

CHAMPLAIN REGIONAL COLLEGE
OF GENERAL AND VOCATIONAL EDUCATION



BYLAW 2
BYLAW CONCERNING THE
COMMISSION OF STUDIES

June 2005

This bylaw was adopted for the first time by Board of Governors resolution number 1431 on December 11, 1992, replaced by Resolution Number 1515 on February 25, 1994 and modified by Resolution Number 2208 on June 17, 2005.

Table of Contents

Article 1	General Provisions
1.01	Designation
1.02	Definitions
1.03	Nature
1.04	Consultation
1.05	Appointment and Renewal of the Director General and Director of Studies
Article 2	Composition
2.01	Composition
Article 3	Selection of Members
3.01	Selection of Members
Article 4	Appointment of Members
4.01	Terms of Office
4.02	Vacancies
Article 5	Meetings
5.01	Chairperson
5.02	Quorum
5.03	Operations
5.04	Telemeetings
5.05	Minutes
Article 6	Responsibility and Revision

PREAMBLE

The Commission of Studies is established in conformity with Articles 17, 17.0.1, 17.0.2, 20, 20.1 and 21 of the Act.

Article 1 GENERAL PROVISIONS

1.01. Designation

The title of the present Bylaw is "Bylaw concerning the Commission of Studies" and is designated as "Bylaw 2".

1.02 Definitions

The definitions set forth in Articles 1.01 of Bylaw 1 apply to Bylaw 2, except for that of Member which is replaced by the following:

- e) "MEMBER": a member of the Commission of Studies.

1.03 Nature

The function of the Commission of Studies is to advise the Board on any matter concerning the programs of studies offered by the College and the evaluation of learning achievement, including the procedures for the certification of studies.

1.04. Consultation

The Commission of Studies must give its opinion to the Board on any question submitted to it by the Board on matters within its jurisdiction.

The following must be submitted to the Commission of Studies before being discussed by the Board:

- a) proposals for institutional policies on the evaluation of learning achievement and procedures for the certification of studies;
- b) proposals for institutional policies on the management, development, revision and evaluation of programs of studies;
- c) proposals for new or revised programs of studies envisaged by the College;
- d) program evaluation reports and program evaluation action plans;

- e) the selection of learning activities that are within the jurisdiction of the College;
- f) any draft bylaw or policy relating to the rules, procedures and criteria governing the admission and registration of students;
- g) the draft strategic plan and the student success action plan of the College as regards matters within the jurisdiction of the Commission of Studies.

The Commission of Studies should also be consulted on any modifications to Bylaw 2.

1.05. Appointment and Renewal of the Director General and Director of Studies

The Board must consult the Commission of Studies before proceeding with the appointment or renewal of the Director General or the Director of Studies, in accordance with the Act and with Bylaw 3.

Article 2 COMPOSITION

2.01 The Commission is composed of:

- a) four (4) faculty members, one (1) each from Champlain – Lennoxville and Champlain – St. Lawrence, and two (2) from Champlain – St-Lambert, elected by their peers at the location;
- b) three (3) non-teaching professionals, one (1) each from Champlain – Lennoxville, Champlain – St-Lambert and Champlain – St. Lawrence, elected by their peers at the location;
- c) one (1) member of support staff, elected by the support staff;
- d) three (3) students, one (1) each from Champlain – Lennoxville, Champlain – St-Lambert and Champlain – St. Lawrence or their substitutes. At any given meeting, each appointed student may be represented by a student substitute duly designated. Students must be appointed in accordance with section 32 of the *Loi sur l'accréditation et le financement des associations d'élèves ou d'étudiants*;

- e) three (3) Deans responsible for the curriculum and academic affairs, one (1) each from –Champlain – Lennoxville, Champlain – St-Lambert and Champlain – St. Lawrence, nominated by the Board on the recommendation of the Director of each campus. In the event of a vacancy, the Board can nominate a substitute academic administrator;
- f) three (3) members, one (1) from the Champlain-Lennoxville Academic Advisory Council, one (1) from the Champlain-St-Lambert Academic Council, one (1) from the Champlain-St.Lawrence Pedagogical Committee named by their respective committees;
- g) the Director of Studies, *ex officio*.

The Director of Studies is responsible for overseeing the designation process of the Commission's membership.

Article 3 SELECTION OF MEMBERS

3.01 Selection of Members

The Director of each location shall request the names of the members provided for in Article 2.01, paragraphs a), b), c) and f), from the appropriate local association or committee that is thereby responsible for the election of these members.

The Director of Studies will invite the support staff to elect their representative to the Commission of Studies.

The Director of each location shall also invite the local student associations to select their representatives.

The Director of each location shall also recommend to the Board the Dean who will sit on the Commission. The Director of each location may recommend that a substitute academic administrator or a different Dean replace at the Commission the current member appointed by virtue of article 2.01 e).

Article 4 APPOINTMENT OF MEMBERS

4.01 Terms of Office

Upon election, the members provided for in Article 2.01, paragraphs a), b) and c) remain in office for a period of three (3) years.

Members by virtue of Article 2.01, paragraph d), are appointed for a period of one (1) year.

Members by virtue of Article 2.01, paragraph f), are appointed for a period of three (3) years.

All the mandates defined in paragraphs 2.01 a), b), c), d) and f) can be renewed once.

Members by virtue of Article 2.01, paragraph e) are appointed for a period of three years and their mandates can be renewed without limitation.

4.02 Vacancies

A vacancy occurs if a member's term expires or if a member dies, resigns or ceases to be qualified according to the Act and the present Bylaw. Failure to attend three (3) consecutive meetings of the Commission may be considered as a resignation from the Commission.

If, for any of the reasons mentioned in the above paragraph, a vacancy occurs before the expiry of a member's mandate, then a replacement shall be elected or appointed according to Article 2.01 of the present Bylaw.

Article 5 MEETINGS

5.01 Chairperson

The Director of Studies is *ex officio* chairperson of the Commission of Studies. Subject to Article 20.1 of the Act concerning conflict of interest, the Chairperson calls the meetings, assures distribution of appropriate documentation, and reports to the Board on the Commission's deliberations.

5.02 Quorum

Quorum is one half plus one of the members in office. If quorum is not attained, the meeting shall be automatically convoked to take place, between five (5) and ten (10) working days later with no change in agenda. The members of the Commission present at this second meeting constitute quorum.

5.03 Operations

In the absence of rules of procedure for any given question, Robert's Rules of Order shall apply.

5.04 Telemeetings

Meetings may occasionally be held via telecommunications technology when, in the judgement of the Chairperson, unforeseen circumstances merit their use.

5.05 Minutes

The duly adopted minutes of the meetings of the Commission of Studies are transmitted to the Board, the members of the Commission of Studies, the Officers of the College, the presidents of every union or association of employees, and, to the Chairpersons of the Champlain-Lennoxville Academic Advisory Council, of the Champlain-St-Lambert Academic Council, and of the Champlain-St.Lawrence Pedagogical Committee.

Article 6 RESPONSIBILITY AND REVISION

The revision of the present Bylaw is under the responsibility of the Director of Studies. A review of this Bylaw shall take place at least every five (5) years.