



**DURHAM COLLEGE OF APPLIED ARTS AND  
TECHNOLOGY BY-LAW NO. 3**

Table of Contents

<b>Section</b>	<b>Page</b>
1. General.....	2
2. Role of College Council .....	2
3. Terms of Reference .....	3
4. Force and Effect .....	4

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
BY-LAW NO. 3**

A by-law regarding the establishment of a College Council pursuant to the Minister's Policy Directive regarding Governance and Accountability made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002 (the "Act")*.

BE IT ENACTED AND IT IS HEREBY ENACTED as a By-law of Durham College of Applied Arts and Technology (hereinafter referred to as "the College") as follows:

**1. General**

In accordance with the Ministry of Colleges and Universities' Minister's Binding Policy Directive regarding Governance and Accountability, the Board of Governors is to ensure that an advisory college council is established, the purpose of which is to provide a means for students and staff of the College to provide advice to the President on matters of importance to students and staff. The Board of Governors is to ensure that the structure, composition, terms of reference and procedures for the CCouncil is established in by-law.

**2. Role of College Council**

The College Council will be advisory to the President and will provide a vehicle for staff, faculty and students to be consulted and provide input on significant college matters, including:

- strategic plan initiatives
- new operational policy; and
- other operational matters of importance to the College

In support of Durham College's vision and mission, the College Council will promote a collaborative culture, contribute positively to planning and decision-making processes, and provide a forum for stakeholder discussions and debate on strategic, policy, and procedural matters.

### 3. Terms of Reference

#### 3.1 Council Membership

- a) The College Council shall be composed of up to 17 members, composed of constituent groups, as follows:

Chair:

- Durham College President

Representative from the Durham College Leadership Team:

- Chief Administrative Officer

Representative from Durham College Students Inc.:

- General Manager

Representatives from:

- Faculty – four representatives
- Support staff – four representatives
- Administrative – two representatives
- Students – up to four representatives

- b) Representatives are appointed as follows:

- The Academic Council selects the faculty representatives;
- The support staff union selects the support staff representatives;
- The college leadership selects the administrative representatives through a call for candidates;
- Durham College Students Inc. selects the student representatives.

- c) Each appointed representative from faculty, support staff, and administrative staff shall serve a maximum three-year term. Students shall serve a one-year term.

- d) The term of appointment for the faculty, support staff, and administrative representatives will coincide with the academic year, defined as September 1 of each year through to August 31 of the following year.

- e) The term of appointment for the student representatives will align with Durham College Student's Inc. by-law that defines the term of office for its directors as May 1 of each year through to April 30 of the following year.

### 3.2 Meetings

- a) The Council will meet three times yearly with additional meetings, as required, at the call of the Chair. The agenda will be determined by the Chair.
- b) Consultation on new operational policy as well as other College Council issues may be conducted via email.

### 3.3 Quorum

A quorum for College Council is a simple majority of current members, excluding vacancies.

### 3.4 Reporting and Deliverables

- a) Agendas and minutes will be made available to the Durham College community on the Info Centre for Employees (ICE) internal site.
- b) A report from this advisory College Council shall be included in the College's annual report.
- c) The advice and counsel provided by the Council will be taken under consideration in the final decision-making process by the President on strategic and operational initiatives.

## 4. Force and Effect

By-Law No. 3 of the Durham College of Applied Arts and Technology, enacted on the 5<sup>th</sup> day of March 2008, is hereby repealed.

This By-law shall come into force and take effect on the date it is finally passed.

Enacted by the Board of Governors and sealed with the Corporate Seal this 8<sup>th</sup> day of June, 2011.



Board Chair



Board Secretary