BY-LAW 5
CONCERNING THE ACADEMIC COUNCIL

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- 280-08 May 10, 2001
- 349-11 October 22, 2012
# BY-LAW 5 – CONCERNING THE ACADEMIC COUNCIL

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ARTICLE 1 - GENERAL PROVISIONS

1.1 Preamble

1.1.1 The "Commission des études" is a permanent consultative body established by the Board in conformity to the "Loi sur les collèges d'enseignement général et professionnel" (L.R.Q., chapitre C-29 et amendements) and hereinafter will be referred to as the Academic Council.

1.1.2 This By-law, known as the "By-law concerning the Academic Council", will hereinafter be referred to as By-law 5.

1.1.3 This By-law deals with the internal functioning of the Academic Council and sets out in particular:

1.1.3.1 The composition of the Academic Council and the procedures for election and appointment of its members;

1.1.3.2 The mandate of the Academic Council;

1.1.3.3 The internal functioning of the Academic Council.

1.2 Definitions

The definitions set forth in By-law 1, concerning the general administration of the College also apply to this By-law.

2.1 Composition of the Academic Council

2.1.1 The Academic Council will have 20 members comprising of:

2.1.1.1 The Academic Dean;

2.1.1.2 Three Academic Administrators who are appointed by the Board;

2.1.1.3 Eleven employees representing the teachers elected by their peers;

2.1.1.4 One employee representing the non-teaching professional category elected by his or her peers;

2.1.1.5 One employee representing the support staff category elected by his or her peers;

2.1.1.6 Three students elected by their peers.

2.2 Election of Members
2.2.1 The election of non-teaching professionals, support staff, students and teacher representatives as members of the Academic Council is carried out by means of a secret ballot during meetings called for that purpose.

The invitation to the meeting must indicate the purpose, date, time and location of the meeting as well as eligibility and voting conditions. A copy of the election notice is forwarded to the Director of Corporate Affairs.

The list of students is made up from information provided on students' registration information.

The list of teachers, professionals and support staff is made up from the hiring contracts in effect on the day preceding the day when the invitation to the meeting is sent.

Any individual whose name is on the appropriate list, may be put forward as a candidate, vote and be elected a member of the Academic Council during an election meeting.

As well, in order to avoid difficulties caused by the resignation of members in the course of their mandate, each group will elect one or more replacements that can be called upon to permanently replace those unable or unwilling, to complete their mandate.

2.2.2 Election Meeting Process

At each meeting, a Chairperson, Secretary and two scrutineers are elected.

**Quorum**

For each election meeting, the individuals present who are entitled to vote constitute quorum.

The Chairperson calls for candidates’ names to be put forward, records candidacies and conducts a secret ballot where appropriate. The candidates must be present during the meeting, or have consented in writing prior to the meeting, to have their names placed in nomination.

The election Chairperson submits the original of the minutes to the Director of Corporate Affairs, notifying him/her of the election of the individual(s) in their category.

Upon receipt of the minutes of an election meeting, the Director of Corporate Affairs presents the names of elected candidates to the Board for approval and advises the individuals when their mandate begins and its duration.

2.2.3 Duration of Mandate

The mandate of the members of the Academic Council is for one year and is renewable.
2.2.4 Vacancy

In case of a vacancy caused by a resignation or loss of eligibility to represent the category, a new member is replaced within provisions set forth in article 2.2.1, 2.2.2 and 2.2.3 of this By-law, to complete the initial mandate.

3.1 Mandate

3.1.1 The function of the Academic Council is to advise the College on any matter concerning the programs of studies dispensed by the College and the evaluation of learning achievement, including the procedures for the certification of studies.

The Academic Council may, in addition, make recommendations to the College in respect to these matters and on any question pertaining to the maintenance, improvement, or development of the College’s academic life.

3.1.2 The Academic Council must give its opinion to the Board on any question submitted to it by the Board on matters within its jurisdiction.

3.1.3 The following items must be submitted to the Academic Council before being discussed by the Board:

(a) proposals for institutional policy on the evaluation of learning achievement and procedures for the certification of studies;

(b) proposals for institutional policy on the evaluation of programs of studies;

(c) proposals for programs of studies envisaged by the College;

(d) the selection of learning activities that are within the jurisdiction of the College;

(e) any draft by-law or policy relating to the rules, procedures and criteria governing the admission and registration of students;

3.1.4 The Academic Council will be consulted on the following items:

(a) the determination of criteria for the creation of departments and for establishing their number

(b) the development and introduction of programs of instruction for students in the regular program, particularly the development of new options or specializations in relation to the needs of the milieu and the resources available to the College policies concerning development, particularly, among others:

1. academic policies concerning the use of audio-visual and electronic data processing services;

2. academic policies concerning the library and the purchasing and selection of volumes;
3. the norms and priorities for academic facilities and the furnishing and modification of premises allocated for teaching;

4. policies concerning the organization of teaching;

5. pedagogical experiments and research projects;

(c) the academic calendar and the establishment of moveable days;

(d) teaching transfers, agreements with other educational institutions, modifications to school structures, staff reductions, total or partial closing of programs, the opening or the partial or total abandonment of a program, regionalization, introduction of institutional courses;

(e) any policy concerning admission criteria, classification, and establishment of student quotas, or choice of complementary courses offered to students;

(f) any policy concerning pedagogical research;

(g) any pedagogical project with foreign countries;

(h) program planners.

4.1 Function of the Academic Council

4.1.1 The Academic Dean is the president of the Academic Council.

4.1.2 At the first meeting of the Academic Council, the members will elect a Vice-President and an alternate with the responsibility of chairing the meetings of the Academic Council.

4.1.3 The President and the Vice-President may represent the Academic Council at the Board.

If the College refuses to accept a recommendation of the Academic Council, it shall provide the Council with reasons for its decision, in writing.

4.1.4 The quorum of a meeting is set at fifty percent plus one of the total membership; the presence of a member of Academic Administration is also required; if at one meeting the quorum is not attained, the members present at the next meeting will constitute quorum for the agenda items carried over.

4.1.5 The Academic Council shall operate autonomously.

It may create committees to carry out the necessary ground work and make recommendations, which assists Council members in making informed decisions.
Committees have a Chairperson and have a majority of teacher representatives, as well as a representative from non-teaching professional category, a representative from the support staff category and at least one representative from the Student Union (SUJAC).

When a committee is struck for the first time, a call for members is done by the Chairperson of Academic Council, the membership is filled and approved by Academic Council; subsequent vacancies are filled by the Academic Council.

Minutes, motions and reports are brought to Academic Council for approval.

At times, when deemed necessary, Committees of Council will mandate a sub-committee to be responsible for an aspect of their mandate. Also, ad-hoc committees may be established by Committees of Council to address a very specific and time-dependant issue.

Committees must establish a complete membership, mandate and work plan, on a yearly basis, and must be approved by Academic Council at the beginning of each academic year (or when modifications are made). An annual re-cap should be submitted to the secretary of Academic Council at the end of the academic year in order to be submitted into Academic Council's Annual Report.

4.1.6 The Academic Council shall be convened by the College either at its own request or at the request of five (5) members of the Academic Council.

4.1.7 Written notice of regular meetings and the proposed agenda must be sent to all members at least five (5) working days before the meeting is to be held; in the case of special meetings, the agenda and the convocation notice, as well as any pertinent documentation, must be sent to the members at least twenty-four (24) hours before the date that the meeting is to be held.

4.1.8 A copy of the minutes of each meeting of the Academic Council will be distributed to each member of the Academic Council and to each department with the agenda for the forthcoming meeting.

4.1.9 At the end of each academic year, the Academic Council shall submit a report on its activities to the Board.

4.1.10 Before the end of the teaching year, the Academic Council shall submit its work plan for the following teaching year to the Board.

4.1.11 If the Academic Council fails to perform its duties and assume its obligations within a reasonable time frame set by the College, the College shall proceed on its own initiative.

5.1 Duration of By-law

The present By-law will become operative as per resolution of the Board, however, it will automatically expire no later than ninety (90) days after coming into force of a new collective agreement for teachers.
6.1 The Academic Dean is responsible for the application of this by-law.

6.2 Effective Date

The present By-law will come into force on October 23, 2012.