the Council to review the Constitution and Bylaws on a yearly basis.

ARTICLE 13 - COMMITTEES

- 13.1 Committee members will be selected from Olds College staff, students or Board members so long as the Committee has at least one duly elected Council member serving on the Committee. Only a regular member may serve as Committee Chairperson.
- 13.2 Committees will report back to the Council on a regular basis as determined by the Council Chairperson.
- 13.3 The Constitutional Review Committee
 - a. shall be appointed by the Council annually at the first regular meeting and shall consist of three persons, one representative from each of faculty, students and Board; and
 - b. shall be responsible for a yearly constitutional review as per Article 12.5.
- 13.4 The Academic Council Student Appeals Committee shall be drawn from all members of Council and its alternates:
 - a. the Chairperson and Vice-Chairperson of the Council Appeals Committee will be elected annually at the first regular meeting of Council;
 - b. the Chairperson will be responsible to choose Committee members, on a case by case basis, from any Council member;
 - c. each Committee shall consist of equal representation from each constituency;
 - d. shall operate under policies and procedures approved by Council.
- 13.5 Other Committees may be appointed as needed by the Council and shall operate under policies and procedures as approved by Council.

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