




By-laws

Prepared for the
Niagara College Student Administrative Council Inc.
Niagara College of Applied Arts and Technology
Welland, Ontario

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BY-LAW 1 CORRECTIVE MEASURES AND VACANCIES

1.01 Corrective Measures

The corrective measures are:

- a) A written reprimand stating the reasons for the corrective measure, approved and signed by 2/3 of the Executive Committee at respective campus, and/or
- b) Suspension of honorarium for a period of no more than two weeks which must be motioned and approved at an Executive Committee meeting of respective campus, and/or
- c) Removal from their Executive Committee position, which must be motioned and approved by the respective campus Executive Committee, or in special circumstances, be motioned and approved by at least 2/3 of the Board of Directors, and/or
- d) An automatic 25% reduction in honourarium resulting from missed meetings without written regrets submitted as required, unless due to extenuating circumstances.

Any Executive Committee and/or Board of Directors member is subject to corrective measures when they:

- a. Violate the college's academic and behavioural policies, or
- b. Violate the Corporation's Letters Patent, Constitution, By-laws, Policies and any other manual or agreements approved by the Board of Directors, or
- c. Neglect their duties as described in By-law 2.02, 2.03 or 2.04, or
- d. Miss two Board of Directors and/or Executive Committee meetings per term of office without submitting written notice to the Office Administrator at respective campus 24 hours prior to scheduled meeting, or
- e. Fail to complete any direction or decision made by respective Executive Committee or Board of Directors, or
- f. Violate the goodwill of the corporation, or
- g. Are not bondable.

1.02 Vacancy of Office


In the case of a vacancy of office of the President, the Presidential selection process will be implemented within five (5) business days.

In the case of a vacancy of office of any Executive Committee Member, any current Executive Committee Member can assume the vacant position if the majority of the respective campus Executive Committee motions and approves the appointment.

In the case where no qualified, current Executive Committee Member fills the vacant position, the Executive Committee will appoint a qualified, current student representative of the Niagara College Student Administrative Council Inc. to assume the vacant position, if the majority of the respective campus Executive Committee motions and approves the appointment.

In circumstances as described in Article 7.01 of the Student Administrative Council Inc. Constitution, the Board of Directors may call a By-election to fill any vacant Executive Committee member position.

In special circumstances such as where a by-election interrupts regularly scheduled Student Administrative Council Inc. elections or would hinder the Corporation from functioning efficiently in the interim, the respective Executive Committee may appoint, by majority vote, a qualified person to fill a vacancy in office.

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BY-LAW 2
STAFF AND EXECUTIVE ROLES AND POWERS

2.01 Student Staff

As required from time to time, the Student Administrative Council Inc. will employ part time student staff. The student staff will be responsible for duties and tasks outlined in their job descriptions.

All part time student staff will abide by all relevant agreements, and regulations as described in the Student Administrative Council Inc. Letters Patent, Constitution, By-laws, Policies, and any other manual or agreements approved by the Board of Directors that relate to themselves or their positions. Any violations will result in disciplinary action which may include termination.

All student staff will also follow and be subject to all policies set out in the Niagara College Student Code of Conduct and will be referred to the Director of Student Services for infractions of this code.

2.02 Powers, Duties and Responsibilities

Board of Directors

The Board of Directors is empowered to and responsible for:

- a. Adhering to the Corporation's Letters Patent, Constitution, By-laws, Policies and any other manual or agreements approved by the Board of Directors, and all other applicable municipal, provincial and federal laws, and
- b. Managing all the affairs of the Corporation through responsible governance and delegation, and
- c. Approving any long term agreements between the Corporation and any other party, to be signed and dated by the President and the second party after it is motioned and approved by the Board of Directors, and
- d. Representing the student body in all matters affecting their common interest, and
- e. Accepting any recommended revisions to the Constitution as submitted by the Constitution Committee as described in By-law 5.01 and to be presented to the AGM for ratification, and
- f. Approving any revisions or additions to the By-laws and Policies as described in By-law 5.01, and
- g. Safeguarding the finances of the Corporation in all levels, and
- h. Approving the strategic direction of the Corporation.

All decisions made by the Board of Directors must follow the meeting and voting procedures described in By-law 3.

Executive Committees

The Executive Committees are empowered to and responsible for:

- a. Carrying out all activities, duties and responsibilities assigned to each one of the Executives that form the committee, and
- b. Making decisions and carrying out motions using the meeting procedures described in By-law 3.
- c. Protecting the interests of the students of the campus that each committee represents, and
- d. Safeguarding the financial integrity of the Corporation at the campus level, and

- e. Abiding by the Letters Patent, Constitution, By-laws, Policies, and any other manual or agreements approved by the Board of Directors, and
- f. Any and all duties, not described in By-law 2.02 thru 2.04, assigned by the Board of Directors or the Executive Committees.

2.03 Duties of the Executive Committee Members

- a. Work with all staff and Executive Committee members at both campuses, and
- b. Be responsible for updating, and maintaining all electronic and paper files relating to the position and daily journal to be submitted bi-weekly to the Office Administrator, and
- c. Attend all meetings unless 24 hours notice is given to the Office Administrator and/or Chair, excluding extenuating circumstances, and
- d. Be familiar with the terms of the Student Administrative Council Inc. Letters Patent, Constitution, By-laws, Policies, Bourinot's Rules of Order, and any other manual or agreements approved by the Board of Directors, and
- e. Complete end of the year one page point form notes describing the significant successes and failures for the year to be submitted to the incoming Executive Committee Member, and
- f. Carry out Strategic Plan directive throughout the year to work towards implementation with monthly progress reports submitted to the Executive Vice President and President, and
- g. Complete post evaluation reports for all student events, excursions, campaigns and activities submitted for approval, and
- h. Assist with running of student events, and
- i. Ensure that all event planning forms are reviewed and distributed to all respective staff and Executive Committee Members, and
- j. Complete a minimum of 10 hours to a maximum of 15 hours per week in the office.

2.04 Job Descriptions

President

- a. Report to the Niagara College Student Administrative Council Inc. Board of Directors, and is accountable to this group and to the membership at large for his actions, and
- b. Be the figurehead of the Niagara College Student Administrative Council Inc. and when present, preside at all of the Niagara College Student Administrative Council Inc. committees unless the Board of Directors feels that another Director would be more knowledgeable to attend. The Board of Directors shall request that designate attend in his place, and
- c. Conduct himself in the utmost professional manner at all times, and
- d. Be responsible for speaking on behalf of the Niagara College Student Administrative Council Inc. Board of Directors and the implementation of decisions made by the Board of Directors. The Board of Directors speaks with one voice or not at all, and
- e. Be responsible for the general management and supervision of the affairs and operations of the Niagara College Student Administrative Council Inc. in accordance with the Constitution, by-laws and policies, and
- f. Ensure that all Student Administrative Council Inc. members have the information they require to perform their jobs, and
- g. Review all Student Administrative Council Inc., College, Corporate Partnerships, and the College Board of Governors meeting minutes, and
- h. Be a signing authority for the corporation and shall approve and co sign with the Executive Vice Presidents all cheque requisitions, and
- i. Maintain and update appropriate files for historical purposes, and
- j. Submit monthly written reports to the Board of Directors on his activities and inform the Board of Directors and the Executive Committee of all correspondence, reports and business that pertain to the Niagara College Student Administrative Council Inc., and

- k. Represent or appoint people to represent the Niagara College Student Administrative Council Inc. at external functions that the Board deems important, and
- l. Liaise with the Board of Governors Student Representative and keep the Niagara College Student Administrative Council Inc. up to date with all Board of Governors information, and
- m. Assist Executive Vice Presidents when required, and
- n. Liaise with the General Manager on daily operations whereas the General Manager is responsible for the operations as per directive from the Board of Directors, and
- o. Be responsible for relations between the Niagara College Student Administrative Council Inc. and other student organizations, and the municipal, provincial, and federal levels of government, and
- p. Shall attend all College Student Alliance (CSA) conferences while the Niagara College Student Administrative Council is an active member of this organization, and provide the Board of Directors with the minutes of those conferences. Shall also send a conference report (via email) to the Board of Directors on the conference attended and keep the Board of Directors informed on the activities and initiatives of the CSA throughout the year, and
- q. Be a member in good standing until his successor shall have been duly appointed and qualified or until his term of office shall have been terminated, automatically or otherwise pursuant to the By-Laws of the Niagara College Student Administrative Council Inc., and
- r. Attend all Executive Committee and Board of Directors meetings, and
- s. Work a minimum of thirty-five (35) hours per week scheduled within the office hours from 9:00 a.m. to 4:00 p.m. These hours are in addition to time spent at all Board of Directors, Executive Committee, Committee meetings and professional conferences, and spend a minimum of two days per week at each campus, and
- t. Act as Niagara College Student Administrative Council liaison with faculty and attend information desk orientation.

Executive Vice President

- a. Review Strategic Plan timelines with respective Executive Committee Members, and
- b. Prepare an annual report compiled from the monthly Strategic Plan progress reports to be presented at the Annual General meeting, and
- c. Oversee respective Executive Committee members, and ensure that duties and responsibilities are being met/fulfilled in accordance with the Constitution, By-laws, Policies and guidelines of the Student Administrative Council Inc. Manuals, and
- d. Review all financial matters in relationship to the Niagara College Student Administrative Council Inc. operations with the General Manager on a monthly basis, and
- e. Complete a President performance evaluation with the General Manager as required, and
- f. Assist President with any duties assigned, and
- g. Meet with all Executive Committee Members of respective campus on a minimum monthly basis, and
- h. Be a member of the Constitution and By-law Committee, Policy Review Committee, Master Plan Committee, Fee Protocol Committee, Strategic Planning Committee, Leadership Committee, Student Centre Management Committee and the Finance Standing Committee.

Director of Social Programming

- a. Create, develop, and design all student events, and
- b. Submit events and entertainment requests to Logistics Manager for availability and costs, and
- c. Provide direction for the logistical implementation of the events to the Logistics Manager through mandatory weekly meeting, and
- d. Attend and run events.

Director of Campaigns

- a. Create, develop, and design campaigns targeting student issues, concern, and support programs and services provided by the Niagara College Student Administrative Council Inc., and
- b. Submit campaign requests to Logistics Manager for availability and costs, and
- c. Provide direction for the logistical implementation of the campaign to Logistics Manager through mandatory weekly meetings, and
- d. Attend and run campaigns and activities.

Director of Student and Community Relations

- a. Serve as Student Representative on all student grade appeals (conflict notwithstanding), and be a liaison between the student body and the college's administration on academic matters, and
- b. Serve as a liaison with the Satellite Campuses, Residence Life Co-ordinator, Athletic Department, International Department and the First Nations, Meti and Inuit Student Services, by meeting monthly, and
- c. Prepare and hold monthly Niagara College Student Administrative Council Inc. awareness days at your respective campus, and
- d. Responsible for community sponsorships and donations when warranted for all campaigns, and
- e. Be a member of the Universal Bus Pass Committee, Advisory College Council, and the Residence Operating Committee.

Director of Clubs and Volunteers

- a. Accept and review all club applications and all student group requests to be sanctioned by the respective campus Executive Committee, and
- b. Create, develop, and design a club fair each semester, and
- c. Submit club fair requests to Logistics Manager for availability and costs, and
- d. Attend and run club fairs, and
- e. Attend club meetings and/or events and evaluate monthly club written reports/progress to ensure that club status is active, and
- f. Recruit, train and maintain the Niagara College Student Administrative Council Inc. volunteers through monthly meetings.

Director of Media

- a. Design and distribute all print media, including but not limited to posters, table tents, calendars, and flyers for all student events and campaigns approved by the Executive Committee members or when directed by the Board of Directors, and
- b. Work with all Executive Committee Members to ensure that all promotions are completed, and
- c. Ensure that posters are distributed to residence and satellite campuses, and
- d. Post all approved print media on the F: drive in acceptable formats to share with other Campus, and
- e. Ensure that event calendars are distributed to the college network including but not limited to residence, satellite campuses, information desk, the First Nations, Meti and Inuit Student Services, and the International Department, and
- f. Receive approval of all print media from the Executive Committee Member responsible for the event, and
- g. Be a member of STEC.

2.05 Presidential Selection Process

The Board will run a fair and impartial Presidential Selection Process annually as per this By-Law at a Presidential Selection Meeting with the assistance of two (2) Co-chairs.

1) Board's Role:

The Board's involvement in this process is to enable the Presidential Selection Process to occur according to this By-Law and to hold itself to the highest degree of professionalism.

The Board's responsibilities are:

- i) to not publicly endorse or denounce any potential presidential candidate either collectively or as individuals
- ii) to co-ordinate the opening and closing dates of the Presidential Selection Process

2) Co-chair's Role:

The co-chairs will be responsible for executing and monitoring the Presidential Selection Process. The Niagara College Student Administrative Council Inc. General Manager and the Niagara College Director of Student Services will be the co-chairs of Presidential Selection Meeting.

The Co-chair's responsibilities are:

- i) to become familiar with this By-Law, and
- ii) to accept, review and approve all forms to ensure that all candidates meet the qualifying criteria as per Presidential Selection Procedure 2.06, and
- iii) to effectively run the Presidential Selection Process in a fair and impartial manner, and
- iv) to oversee the secret ballot administration and ensure the counting of such was done fairly and without error, and
- v) to announce the voting results to the Niagara College Student Administrative Council Inc. Board of Directors.

2.06 Presidential Selection Procedure

From the currently elected Niagara College Student Administrative Council members, the Board of Directors is tasked on behalf of membership to select the next President. This President will serve the Board from May 1st to April 30th.

The President shall not be subject to any academic requirements, nor shall the incumbent be required to be a registered student of Niagara College during his term of office.

A current President may serve consecutive terms only after a vote of confidence held at the Presidential Selection Meeting to a maximum of two years.

Upon completion of serving two years as President, a current President is eligible to apply for the President position only through the implementation of the hiring process.

In the event of a President resignation or removal, the Board of Directors may open the Presidential position through a hiring process. Eligible candidates must have been, or currently be a full-time student of Niagara College. Potential candidates would be notified through various media avenues and will be allowed to submit their nomination packages within five (5) business days from given notice and then follow the requirements as outlined in the Presidential Selection Meeting.

The Board will run a fair and impartial Presidential Selection Process annually as per this By-Law

Qualifications:

In order to run in the election as a Presidential candidate, a member of the Corporation must meet specific criteria:

Presidential Nomination Requirements

- a. be a current Niagara College Student Administrative Council Board of Director Member, or be the current President and have the ability to serve a one-year, full time employment term, commencing May 1st and ending April 30th and
- b. maintained a program pass in the prior semester, and
- c. assume his office as President of the Niagara College Student Administrative Council Inc. in a full time capacity with a minimum of 35 hours per week (Monday-Friday) 9:00 am - 4:00 pm.

Nomination Process:

The nomination process will open mid March (on a date to be determined annually) and close five (5) business days later at 12:00 p.m. Within three business days following the close, the candidates will be announced to the Niagara College Student Administrative Council Inc. Board of Directors.

Nomination packages are available from either the Niagara College Student Administrative Council General Manager or the Niagara College Director of Student Services.

Prior to the closing of the nomination process, Presidential candidates must submit all forms contained within the nomination package in complete to the Niagara College Student Administrative Council General Manager or to the Niagara College Director of Student Services.

All nominations forms are to be treated as confidential and are not to be discussed or released prior to close of nominations.

In the event that:

- A. Only one qualified Presidential candidate completes the nomination package, a vote of confidence will take place at the Presidential Selection Meeting. Should a vote of no confidence be reached, the Board of Directors may open the Presidential position through a hiring process.
- B. Should no current Board of Director Member candidates receive a vote of confidence at the Presidential Selection Meeting, the Board of Directors may open the Presidential position through a hiring process.
- C. Should no nomination packages be submitted, the Board of Directors may open the Presidential position through a hiring process.

Hiring Process:

Eligible candidates must have been, or currently be a full-time student of Niagara College. Candidates will be allowed to submit their Presidential Application Form immediately following vacancy posting and close five (5) business days later at 12:00 p.m. Within three business days following the close, the candidates will be announced to the Niagara College Student Administrative Council Inc. Board of Directors.

Once all eligible candidates are announced, a Presidential Selection Meeting will be held.

Presidential Selection Meeting:

A Presidential Selection Meeting co-chaired by the Niagara College Director of Student Services and the Niagara College Student Administrative Council General Manager must be held prior to the end of March annually.

Qualified candidates will have a maximum of 15 minutes to present a platform/speech to the Board of Directors Members during the Presidential Selection Meeting followed by a question and answer period not to exceed 30 minutes.

Candidates will not be permitted to be present for other candidates' speeches or the question and answer period.

Voting will follow the question and answer period after the candidates have left the voting room.

Each candidate must receive a vote of confidence (50 + 1 vote). Only candidates receiving a vote of confidence will then have their names placed on the ballot.

Candidates will not be eligible to vote at the Presidential Selection Meeting.


No campaigning or lobbying between rounds of voting is permitted.

A defeated candidate will not be permitted to join the voting rounds.

A secret ballot will take place until there is a clear majority towards one candidate. (50% + 1 vote)
Candidates receiving the lowest vote total will be removed from the ballot until one candidate remains.

If voting results become redundant, the co-chairs reserve the right to establish a new voting method during the selection meeting. All voters and candidates will be advised of the new voting method.

Co-chairs will announce the results at the end of the Presidential Selection Meeting.

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BY-LAW 3 MEETINGS

3.01 Quorum, Adjournments and Procedures

Quorum (50% plus one (1)) member is required to hold any Board of Directors or Executive Committee meetings.

Conflicts of interest and vacancy of Executive Committee positions re-calculate quorum for all Board of Directors and Executive Committee meetings.

The meeting Chair may adjourn any meeting of the Corporation.

Bourinot's Rules of Order will be used at all meetings, except when the rules conflict with this Constitution.

Tie votes will be defeated.

Abstentions will be counted as a no vote.

Motions will be carried by 50% plus one vote.

Minutes from all Executive Committee and Board of Directors meetings will be sent to all members of the Board of Directors, Executive Committees, and to the Learning Resource Centres and posted in the office at each campus within ten (10) business days following the meeting.


3.02 Meetings of the Board of Directors

All these rules relate only to meetings of the Board of Directors:

- a. The Board of Directors will meet a minimum of once per month and meeting location will alternate between each campus.
- b. The meeting site and date will be set for next meeting before the meeting is adjourned.
- c. Notice of meetings must be delivered in writing to all the Board of Directors Members, either in person, mailed or electronically, at least five (5) business days before the meeting with a set agenda in place and all related materials.
- d. Any voting member of the Board of Directors can call special meetings, following By-law 3.02 c).
- e. An emergency meeting may be called and held within 48 hours immediately after the Annual General Meeting.

3.03 Meetings of the Executive Committees

Each Executive Committee will meet a minimum of once a month to discuss matters that deal specifically with the respective campus.

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**BY-LAW 4
ELECTIONS AND REFERENDA**

All Executive Committee members of the Corporation will be elected each year prior to the end of April. The candidates with the majority of votes will be elected to serve their respective offices for the length of the term described in Article 4.01 of the Constitution.

4.01 Duties of the Chief Returning Officer

The Board of Directors will appoint a Chief Returning Officer (CRO) who will aid in the general conduct of the elections who will:

- a. Appoint a Deputy Returning Officer (DRO) to assist in the election process, and notify the DRO of his duties, and
- b. Give a minimum 21 calendar days notice of the election, and post all election rules, regulations, and procedures, and
- c. Obtain proof from the College Registrar of all candidates eligibility to run for office at time of election kit submission, and notify any candidates who do not meet the requirements, and
- d. Meet, or appoint someone to meet with all candidates prior to election in order to review all rules and regulations dealing with campaigning for office, and
- e. Regulate and supervise all campaigning activities, and
- f. Ensure electronic voting is online or designate polling stations and appoint personnel for them when using secret ballots, and
- g. Determine if an advance poll is needed and make the necessary arrangements, and
- h. Oversee ballot boxes or online voting system and counting the ballots or electronic ballot report, and
- i. Confirm the election results, which will be final and binding, and
- j. Keep the ballots or electronic report in a sealed envelope for one (1) year after the election and then destroy them unless there has been a formal complaint made in writing, and
- k. Be responsible for any formal written complaints received within 30 calendar days of the elections that concerns either the election or the conduct which would require re-examination of the ballots or electronic ballot report, and
- l. Receive, in writing, all election complaints, and keep the requests for a recount or re-evaluation if necessary, and
- m. Have authority to declare an election invalid if the election procedures have not been followed, and
- n. Accept formal notification of proxy voting in the form of a written signed letter, only when voting by secret ballot.

4.02 Duties of the Deputy Returning Officer

- a. Identify polling subdivisions, polling places, prepare voter lists, produce and distribute ballots and ballot boxes, appoint the necessary impartial personnel only when voting by secret ballot, and
- b. Count or appoint someone to count all ballots collected from each ballot box from each polling station or view electronic ballot report, and
- c. Present all ballots or electronic reports to the CRO in a sealed envelope signed by the people who counted the ballots or viewed the electronic ballot report.

4.03 Election Tribunal


An election tribunal composed of the CRO and two Board of Directors Members appointed by the Board of Directors will consider any and all complaints made in writing and received within 30 days of the elections. The tribunal's decision will be final and binding. The CRO will serve as the Chair of the elections tribunal.

4.04 Voting Procedures

- a. Each eligible voter, a member of the Corporation, is entitled to one vote.
- b. All elections and voting will be done by secret ballot or electronic ballot.
- c. Each ballot shall be marked with the appropriate mark in the designated ballot area when voting by secret ballot.
- d. When voting by secret ballot, incorrectly marked ballots will be kept, but not counted.

4.05 Candidacy Requirements

- a. File their nomination in a sealed envelope in person at any Student Administrative Council Inc. office not less than 21 calendar days before the election date, and
- b. Meet the Corporation's membership requirements and be in good standing with Niagara College as stated in Article 3.01 of the Constitution, and
- c. Be enrolled in a full time or part time post secondary diploma or degree or advanced diploma or certificate program of education, or show a letter of acceptance to a Niagara College post secondary diploma or degree or advanced diploma or certificate program for the fall semester, to be eligible to run for an Executive Committee position for the next year, as long as they can commit to a minimum of 10 hours per week during office hours, and
- d. Have a minimum term G.P.A. of 65% in their program for the semester completed prior to the election, or for January start students only, provide a letter of recommendation from their program coordinator, and
- e. Be bondable, and
- f. Be at least 18 years of age at the start of the academic year, and
- g. Have not previously been removed from office under Article 4.02 of the Constitution.

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**BY-LAW 5
COMMITTEES**

The Board of Directors may from time to time appoint such committee or committees, as it deems necessary or appropriate for such purposes and with such powers, as it shall see fit. Members of the committees need not be Board of Directors Members. Members of the committees will be allowed one (1) vote each. At the discretion of the Chairperson (as chosen by the Committee), a committee member may lose voting rights for not attending seventy-five (75%) percent of all meetings called. All committees will be required to provide written reports (or minutes) to the Board as such times as requested by the Board or Executive Committees.

5.01 CONSTITUTION AND BY-LAW COMMITTEE

Rationale:

The Constitution and By-law Committee is to ensure the provision of an overall thorough analysis of the Niagara College Student Administrative Council Inc. Constitution and By-laws.

Purpose:

To formalize all recommended amendments to the Constitution and By-laws and be responsible to present amendments to the Board of Directors.

Parameters:

This committee is to make recommendations to the Board of Directors in accordance to Article 9 of the Constitution.

Responsibilities:

The committee is charged with the following responsibilities:

1. An annual review of the Constitution and By-laws
2. Advise the Board of Directors of any proposed changes that may be required to the Constitution and By-laws.

Composition:

The Committee shall be composed of the following members:

1. President (chair)
2. Executive Vice Presidents
3. General Manager and Office Administrators

Timeline:

The Constitution is to be reviewed annually prior to the December Board of Directors meeting for recommendation report distribution. Board of Directors approval of amendments to the Constitution will be held during the January Board of Directors meeting. The By-laws will be reviewed annually in accordance to Article 9.02 of the Constitution.

5.02 POLICY REVIEW COMMITTEE

Rationale:

The Policy Review Committee is to ensure the provision of an overall thorough analysis of the Niagara College Student Administrative Council Inc. Policies.

Purpose:

To co-ordinate and carry out all details pertaining to the formalization of recommendations of amendments and additions to the Niagara College Student Administrative Council Inc. Policies.

Parameters:

All amendments and additions are to follow the procedures outlined in Policy #36 *Policy Writing*.

Responsibilities:

The committee is charged with the following responsibilities:

1. Advise the Board of Directors of any additions or amendments to the Niagara College Student Administrative Council Inc. Policies.
2. Complete review of the Niagara College Student Administrative Council Inc. Policies every two years.

Composition:

The committee shall be composed of the following members:

1. President
2. Executive Vice Presidents
3. General Manager

Timeline:

The Policy Manual will be reviewed every two years.

5.03 FINANCE STANDING COMMITTEE**Rationale:**

The Finance Standing Committee is to ensure the overall analysis of the Niagara College Student Administrative Council budgets.

Purpose:

This committee will be responsible to analyze the current budgets and develop budgets for the following fiscal year.

Parameters:

Budget drafts are to be presented to the respective Executive Committees and Board of Directors for approval.

Responsibilities:

1. Budget analysis
2. Budget development

Composition:

The committee shall be composed of the following members:

1. President
2. Executive Vice Presidents
3. General Manager

Timeline:

The committee will analyze and develop budgets annually in February with presentation to the Executive Committees and the Board of Directors during meetings to be held in March.

5.04 UNIVERSAL BUS PASS COMMITTEE**Rationale:**

The Universal Bus Pass Committee will oversee and ensure the functionality, accessibility and service of the universal bus system to ensure the needs of all Niagara College students are being met.

Purpose:

This committee will be responsible to coordinate and carry out all details pertaining to the Universal Bus Pass.

Parameters:

The committee is to make decisions upon all U-Pass appeals in regards to special circumstances and requests for refund of the bus pass fee. The Committee will approve any ongoing improvements to distribution, eligibility, scheduling and contract changes. Final approval of any change affecting fiscal responsibility shall be brought to a Board of Directors meeting.

Responsibility:

The committee is charged with the following responsibilities:

1. Review the established grievance process.
2. It shall be the duty of the committee to hear all written student complaints within three weeks of being submitted. A written response or action shall be taken on these complaints within two weeks of the committee hearing.
3. Review all schedules on a yearly basis.
4. Review all contracts relating to the Transit Authorities.
5. To hear and make decisions upon all U-Pass appeals for special circumstances for refund of the bus pass fee that do not meet the following criteria. Appeals that meet the criteria or are not made before the last drop date as set by the registrar's office shall not be considered by the committee:
 - a) Distance or location of residence
 - b) Time or schedule constraints
 - c) Choosing to drive
 - d) Attending only one of two academic terms at Niagara College
 - e) Minimal usage

The Universal Bus Pass Committee shall be chaired by the President or another Board of Director member as designated by the President.

The duties of the Chair are:

1. Call all meetings of this committee, at least once per term.
2. Report and update the Board of Directors on all actions of the committee.
3. Ensure that a year end report be presented to the Board of Directors.
4. Ensure that all committee members receive accurate information relevant to the business of the committee in a timely manner.
5. Ensure the committee meets its responsibilities as outlined in this By-law and agreements with the transit companies.
6. Meet with transit authorities semi-annually to review functionality, rider ship, accessibility and other matters of student interest or committee inquiries.

The Universal Bus Pass Committee will be responsible for compiling a final annual report to be presented to the Board of Directors on all activities that were undertaken throughout the year by the committee. The report will include recommendations on how the committee could better fulfill its mandate.

Composition:

The committee shall be composed of the following members:

1. President *ex-officio* (chair)
2. Director of Student and Community Relations
3. One (1) College staff member as appointed by the College and approved by the Board of Directors
4. Student Administrative Council General Manager

Timeline:

The Universal Bus Pass Committee will be created before the beginning of the fall semester and will continue until April 30th of the following year. The committee will be continuously renewed during the existence of the Universal Bus Pass.

5.05 INFRASTRUCTURE COMMITTEE**Rationale:**

This committee is to ensure an overall thorough analysis of any infrastructure and/or sustainable changes relation to the Niagara College Student Administrative Council Inc. operations.

Purpose:

To formalize all recommended improvements and changes and be responsible to present them to the Board of Directors.

Parameters:

This committee is to make recommendations to the Board of Directors.

Responsibility:

The committee is charged with the following responsibilities:

1. Perform a review of desired services, facilities and student life space in proportion to the optimal needs of the Student Administrative Council Inc.
2. Advise the Board of Directors of any proposed infrastructure and/or sustainable changes proposed by Niagara College.

Composition:

The Committee shall be composed of the following members:

1. President (chair)
2. Executive Vice Presidents
3. Student Centres Manager
4. Executive Administrator
3. General Manager

Timeline:

The committee will make annual recommendations to the Board of Directors when required.

5.06 STEC**Rationale:**

The Student Technology Enhancement Committee ensure that the fees collected from the Student Technology Enhancement Fund (STEF) are allocated annually to allow Niagara College to maintain a current, up to date and functional technology system for the students of Niagara College.

Purpose:

To review past expenditures and discuss and recommendations for the future technological needs of students of Niagara College.

Parameters:

This committee is to approve technological expenditures for the upcoming year, including any new projects.

Responsibilities:

The committee is charged with the following responsibilities:

1. Gather information regarding Niagara College technological needs.
2. Make recommendation for a Student Technology Enhancement Fund fee increase.
2. Review previous year's expenditures and approve the expenditures and budgets for the upcoming year.

Composition:

The Committee shall be composed of the following members:

1. President (chair)
2. Directors of Media
3. Student Member – appointed by Student Administrative Council
4. Vice President Corporate Services – College
5. Vice President Student Services & Community Relations – College
6. VP Academics - College

Timeline:

The STEC (Committee) will meet a minimum three times a year. The first meeting in the fall term is to update on projects completed during the summer and assess any further actions. Information regarding student technology enhancements will be gathered prior to the second STEC meeting during the winter semester. Any increase to the Student Technology Enhancement Fund fee must be brought to the Board of Directors for approval prior to the February Fee Protocol Committee meeting.

5.07 STRATEGIC PLANNING COMMITTEE

Rationale:

The Strategic Planning Committee is to ensure that the Niagara College Student Administrative Council Inc. is well known by our shareholders and to continually strive to improve our advocacy, student satisfaction, sustainability and community involvement while maintaining successful operations.

Purpose:

To make students aware of services that we provide, and seek student feedback to better serve their needs.

Parameters:

This committee is to create the framework of the strategic plan based on information gathered at the transition conference.

Responsibilities:

The committee is charged with the following responsibilities:

1. Present the Strategic Plan to the Niagara College Student Administrative Council professional staff.
2. Ensure Executive Committee Members are working towards a Strategic Plan outcome.
3. Review and approve final report to be presented at a Board of Directors meeting for approval.
4. Present the final year end Strategic Plan report to the incoming Council

Composition:

The Committee shall be composed of the following members:

1. Chair (to be determined by the Strategic Planning Committee)
2. President
3. Executive Vice President – NOTL
4. Executive Vice President – WC
5. Any student member appointed by the Student Administrative Council
6. General Manager

Timeline:

The Strategic Plan is to be developed during the transition conference. Monthly progress reports are to be reviewed by the Executive Vice president and President. A progress review will be presented at the winter retreat and an Annual Report will be presented at the Annual General Meeting. A final year end Strategic Plan report to be approved by the Board of Directors and then presented during the transition conference.

5.08 FEE PROTOCOL COMMITTEE

Rationale:

The Fee Protocol Committee is to ensure that all Compulsory Ancillary Fees being increased or new fees added are implemented through the Fee Protocol Committee within the guidelines of the Minister's Binding Policy Directive on Tuition and Ancillary Fees.

Purpose:

To review all recommended fee increases or new fees and prepare proposal for Board of Governor approval in February.

Parameters:

This committee is to determine the need for fee increases or increase of any existing fees. The Committee Members must bring any new fees or increases of existing fees to the Board of Governors for approval.

Responsibilities:

The committee is charged with the following responsibilities:

1. Assess and determine the need to increase any and all non-tuition student fees governed by the Niagara College Student Administrative Council.
2. Present any fee increases to the Fee Protocol Committee.
3. Present all new fees and fee increases to the Niagara College Board of Governors.

Composition:

The Committee shall be composed of the following members:

1. President
2. Executive Vice President – NOTL
3. Executive Vice President – WC
4. Registrar – College (chair)
5. VP Community Services & Student Relations – College
6. College Member (appointed by College)
7. Any student member appointed by the Student Administrative Council

Timeline:

The Fee Protocol Committee is to meet in October. Following this meeting new fee or increases of fee will be determined and brought to the November or December Board of Directors meeting for approval. All fee mandated by the Student Administrative Council will be reviewed at the January Board of Directors meeting for approval and then referred to the Fee Protocol Committee for approval in January or February. A formal presentation will be made to the Niagara College Board of Governors in February or March should any new fees be introduced or existing fees increased.

5.09 LEADERSHIP STEERING COMMITTEE**Rationale:**

The Leadership Steering Committee is to ensure that all Executive Committee Members have working knowledge of leadership skills.

Purpose:

To co-ordinate and implement leadership conferences and team-building exercises.

Parameters:

This committee is required to present a full report to the Board of Directors for all expenses exceeding \$500.00 for Board approval.

Responsibilities:

The committee is charged with the following responsibilities:

1. To meet a minimum of four times a year to discuss the layout of conferences and activities for the leadership program.
2. Organize and implement the annual transition conference and winter retreat.
3. Organize and implement the campus orientations to be held in August.
4. Organize and implement two teambuilding seminars (Fall and Winter semester).
5. Provide a full report to the Board of Directors following each leadership program event.
6. Prepare a list of recommendations to the incoming Leadership Steering Committee.
7. Provide leadership to members to assist in setting annual goals and objectives and to plan and implement strategies to achieve these goals.

Composition:

This committee shall be composed of the following members:

1. President
2. Executive Vice Presidents
3. General Manager or designee of which one will be appointed chair at the first meeting of each year

Timeline:

The Leadership Steering Committee will meet a minimum of four times per year. The committee will analyze and develop a leadership program and give a report to the Board of Directors following each leadership activity. This committee will present a full report of recommendations during the April Board of Directors meeting on a yearly basis.

5.10 DIGITAL SIGNAGE STEERING COMMITTEE

Rationale:

The Digital Signage Steering Committee is to ensure that all Executive Committee Members and the Niagara College Marketing Department (MarComm) all have working knowledge and involvement of digital signage project.

Purpose:

To provide all of our Niagara College students, staff, clients, and visitors with timely and relevant information.

Parameters:

This committee is to approve technological digital signage changes and improvements, including any new projects.

Responsibilities:

The committee is charged with the following responsibilities:

1. To meet at a minimum, bi-monthly.
2. Jointly responsible for the content displayed on the digital signage network.
3. Ensure MarComm is developing, monitoring and maintaining all content to ensure messaging and promotions are relevant and acceptable to student and staff life on campus.
4. Ensure that MarComm will post and remove SAC content within the timelines provided by SAC.
5. Discuss and approve any digital signage issues, opportunities, and upcoming plans including but not limited to screen format, content and external advertising.
6. Regular meetings shall be scheduled and recorded by DSSC.
7. Advise the Board of Directors of any proposed improvements or changes to the digital signage project.

Composition:

The Committee shall be composed of the following members:

1. A Chair, appointed by SAC
2. Three (3) Members of SAC – at least one from each of the campuses, or designees
3. NC Director, Marketing and Communications or designee
4. NC Marketing Manager or designee
5. NC Communications Officer or designee

Non voting members may be added as resources to the DSSC as the committee sees fit.

Five (5) voting members shall constitute quorum.

Decisions by DSSC shall be carried by a simple majority of the voting members.

Timeline:

The committee will present any changes and/or improvements to the digital signage project to the Board of Directors when required. Any financial requirements will require approval from the Board of Directors.