




## **By-laws**

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

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<b>BY-LAWS</b>		

**BY-LAW 1  
STAFF AND EXECUTIVE ROLES AND POWERS**

**1.01 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 Procedures, 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.

**1.02 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 Procedures 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, one (1) Executive Vice President and one (1) full-time staff signing officer 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 Annual General Meeting (AGM) for ratification, and
- f. Approving any revisions or additions to the By-laws and Policies as described in By-law 5.01 and 5.02, 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 4.

**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 2, and

- 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. Any and all duties, not described in By-law 1.02 thru 1.04, assigned by the Board of Directors or the Executive Committees.

### **1.03 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
- c. Attend all meetings (must give 24 hours' notice to the Office Manager if not attending). Emergency cases will be assessed case by case, and
- d. Complete a transition binder for the incoming Executive Committee Member, containing documents and notes regarding the major successes and shortcomings of the previous year, and
- e. Carry out Strategic Plan directive throughout the year to work towards implementation with progress reports presented at each Executive Meeting with Director Update, and
- f. Complete post-evaluation reports for all student events, excursions, campaigns and activities submitted for approval, and
- g. Assist with running student events, and
- h. Ensure that all event planning forms are reviewed and distributed to all respective staff and Executive Committee Members, and
- i. Be a member of any/all NCSAC Committees specified in By-Law 5 and any ad hoc committees as assigned, and
- j. Be in office for 12.5 regularly scheduled hours and attend all meetings, and
- k. Give verbal updates and brief written reports for archives on campus activities to the respective Executive Committee.

### **1.04 Job Descriptions**

#### **President**

The President reports to the Niagara College Student Administrative Council Inc. Board of Directors and is accountable to this group and to the membership at large for their actions. The President is elected annually through the Presidential Selection Process and is expected to work in a full-time capacity from May 1 – April 30.

- a. Acts as the figurehead of the Niagara College Student Administrative Council Inc.
- b. Attends college, community and NCSAC committee meetings.
- c. Delegates committee meetings to appropriate members of the Executive based on knowledge and job descriptions.
- d. Conducts them self in the utmost professional manner at all times.
- e. Speaks on behalf of the NCSAC Board of Directors for: media inquiries, community events, college functions & meetings, and NCSAC business regarding the decisions made by the organization.
- f. Manages and supervises the affairs and operations of the NCSAC in accordance with the Constitution, By-laws and Policies and Procedures.
- g. Ensures that all NCSAC Executive have the appropriate information they require to perform their jobs.
- h. Meets bi-weekly with the Executive Vice President(s) to discuss upcoming events, activities and roles of the Executive members at each respective campus.

- i. Reviews all College and Corporate partnerships as well as the College Board of Governors meeting minutes, contracts, and documentation that is relevant to or affects operations at the NCSAC.
- j. Acts as a signing authority for the corporation and shall approve and co-sign with the Executive Vice Presidents all cheque requisitions, contracts, and payments.
- k. Maintains and updates appropriate files for historical purposes through the College Network Drive.
- l. Submits monthly written reports to the Board of Directors on activities and informs the Board of Directors of all correspondence, reports and business that pertain to the NCSAC.
- m. Represents or appoints members to represent the NCSAC at external functions that the Board deems important.
- n. Liaises with the Board of Governors Student Representative and keeps the NCSAC up-to-date with all Board of Governors information and upcoming activities.
- o. Assists Executive Vice Presidents in developing appropriate strategies to train and support members of the Executive committees at each respective campus.
- p. Collaborates with the Executive Vice Presidents and Executive Director on strategic direction, vision and annual goals of the organization.
- q. Communicates with the Executive Director on daily operations to enable the Executive Director and staff to carry out the operations of the NCSAC as per directive from the annual strategic and operations plans.
- r. Organizes advocacy efforts and government relations between the NCSAC and other student organizations, and the municipal, provincial, and federal levels of government, and
- s. Attends all College Student Alliance (CSA) conferences with the Executive Vice President(s) and provides the Board of Directors with appropriate information from sessions at Executive meetings.
- t. Attends conferences, which are pertinent to advocacy, regarding emerging trends in student associations and business matters where deemed appropriate by the Board of Directors.
- u. Attends all Executive Committee and Board of Directors meetings.
- v. Works a minimum of thirty-five (35) hours per week including: scheduled office hours, Board of Directors, Executive Committee & Committee meetings and professional conferences.
- w. Spends appropriate time at each campus to ensure that Executive at each location are coached appropriately and services/activities are equally attended.
- x. Oversees the NCSAC Leadership conference planning in collaboration with the planning committee and Executive Director.
- y. Oversee the operations of the NCSAC Class Representative Program with the Executive Vice Presidents.
- z. Sits on all hiring panels for NCSAC Manager Positions and office staff.

#### **Executive Vice President**

- a. Develops strategic and organizational plan annually with President and Executive Director and reviews strategic and organization plan with respective Executive Committee Members on a monthly basis at Executive committee meetings.
- b. Prepares an annual report compiled from monthly Executive meetings and Executive journals to be presented at the AGM.
- c. Oversees respective Executive Committee members and ensures that duties and responsibilities are being met in accordance with the Constitution, By-laws, Policies and Procedures and guidelines of the NCSAC manuals.
- d. Reviews all financial matters of the NCSAC including, but not limited to: global & campus specific budgets, U-Pass, Health Plan and Student Centre operations with the Executive Director, President and Business Manager on a regular basis through the Finance Committee.

- e. Completes the President's performance evaluation with the Executive Director as required.
- f. Assists President with ensuring each campus is meeting strategic plan and operational goals.
- g. Meets with all Executive Committee Members of respective campus on a monthly basis to assist and coach in completing tasks and activities in specific portfolios.
- h. Acts as a member of the Constitution and By-law Committee, Policy Review Committee, Fee Protocol Committee, Strategic Planning Committee, Leadership Committee, Student Centre Management Committee, and the Finance Standing Committee and any ad hoc committee as appointed by the President.
- i. Serves as the Student Representative on all student grade appeals (conflict notwithstanding), as a liaison between the student body and the college's administration on academic matters
- j. Provides verbal updates and submits written reports for archives at monthly Board meetings to the Board of Directors on campus activities and informs the Board of Directors of all correspondence, reports and business that pertain to their respective campus.
- k. Prepares agendas for Executive meetings and sends information electronically to Executive at least five (5) business days in advance of meetings.
- l. Oversees all campus specific activity of the NCSAC including, but not limited to: Niagara College Open House, Orientation, CSA campaigns and Student Appreciation Days.
- m. Attends all College Student Alliance conferences.
- n. Oversees the operations of the NCSAC Class Representative Program at their respective campus, by coordinating and chairing monthly meetings maintain up-to-date files and records for all Class Reps and validating hours, as required, for all Class Reps' Co-Curricular Record.
- o. Sits on the Niagara Falls Executive Committee with the President and the Director of Student Affairs, to discuss and approve events, activities concerning the Niagara Falls Campus.

#### **Director of Social Programming**

- a. Develops, implements and oversees events and activities on campus that are accessible and engaging to all students.
- b. Creates events and activities that are inclusive to students of all ages when possible.
- c. Collaborates with the Marketing Communications Manager on sourcing costs and availability of talent and entertainment for events including, but not limited to: bands, DJ's, hypnotists, performers, musicians and guest speakers.
- d. Provides logistical plan for implementation of social programming activities to the Executive at monthly meetings to obtain assistance with events and activities.
- e. Attends all events and is responsible for ensuring programming runs smoothly for the duration of the event. Larger scale programming or events will be run in collaboration with the Marketing Communications Manager.
- f. Works with the Director of Communications to construct event promotions and marketing in a timely fashion prior to the activity.
- g. Assesses space requirements and booking of Student Centres in consultation with the Operations Manager and Student Centres Manager.
- h. Determines the appropriate volunteer staffing needs for events and works with the Director of Goodwill to obtain volunteers for activity.
- i. Organizes and executes the social events of NCSAC while ensuring student safety at all events. Any type of event that is thought to be more risky in nature should be in consultation with the Executive Director for strategic direction on risk management.
- j. Maintains up-to-date event files and evaluations on the College Network Drive.
- k. Attends the Canadian Organization of Campus Activities (COCA) National and/or Regional conference(s).

### **Director of Goodwill**

- a. Creates, oversees and evaluates all campaigns for the Student Emergency Food Bank including, but not limited to: Christmas Food Drive, Niagara Day, Niagara College Christmas Party and Day of Reflection.
- b. Develops various campaigns in collaboration with community and college to support not-for-profit organizations.
- c. Creates appropriate fundraising measures and processes to ensure that activities are profitable for Student Emergency Food Bank and not-for-profit organizations.
- d. Works with the Director of Communications to develop appropriate strategies for marketing campaigns and initiatives to the student body.
- e. Documents monthly initiatives, including evaluation of campaigns and activities on the College Network Drive.
- f. Responds to NCSAC Cares donors with letters of appreciation.
- g. Submits monthly reports to Executive Vice President, including, but not limited to: updates, future ideas, and goals for monthly executive meetings.
- h. Provides recommendations to the Executive and Board of Directors for community sponsorships and donations when warranted.
- i. Recruits, trains, retains and recognizes volunteers for the SAC Team.
- j. Develops a volunteer schedule for SAC Team members through requests from fellow Executives.
- k. Validates hours, as required, for SAC volunteers' Co-Curricular Record.

### **Director of Clubs**

- a. Accepts and reviews all club applications and all program related student group requests to be sanctioned by the respective campus Executive Committee.
- b. Runs a Club Fair each semester for student groups to attract, recruit and retain members.
- c. Works with the Office Manager to develop Club Fair logistics and requests.
- d. Attends and runs all Club Fairs to ensure all activities are running smoothly.
- e. Attends club meetings and/or events, when necessary to ensure that clubs are following guidelines within the Club Application. Requests and evaluates monthly reports from all clubs.
- f. Ensures clubs are hosting meetings and that notices are posted for all students to join and attend club activities.
- g. Submits all approved clubs to the Marketing & Events Manager to ensure the club name, purpose of the club, and contact information is on the website.
- h. Validates hours, as required, for all club participants' Co-Curricular Record.
- i. Act as a member of the Advisory College Council Committee.

### **Director of Student Relations**


- a. Distributes all print media, including, but not limited to: posters, table tents, calendars, and flyers for all student events once completed by the Graphic Designer and Graphic Design Intern.
- b. Develops innovative marketing campaigns with the Executive Committee and Marketing Communications Manager to entice students to participate in NCSAC related activities and events including, but not limited to: t-shirt campaigns, face-to-face conversations, online content, kiosk set-up, surveys and focus groups.
- c. Acts as the NCSAC liaison between Residence, Athletics, International, Centre for Student Engagement and Leadership, the First Nations, Métis and Inuit Student Services, through regular monthly meetings and email correspondence.



- d. Develops collaborative events/activities with each department to assist in supporting and engaging students in each demographic group.
- e. Develops, implements and evaluates monthly NCSAC awareness events at respective campus to promote events and initiatives.
- f. Creates content for NCSAC Weekly Communication flyer or newsletter to be distributed to all Executive regarding activity at each respective campus.
- g. Administers the NCSAC page on the Co-Curricular Record and ensures that all activities, events, volunteering opportunities and campaigns are posted on the flyer board.
- h. Oversees and executes advocacy campaigns on-campus for the College Student Alliance in collaboration with the President.
- i. Acts as a member of STEC.

**Director of Student Affairs (Niagara Falls)**

- a. Creates and executes events and activities for the students at the Niagara Falls campus.
- b. Provides verbal updates and submits written reports monthly to the Board of Directors on all activities at the Niagara Falls campus in regards to events and services.
- c. Sends weekly updates to the President.
- d. Creates campaigns and strategies for the NCSAC Cares program.
- e. Develops database of volunteers for events and activities at the Niagara Falls campus.
- f. Accepts and reviews all Club Applications and all program related student group requests to be sanctioned at monthly Executive committee meetings.
- g. Requests and evaluate monthly reports from all clubs.
- h. Distributes print materials and information to departments at the Niagara Falls campus through notice boards and face-to-face meetings.
- i. Develops, implements and evaluates monthly NCSAC Awareness events the Niagara Falls campus.
- j. Works with NCSAC Services Assistant at Niagara Falls to ensure appropriate paperwork and forms are completed.
- k. Validates volunteer and club participant hours for the Co-Curricular Record.
- l. Prepares agendas for the Niagara Falls Executive Committee meetings and send information electronically to the committee members at least five (5) business days in advance of meetings.
- m. Provides verbal updates at monthly Board meetings to the Board of Directors on campus activities and informs the Board of all correspondence and matters that pertain to the Niagara Falls Campus.

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<b>BY-LAWS</b>			

**BY-LAW 2  
MEETINGS**

All meetings of the Corporation will follow Bourinot's Rules of Order.

**2.01 Quorum, Adjournments and Procedures**

Quorum (50% + 1 vote) 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 the Constitution.

Tie votes will be defeated.

Abstentions will be counted as a no vote.

Motions will be carried by 50% + 1 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 libraries and posted in the office at each campus within ten (10) business days following the meeting.

**2.02 Meetings of the Board of Directors**


The following 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 2.02 c.
- e. An emergency meeting may be called and held within 48 hours immediately after the AGM.

**2.03 Meetings of the Executive Committees**

The following rules relate only to meetings of the Executive:

- a. Each Executive Committee will meet a minimum of once per month to discuss matters that deal specifically with their respective campus.
- b. Meetings will be set at the beginning of each academic term by the Executive Vice President at the Welland and Niagara-on-the-Lake campus based on class schedules.
- c. Meetings will be set at the beginning of each academic term by the President for the Niagara Falls campus based on class schedules.
- d. Notice of meetings must be delivered in writing to the Executive Members electronically at least five (5) business days before the meeting with a set agenda in place and all related materials.

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**BY-LAW 3**  
**PRESIDENTIAL SELECTION PROCESS AND PROCEDURE**

The following rules shall govern the election of the full-time President as the head of the NCSAC Board of Directors:

**3.01 Eligibility Criteria**

- a. The President shall not be subject to any academic requirements and is not required to be a registered student of Niagara College during their term of office.
- b. A current President may serve consecutive terms to a maximum of two (2) years.
- c. If a current President chooses to run for a second term – they must abide by the same Presidential Selection Procedure that all other candidates follow.
- d. In order to run in the election as a Presidential candidate, a member of the Corporation must 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 employment term in a full-time capacity with a minimum of 35 hours per week (Monday – Friday), commencing May 1st and ending April 30<sup>th</sup>.
- e. A candidate must have maintained a program pass in their prior semester (if not a returning President).

**3.02 Nomination Process**

- a. The President Nomination Process will open the first day of classes in the Winter semester and close ten (10) business days after. Election dates will be set annually by the Board of Directors.
- b. Nomination packages will available from the Executive Director.
- c. Prior to the closing of the nomination process, Presidential candidates must submit all completed forms contained within the nomination package, in a sealed envelope, to the Niagara College Student Administrative Council front desk.
- d. All candidates must agree to allow the Chief Returning Officer (CRO) to view their academic standing from their last semester in order to ensure eligibility of the candidate and agree to allow the CRO to view their Niagara College Student Code of Conduct record, if any exists, with the College. The CRO may exclude a candidate based on their offence history. Nominees may be subject to a police check.
- e. Presidential nominees must receive 100 registered student signatures from the Niagara-on-the-Lake campus and 100 registered student signatures from the Welland campus. Signatures will be verified by the CRO.

**3.03 Vote of Confidence**

- a. A vote of confidence meeting will occur for Presidential nominees during the last week of January.
- b. All nominees will be required to complete a 30 minute presentation for the NCSAC Board of Directors and be prepared for up to 15 minutes of questioning from the NCSAC Board of Directors.

- c. A vote of confidence will follow the question and answer period after the nominees have left the voting room.
- d. Each nominee must receive a vote of confidence (50% + 1 vote). Only nominees receiving a vote of confidence will then move forward to the general election process as a Presidential candidate.

#### **3.04 Election Process**


- a. All candidates that have received a vote of confidence will move forward to the general election and follow all guidelines described in By-law 4.01.
- b. Each candidate will be allowed to select a scrutineer that will verify the elections results.

#### **3.05 Presidential Town Hall**

- a. The Presidential Town Hall will be organized at the Niagara-on-the-Lake and Welland campuses by the CRO where the Presidential candidates will be required to present to the student body.
- b. The candidates will have a maximum of 15 minutes to present their speech/platform and this will be followed by a 15 minute question and answer period. The CRO will preside over and moderate the question and answer period during this time.
- c. Candidates will be permitted to be present for the other candidates' speeches and the question and answer period.
- d. Presidential Town Hall will take place the second week of Elections Kit pick-up at the Niagara-on-the-Lake and Welland campus.

#### **3.06 Hiring Process**

- a. Should no nomination package be submitted or the candidate(s) fail to meet the selection criteria, the Board of Directors will move to a hiring process.
- b. The hiring process may also be triggered when a vacancy in the role becomes available through resignation or board removal of the President.
- c. In these circumstances, a Presidential Selection Committee will be struck to oversee the selection of the new President.
- d. The hiring process will be conducted through a panel interview format where the committee will be mandated to review all applications, interview candidates and select through consensus. The successful candidate will be announced to NCSAC Board of Directors followed by the Niagara College Board of Governors and student body through various media avenues.
- e. The successful candidate will only serve the duration of their contract as a hired position and cannot seek re-election through the general student election process.
- f. Only in circumstances where there is no outgoing Board of Directors vying for the role, would a hired President be brought back to the President Selection Committee for evaluation and reassessment of organizational fit.

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**BY-LAW 4  
ELECTIONS AND REFERENDA**

All Executive Committee members at Welland and Niagara-on-the-Lake 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.

The President will be elected each year prior to the end of April in the general NCSAC elections. Only nominees receiving a vote of confidence will move to the general NCSAC elections.

**4.01 Election Guidelines**

- a. All Executive Committee members (Niagara-on-the-Lake and Welland) and President will be elected each year prior to the end of April.
- b. Executive committee nomination forms and Presidential nomination forms must be handed into the NCSAC office front desk by the time and date outlined in the current year's Elections Kit.
- c. All candidates must attend the All Candidates Meeting.
- d. All biographies and photos for the website must be sent prior to the All Candidates Meeting.
- e. All Executive candidates at Welland and Niagara-on-the-Lake will have the opportunity to speak at a public debate facilitated by the CRO.
- f. The Presidential candidates will have the opportunity to speak at the Presidential Town Hall facilitated by the CRO at the Niagara-on-the-Lake and Welland campus during the second week of Elections Kit pick-up.
- g. NCSAC will reimburse up to \$100 in expenses incurred for candidate's elections campaigns. Receipts must be handed in to the CRO, at the front desk of the SAC office for reimbursement. Receipts must be in original list form (no debit or credit card receipts without itemized list of materials). Lost receipts will mean no reimbursement for election expenses.
- h. Each candidate has the opportunity to select a scrutineer that will verify the election results.
- i. Candidates will have five (5) business days to appeal election results. All appeals must be in writing (emails not accepted) and stamped by the NCSAC office front desk on date of receipt. The CRO will have exactly five (5) days to review appeal after receipt of written complaint. He/she will review with Elections Committee comprised of the CRO, DRO and one (1) student that is not a current or incoming Executive member of the NCSAC Board.
- j. A candidate must have a minimum average of 65% in their program for the semester completed prior to the election or for January start students only, provide a letter of recommendation stating that they are eligible and meet the academic requirements to date to run for an elected position from their program coordinator. Students running in the election must be in their program until April of the current year and be able to commit 12.5 hours/week during regular office hours from September to April. This information will be verified by the CRO.
- k. The President will follow the process and procedures in By-Law 3.0.
- l. Candidates can only run for one (1) NCSAC elected position.
- m. All campaign materials and platforms must follow guidelines set-out in the NCSAC Constitution, By-laws, Policies & Procedures and Elections Kit.

- n. Each Executive position for Council requires the following number of nomination signatures from the NCSAC membership at their respective campus:
  - i. President – Vote of Confidence of 50%+1 from current Board of Directors + 100 signatures at Welland and 100 signatures at Niagara-on-the-Lake
  - ii. Executive Vice Presidents – 75 signatures at their respective campus
  - iii. Directors at Welland and Niagara-on-the-Lake – 50 signatures at their respective campus

#### **4.02 Duties of the Chief Returning Officer**

The Board of Directors will appoint a 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 their duties, and
- b. Give a minimum of 21 calendar days' notice of the election, and post all election rules, regulations, and procedures, and
- c. Prepare and execute all aspects of the Presidential elections including, but not limited to: nomination, vote of confidence from the Board, Presidential Town Hall, and elections, and
- d. 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 prepared , and
- g. Determine if an advance poll is needed and make the necessary arrangements, and
- h. Oversee online voting system and electronic ballot report, and
- i. Confirm the election results, and
- j. Keep electronic report in a sealed envelope for one (1) year after the election, and
- k. Be responsible for any formal written complaints received within five (5)calendar days of the elections that concerns either the election or the conduct which would require re-examination of the 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. Ensure there is a contingency plan for paper ballots if online voting system is compromised, and
- o. Hire, train and supervise polling clerks, and
- p. Be responsible for determining dates, times and questions for campus debates, and
- q. Determine locations and set-up online polling stations.

#### **4.03 Duties of the Deputy Returning Officer**

- a. Prepare voter lists, act as member of Elections Committee, appoint the necessary impartial personnel only when voting by secret ballot, and
- b. Review electronic ballot report, and
- c. Verify that each candidate received at least a 65% average in the semester prior to running for the Elections, and
- d. Complete a Code of Conduct check for Presidential candidates, and
- e. 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.

#### **4.04 Election Tribunal**

An election tribunal composed of the CRO, DRO, and one (1) student that is not on the Board of Directors Members or running for an Executive position (appointed by the CRO) will consider any and all complaints made in writing and received within five (5) days of the elections. The tribunal's decision will be final and binding. The CRO will serve as the Chair of the elections tribunal.

#### **4.05 Voting Procedures**

- a. Each eligible voter, a member of the Corporation, is entitled to one (1) vote.
- b. All elections and voting will be done by electronic ballot.
- c. When voting by secret ballot, incorrectly marked ballots will be kept, but not counted.

#### **4.06 Candidacy Requirements**

Each Executive candidate must:

- a. File their nomination in a sealed envelope in person to the front desk at their respective Student Administrative Council Inc. office at the date described on the Elections Kit (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 their serving year at their respective campus. To be eligible to run for an Executive Committee position for the next year, they have to be able to commit to a minimum of 12.5 hours per week during office hours, and
- d. Have a minimum term grade 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. If previously removed from office within the past three calendar years, eligibility will be determined in accordance with Article 4.02 Removal from Office, of the NCSAC Constitution.

#### **4.07 Director of Student Affairs (Niagara Falls)**

The Director of Student Affairs (Niagara Falls) will be hired at time convenient to the programming needs of the campus. The President and Executive Director will ensure that a Hiring Committee is in place and the hiring process will take place at the beginning of each semester (if there is a vacancy). The candidates must meet all requirements as defined in By-law 3.06.

#### **4.08 Vacancies**

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 or hire 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 NCSAC 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 NCSAC elections or would hinder the Corporation from functioning efficiently in the interim, the respective Executive Committee may appoint or hire, by majority vote, a qualified person to fill a vacancy in office.



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**BY-LAW 5  
COMMITTEES**

The Board of Directors may from time to time appoint such 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.

Ad hoc committees will be created when necessary and approved by the Board of Directors following the Committee Involvement document.

**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. Executive Director
4. Business Manager

**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 best practice.

**Responsibilities:**

The committee is charged with the following responsibilities:

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

**Composition:**

The committee shall be composed of the following members:

1. President
2. Executive Vice Presidents
3. Executive Director

**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. Executive Director
4. Business 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 (U-PASS) COMMITTEE****Rationale:**

The Universal Bus Pass (U-Pass) Committee will oversee and ensure the functionality, accessibility and service of the universal bus system to ensure the needs of 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 on all U-Pass appeals in regards to special circumstances and requests for refund of the universal 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. To hear all written student complaints within three (3) weeks of being submitted. A written response or action shall be taken on these complaints within two (2) weeks of the committee hearing.
3. Review all schedules on a quarterly basis to ensure schedules meet the needs of students.
4. Hear and make decisions upon all U-Pass appeals for special circumstances for refund of the universal bus pass fee that do not meet the following criteria:
  - 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

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.

The Universal Bus Pass Committee shall be chaired by Niagara College's Director of Student Services

The duties of the Chair are:

1. Call all meetings of this committee, at least once per term.
2. Report and update the College on all actions of the committee.
3. Ensure that all committee members receive accurate information relevant to the business of the committee in a timely manner.
4. Ensure the committee meets its responsibilities as outlined in this By-law and agreements with the transit companies.

**Composition:**

The committee shall be composed of the following members:

1. President, SAC
2. Executive Director, SAC
3. Office Manager NOTL, SAC
4. Director of Student Services, Niagara College
5. Director of Finance, Niagara College
6. Registrar, Niagara College
7. Guests as needed including, but not limited to: scheduling representative, campus specific representatives and International Department representative.

**Timeline:**

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

**5.05 STUDENT TECHNOLOGY ENHANCEMENT COMMITTEE (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 make 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 STEF fee increase.
3. 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. NCSAC President (Chair)
2. Directors of Student Relations
3. Student Member – appointed by Student Administrative Council
4. NCSAC Executive Director
5. Vice President Corporate Services – College
6. Vice President Academic and Learner Services – College
7. Director of Student Services - College
8. Chief Information Officer- College

**Timeline:**

The STEC (Committee) will meet a minimum of 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 STEF fee must be brought to the Board of Directors for approval prior to the February Fee Protocol Committee meeting.

**5.06 STRATEGIC PLANNING COMMITTEE**

**Rationale:**

The Strategic Planning Committee is to ensure that the NCSAC 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. President (Chair)
2. Executive Vice Presidents
4. Executive Director

**Timeline:**

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

**5.07 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 NCSAC Board of Directors.
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 Presidents
4. Registrar – College (Chair)
5. VP Student and External 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 fees 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.

**5.08 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 (4) 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 (2) 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. Executive Director

**Timeline:**

The Leadership Steering Committee will meet a minimum of four (4) 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.

### **5.09 ELECTIONS COMMITTEE**

**Rationale:**

The Elections Committee is to ensure that the student body is informed about elections and voting procedures.

**Purpose:**

To provide all of our Niagara College students with timely and relevant information regarding elections to ensure there are a large number of candidates as well as increasing voter participation from the student body.

**Parameters:**

This committee is to update the Election Kit each year and come up with new innovative marketing strategies for student awareness.

**Responsibilities:**

The committee is charged with the following responsibilities:

1. To meet at least twice during the first semester to brainstorm and incorporate marketing strategies.
2. To meet once following elections to review the election program.
3. Advise the Board of Directors of any proposed improvements or changes to the election process.

**Composition:**

The Committee shall be composed of the following members or alternate:

1. Executive Director
2. Marketing Communications Manager
3. One (1) student that is not on the Board of Directors

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

**Timeline:**

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

### **5.10 COLLEGE COLLABORATIVE COMMITTEE**

**Rationale:**

To provide Niagara College and NCSAC with an official forum in which to elevate, prioritize and address any matter affecting student life on campus.

**Objectives:**

1. High levels of dialogue and shared understanding on the challenges and needs of students.
2. Advance the student experience through the judicious resolution of issues and the pursuit of strategic opportunities.
3. A harmonious working relationship between the College and the NCSAC.

**Values:**

To ensure optimum effectiveness, the committee adopts the following values:

1. Respect
2. Candour
3. Integrity

**Composition:**

Membership on this committee is comprised of:

1. Vice President, Academic and Learner Services, Niagara College

2. Director, Student Services, Niagara College
3. Manager, Niagara Falls Campus
4. President, NCSAC
5. Executive Vice Presidents, NCSAC
6. Executive Director, NCSAC
7. Director of Student Affairs, NCSAC

Other College and NCSAC representatives may be invited to participate to ensure that Committee members are fully educated on the issues identified as priorities, prior to taking any actions or decisions.

**Timeline:**

The frequency of meetings will be driven by the requirements of the agenda. Members can expect to meet at least on a quarterly basis. A meeting can be requested by any of the committee members. Committee activity will be deliberate and will adhere to the following format:

1. Exchange priorities and develop an annual agenda before September of each year.
2. Develop an action plan to address the agenda with a focus on areas of agreement and shared perspectives.
3. Monitor progress of agenda and, if required, continue dialogue on areas of disagreement.
4. Annual monitoring of all SAC/College fee agreements.

**5.11 ORIENTATION PLANNING COMMITTEE**

**Rationale:**

The Orientation Planning Committee will coordinate activities and programming for fall, winter and spring orientation(s).

**Purpose:**

This committee will be responsible for all aspects of Orientation that are SAC specific activities and programming including, but not limited to: logistics, budgeting, ideation, and evaluation.


**Composition:**

The committee shall be composed of the following members:

1. President
2. Directors of Social Programming
3. Programming Assistants
4. Marketing Communications Manager
5. Executive Director

**Timeline:**

The committee will meet and coordinate orientation activities bi-weekly during May – August for fall orientation, late October for winter orientation and late March for spring orientation.

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## BY-LAW 6 AMENDMENTS

### 4.01 Amendments to the By-laws

The By-laws of the NCSAC may be amended by a 75% vote of the Board of Directors provided always that notice of such amendment shall have been given in writing at a previous meeting or the Board of Directors and the final vote be taken at the next notified meeting and such amendment shall not take effect until the first day of May of that year and no amendment to the By-laws shall be retroactive.

### 4.02 Gender and Number

In these By-laws, unless the context otherwise requires, words in the singular number of the masculine gender will include the plural number and feminine gender as necessary.