



**HERITAGE COLLEGE
BYLAW #1**

**CONCERNING THE GENERAL ADMINISTRATION
OF THE COLLEGE**

COMING INTO FORCE: August 15, 1988
REVISED: June 18, 2007
ADMINISTRATOR: Director General

Heritage College Bylaw #1 concerning the General Administration of the College

Preamble	3
ARTICLE 1 Purpose	3
ARTICLE 2 Application	3
ARTICLE 3 Provisions	3
3.1 Corporate Seat	3
3.2 Corporate Seal	3
3.3 Corporate Identity	3
3.4 Board of Governors—Membership	3
3.4.1 Composition	3
3.4.2 Vacancy	4
3.4.3 Conflict of Interest	4
3.4.4 Absences	4
3.4.5 Protection	4
3.5 Board of Governors—Jurisdiction	5
3.6 Board of Governors—Meetings	5
3.6.1 <i>Quorum</i>	5
3.6.2 Location	5
3.6.3 Regular Meetings	5
3.6.4 Special Meetings	5
3.6.5 Emergency Meetings	6
3.6.6 Notice of Motion	6
3.6.7 Voting	6
3.6.8 Appointments and Elections of Members to the Board	6
3.6.9 Appointments and Elections of Members to Positions or Committees	7
3.6.10 Agenda	7
3.6.11 Minutes	7
3.6.12 Nature	7
3.6.13 Attendance by Persons Other than Board Members	7
3.6.14 <i>In Camera</i> Sessions	8
3.6.15 Procedures	8
3.7 Board of Governors—Officers of the College	8
3.7.1 Appointment of Officers	9
3.7.2 Dismissal or Removal from Office	9
3.8 Executive Committee—Membership	9
3.8.1 Composition	9
3.8.2 Vacancy	9
3.9 Executive Committee—Jurisdiction	9
3.10 Executive Committee—Meetings	9
3.10.1 <i>Quorum</i>	9
3.10.2 Regular Meetings	9
3.10.3 Special Meetings	9
3.10.4 Conference Calls	10
3.10.5 Report to the Board	10
3.11 Board of Governors—Standing Committees	10
3.11.1 Audit Committee	10
3.11.2 Committee to Evaluate the Annual Performance of the Director General	10
3.11.3 Bylaw/Policy Review Committee	11
ARTICLE 4 Roles and Responsibilities	11
4.1 The Board	11
4.2 Executive Committee	12
4.3 Board Chair	12
4.4 Board Vice-chair	12
4.5 Director General	12
4.6 Academic Dean	13
4.7 Secretary to the Board	13
ARTICLE 5 Revision	13
Glossary	14
Related Documents	15

Heritage College Bylaw #1 concerning the General Administration of the College

Preamble¹

This bylaw is intended to respect the requirements of the *General and Vocational Colleges Act*, government and ministerial regulations, and all other provincial laws and regulations.

ARTICLE 1 Purpose

The purpose of the present bylaw is to provide the administrative framework within which the College can act, and to establish certain governing rules, which include, but are not limited to:

- the composition of the Board of Governors and its committees and the election, appointment or nomination of the members;
- the jurisdiction of the Board and its committees and their rules of operation;
- the jurisdiction of the officers of the College.

ARTICLE 2 Application

The present bylaw applies to the general administration of the College.

ARTICLE 3 Provisions

3.1 Corporate Seat

The corporate seat of the College is situated at 325 Cité des Jeunes Boulevard, Gatineau, Quebec J8Y 6T3, as determined by letters patent registered on June 20, 1988, libro 1547, folio 75.

3.2 Corporate Seal

An impression of the corporate seal of the College appears at the bottom of the last page of the present bylaw.

3.3 Corporate Identity

The following image represents the official corporate identity of Heritage College:²



3.4 Board of Governors—Membership

3.4.1 Composition

The Board is governed by article 8 of the Act, and its members are elected or appointed in accordance with the following provisions of said Act:

Seven members appointed by the Minister:

- a) two members from socio-economic groups;
one member from among the persons proposed by university-level teaching institutions;
one member from among the persons proposed by the school boards of the territory;
one member from among the persons proposed by the regional council of labour market partners for the region;
- b) two persons from within enterprises in the region operating in the economic sectors corresponding to the programs of technical studies implemented by the College;

Ten members appointed or elected locally:

- c) a Heritage College Diploma of College Studies graduate in a

¹ See the Glossary for explanations of frequently-used terms.

² This corporate identity was adopted by the Board of Governors on February 12, 2007.

Heritage College Bylaw #1 concerning the General Administration of the College

program of pre-university studies
(appointed by Board);

a Heritage College Diploma of
College Studies graduate in a
program of technical studies
(appointed by Board);

- d) two parents (elected by peers);
- e) a student registered in a program
of pre-university studies
(appointed by the Student
Association);
a student registered in a program
of technical studies (appointed
by the Student Association);
- f) two teachers (elected by peers);
one non-teaching professional
(elected by peers);
one member of the support
staff (elected by peers);

Two *ex officio* members:

the Director General;
the Academic Dean.

Non-voting member:

One member of management
(elected by peers).

3.4.2 Vacancy

A vacancy on the Board occurs upon:

- the resignation of the member.
A member resigns by giving
written notice to that effect to the
Secretary. The resignation will take
effect the day it is received by the
Secretary or on whatever other date
is so specified in the resignation;
- the loss of qualification required
for appointment or election, or by
expiry of mandate, subject to the
provisions of article 10 of the Act;
- the dismissal or withdrawal of the
mandate of either the Director
General or the Academic Dean;
- the death of the member.

The Secretary shall notify an
employee group of any vacancy in
the Board membership derived from
that particular group.

3.4.3 Conflict of Interest

The Board is governed by articles 12
and 20.1 of the Act and by the
provisions of *Heritage College
Bylaw #6, The Code of Ethics and
Professional Conduct of Board
Administrators*.

3.4.4 Absences

When a Board member misses three
(3) consecutive meetings without
grounds deemed valid by the Board,
the Chair may invite that member to
resign, through a resolution adopted
by one-half of the Board members in
office plus one.

3.4.5 Protection

Members of the Board shall be
protected and indemnified for:

- a) all expenses which may result
from an action, lawsuit or
proceeding taken, instituted or
containing conclusions against
them due to an act committed or
permitted by them in the exercise
of their functions as members of
the Board or within a mandate
conferred upon them by the
Board;
- b) all expenses incurred by a
member in the course of business
for which the member is duly
mandated by the Board, except
for the expenses voluntarily
incurred through negligence or
omission on the part of a member
for which such member is
responsible.

Heritage College Bylaw #1 concerning the General Administration of the College

3.5 Board of Governors—Jurisdiction

The Board exercises the rights and powers of the College in accordance with the Act, the Regulations and the present bylaw.

In accordance with the provisions of the Act, any decision which requires the approval of the Board must be endorsed by resolution.

The Board may revoke a resolution voted by the Executive Committee, if it considers that the latter has exceeded its mandate. This is done by resolution.

The Board may also revoke a decision taken by one or the other of the officers of the College, if it considers that the latter has exceeded the mandate. This is also done by resolution.

3.6 Board of Governors—Meetings

3.6.1 Quorum

The *quorum* for Board meetings is one-half plus one of the total number of members in office. The *quorum* is not affected by the fact that a member is not entitled to vote on a given subject.

It shall be considered that the *quorum*, which is verified at the beginning of the meeting by the Chair, is maintained throughout the meeting; however, any member may request that *quorum* be verified during the meeting.

The official recognition by the Chair that a *quorum* does not exist shall bring the meeting to a close and invalidate further deliberations but shall not affect the decisions made before the lack of *quorum* was confirmed.

3.6.2 Location

Board meetings are usually held at the corporate seat of the College,

unless the Board Chair, or the Director General, decides otherwise.

3.6.3 Regular Meetings

As stipulated in the Act, the Board shall hold at least four (4) regular meetings per fiscal year.

The Secretary shall forward to each member of the Board at least five (5) calendar days prior to a meeting, a written notice of meeting, including the time, date and location, a proposed agenda, and pertinent documents.

During a regular Board meeting, only those items appearing in the proposed agenda may be dealt with; additional items may be proposed during “Approval of the Agenda,” if the Board Chair deems said items to be of an emergency nature. In such cases, emergency items may be added to the Board agenda if two-thirds of the total number of members present, *and eligible to vote*, agree.

3.6.4 Special Meetings

Special meetings are called by the Secretary upon request from the Board Chair or the Director General, or upon written request from five (5) members of the Board.

The Secretary shall forward to each member of the Board at least ~~five (5)~~ three (3) calendar days prior to a special meeting, a written notice of meeting, including the time, date and location, a proposed agenda, and any pertinent documents available at that time.

During a special Board meeting, only those items appearing in the proposed agenda may be dealt with; additional items may be proposed during “Approval of the Agenda,” if the Board Chair deems said items to be of an emergency nature. In such

Heritage College Bylaw #1 concerning the General Administration of the College

cases, emergency items may be added to the special Board agenda if two-thirds of the total number of members *in office* are present *and* agree that other items may be added.

3.6.5 Emergency Meetings

In case of an emergency, the Board Chair or the Director General may call a special meeting without observing the prescribed time limit. In the absence, or inability to act, of the Board Chair or Director General, articles 4.4 a) and 4.6 c) apply.

An emergency meeting may take the form of a conference call, provided that all of the participants are able to communicate with each other at the same time.

3.6.6 Notice of Motion

A bylaw may be adopted, amended or repealed at any regular meeting of the Board by a two-thirds (2/3) majority vote of the members in office and eligible to vote, provided notice of motion was presented at a previous regular Board meeting. Such notice must include the bylaw in question and, where applicable, the text of any proposed amendments.

3.6.7 Voting

Decisions of the Board are taken by a simple majority of votes by the members present and entitled to vote, unless specified otherwise. An abstention shall be deemed to be a refusal to express an opinion and not a negative vote. Abstentions shall not be taken into account when calculating the simple majority. When calculating a two-thirds majority of the Board members, however, an abstention does serve as a negative vote.

The Chair has the right to vote. The Chair also has the casting vote in the

case of a tie, pursuant to article 14 of the Act, or when a further vote is needed to achieve two-thirds majority. The Chair alone has the necessary authority to rule on any question with respect to the application of article 12 of the Act.

Voting shall be by show of hands. A member may, however, request that a vote be taken by secret ballot; the Secretary, or a delegate designated by the Chair, shall be responsible for counting the ballots.

Unless a ballot has been requested, a ruling by the Chair to the effect that a resolution has been adopted or defeated and which is recorded as such in the minutes constitutes *prima facie* evidence of the adoption or defeat of such resolution without requiring evidence of the details and numerical results of votes registered.

Except upon a vote by secret ballot, any of the Board members present at a meeting shall be entitled to have their dissent recorded in the minutes.

No member may be represented at a Board meeting nor vote by proxy.

3.6.8 Appointments and Elections of Members to the Board

The Secretary, or a delegate, shall hold and preside over the elections provided for in sub-paragraphs c), d) and f) of article 8 of the Act. The Secretary will ensure that candidates and persons who are eligible to vote are adequately informed of their rights and of the voting procedures.

Voting, when required, shall be by secret ballot. The numerical results of votes registered will not be made public. The election results are determined by a simple majority, with the name of each elected member being announced at the *next* Board meeting.

Heritage College Bylaw #1 concerning the General Administration of the College

3.6.9 Appointments and Elections of Members to Positions or Committees

The Secretary, or a delegate, shall preside over a vote, when one is necessary.

Voting shall be by secret ballot. The numerical results of votes registered will be verified by the Secretary and the Chair. In the case of the elections specified in article 3.7.1, however, the numerical results of votes registered will be verified by the Secretary and another delegate. The election results are determined by a simple majority, with the name of each elected member being announced at the Board meeting. The numerical results of votes registered will not be made public.

3.6.10 Agenda

The Executive Committee approves the proposed agenda for regular Board meetings. Board members may submit requests for agenda items to the Secretary no later than two (2) working days before an Executive Committee meeting. Such requests must be in writing and must be accompanied by the relevant supporting documentation.

3.6.11 Minutes

The Secretary, or the delegate, will record and keep minutes of each meeting of the Board. The minutes of each Board meeting will include:

- the date, location and opening and closing times of the meeting;
- the names of all members, their designations and notations regarding their attendance;
- the names of guests and their affiliations;

- a declaration of quorum;
- the agenda for the meeting;
- all proposals considered by the meeting, including the amendments and the preamble of any such proposal;
- the result of all votes, as described in article 3.6.7; and
- all decisions reached by general consensus.

The approved minutes will be signed by the Secretary, or the delegate, and the presiding Chair.

The Board Chair is exempted from reading the minutes before their adoption, providing that a copy was sent to each member at least three (3) full calendar days preceding the day of the meeting.

3.6.12 Nature

Article 35 of the *Law on Access to Documents held by Public Bodies and the Protection of Personal Information, (R.S.Q., c. A-2.1)*, recognizes the confidential nature of the deliberations of the Board of Governors. All decisions, resolutions, bylaws and policies adopted by the Board, however, are accessible to the public.

3.6.13 Attendance by Persons other than Board Members

The management personnel shall attend all Board meetings as resource persons, unless excused by the Director General.

The Director General or Board Chair may invite resource persons to attend Board meetings in an advisory or informational capacity with respect to an item on the agenda. The Director General or Board Chair may also invite guests to attend a Board meeting.

Heritage College Bylaw #1 concerning the General Administration of the College

The right of persons, other than Board members, to speak at Board meetings shall be determined by the Board Chair.

3.6.14 *In Camera* Sessions

At the request of two (2) members, the Board may vote to hold a meeting, in whole or in part, *in camera*.

When Article 12 of the Act is invoked, however, the meeting automatically moves *in camera* after employee members have had the opportunity to present their views and have withdrawn from the meeting.

When the meeting sits *in camera*, the Board Chair must ensure that only individuals authorized to be there are at the location of the meeting. These individuals are then required to maintain the confidentiality of the debate. The minutes will report only the Board's decisions, where applicable.

Notwithstanding, the Board Chair or the Director General may invite a person who is not a member of the Board to attend all, or part of, an *in camera* session.

3.6.15 Procedures

Subject to the present bylaw and to the provisions of the Act, the Board may adopt rules of procedure to govern its meetings.

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

3.7 Board of Governors—Officers of the College

The officers of the College are the representatives of the governors of the corporation. Subject to the present bylaw, they represent the Board or the College.

The officers of the College are:

- The Board Chair
- The Board Vice-chair
- The Director General
- The Academic Dean.

3.7.1 Appointment of Officers

The Board appoints a Director General and an Academic Dean in accordance with *Heritage College Policy #4 concerning the Appointment, Evaluation and Renewal of the Mandates of the Director General and Academic Dean*.

The Board elects a Chair and a Vice-chair at the last regular meeting of each fiscal year. Under the terms of article 14 of the Act, they must not be members of the personnel nor student representatives.

If the office of Board Chair or Vice-chair becomes vacant, the Board must elect a replacement no later than at the first regular meeting of the Board following the vacancy.

The elections for the offices of Board Chair and Vice-chair are conducted by the Secretary.

If the position of Director General becomes vacant, the Board may appoint the Academic Dean or another person as Interim Director General for a definite period of time. If the Board elects *de facto* to entrust the position during the interim period to the Academic Dean, it may appoint an Interim Academic Dean for a definite period of time.

Heritage College Bylaw #1 concerning the General Administration of the College

3.7.2 Dismissal or Removal from Office

Pursuant to article 20.2 of the Act, at a special meeting duly called for such purpose, the Board of Governors may dismiss the Director General or the Academic Dean by means of a resolution adopted by two-thirds of the Board members in office and entitled to vote thereon, pursuant to article 12 of the Act.

Removal from the office of Board Chair or Vice-Chair requires a vote of at least two-thirds of the Board members in office at a special meeting duly called for that purpose.

3.8 Executive Committee—Membership

3.8.1 Composition

The Executive Committee is composed of the four officers of the College and two (2) other members elected by and from the members of the Board, in accordance with article 16 of the Act, at the last regular meeting of each fiscal year.

The Director General shall preside over the Executive Committee; the Secretary to the Board serves as Secretary to the Committee. In the event that the Director General is unable to chair, the Academic Dean will replace the Director General.

The Board may revoke, by resolution and at any time, the appointment of either one of the two elected members of the Executive Committee specified in the first paragraph of this article.

3.8.2 Vacancy

A member of the Executive Committee, other than an *ex officio* member, may resign by so informing the Secretary to the Board in writing. In the case of a vacancy on the Executive Committee, the Board

must proceed with the election of a replacement, at the latest, during the first regular meeting of the Board following the vacancy.

Notwithstanding any vacancy, the members of the Executive Committee remaining in office may continue to act, as long as a quorum remains.

3.9 Executive Committee—Jurisdiction

In accordance with article 16 of the Act, the Executive Committee must ensure, in an efficient way, the ordinary administration of the College. It also acts as an advisory body to the Director General.

3.10 Executive Committee—Meetings

Meetings of the Executive Committee are called at the request of the Director General, who is *ex officio* Chair of the Committee, by any means deemed appropriate and within reasonable time limits, as circumstances may dictate.

3.10.1 Quorum

Quorum for the Executive Committee meetings is one-half plus one of the total number of members in office, including the Director General.

3.10.2 Regular Meetings

The Executive Committee meetings are not public. The Committee exercises its powers by resolution.

The Director General may invite a person who is not a member of the Executive to act as a resource person.

3.10.3 Special Meetings

The Director General or two (2) members of the Executive Committee may call a special meeting. Notice of any special meeting shall be given by the Secretary to the Board at least twenty-four (24) hours before the

Heritage College Bylaw #1 concerning the General Administration of the College

meeting. Such notice will be given in writing.

3.10.4 Conference Calls

A special meeting may take the form of a conference call, provided that all of the participants are able to communicate with each other at the same time.

3.10.5 Report to the Board

A copy of the minutes of each meeting of the Executive Committee shall be forwarded to Board members as information in the subsequent Board package by the Secretary to the Board.

3.11 Board of Governors— Standing Committees

The Board has three permanent standing committees:

- the Audit Committee
- the Committee to Evaluate the Annual Performance of the Director General (Evaluation Committee); and
- the Bylaw/Policy Review Committee.

The members of these standing committees are appointed by and from the members of the Board at the last regular meeting of each fiscal year.

Standing committee meetings are not public. Each standing committee chair, however, may invite a person who is not a member of the committee to act as a resource person.

Standing committee meetings shall take place at the call of their respective chairs. Quorum for standing committee meetings is one-half plus one of the total number of committee members in office.

3.11.1 Audit Committee

The Audit Committee comprises three (3) members appointed by the Board from among those Board members who do not form part of the staff or the

student body of the College. The Chair of the Audit Committee is to be determined by the Committee members, immediately following their appointment, at the last regular Board meeting of each fiscal year.

In the event of a vacancy, the Board or the Executive Committee shall appoint, as soon as possible, a replacement to take office until the end of the mandate of the current committee.

The Audit Committee:

- recommends to the Board the selection and renewal of the external auditor;
- ensures that the external auditing of the annual financial report is carried out in accordance with the requirements of the Ministry and the generally-recognized auditing standards of the Canadian Institute of General Accountants;
- meets with the external auditor, usually twice a year to review the financial statements and auditor's report, together with the auditor's observations and recommendations on internal controls;
- performs an in-depth review of the College's financial statements;
- makes recommendations to the Board concerning the annual financial reports, the auditor's report and, if appropriate, the College's internal control and practices; and
- evaluates the work of the external auditor.

3.11.2 Committee to Evaluate the Annual Performance of the Director General (Evaluation Committee)

The Evaluation Committee, of which the Board Chair is ex officio chair and spokesperson, comprises two (2) other members, appointed by the Board from among those Board members who do

Heritage College Bylaw #1 concerning the General Administration of the College

not form part of the staff or the student body of the College.

In the event of a vacancy in any position other than that of the Committee Chair, the other Committee members will continue the evaluation process. If more than one vacancy occurs, however, the Board shall appoint, as soon as possible, replacements who will take office until the end of the mandate of the current committee.

Notwithstanding the general quorum provisions in article 3.11 of this bylaw, in the case of the Evaluation Committee, *quorum* must include the Committee Chair.

The frequency and purpose of Evaluation Committee meetings are subject to the pertinent provisions of *Heritage College Policy #4 concerning the Appointment, Evaluation and Renewal of the Mandates of the Director General and Academic Dean*.

3.11.3 Bylaw/Policy Review Committee

The Bylaw/Policy Review Committee, of which the Director General is ex officio chair and spokesperson, comprises two (2) other members, appointed by the Board, one from among the employee Board members and one from among the non-employee Board members.

In the event of a vacancy in any position other than that of the Committee Chair, the Board or the Executive Committee shall appoint, as soon as possible, a replacement who will take office until the end of the mandate of the current committee. In the meantime, the other committee members will continue the review process.

Notwithstanding the general quorum provisions in article 3.11 of this bylaw, in the case of the Bylaw/Policy Review

Committee, *quorum* must include the Committee Chair.

The Bylaw/Policy Review Committee develops, reviews and, if necessary, amends, prior to their presentation to the Board, any College bylaws and policies which, on the recommendation of the Director General, require adoption or revision. Moreover, it has been mandated to do so with a view to developing and recommending means of standardizing the terminology and format of College bylaws and policies to promote consistency.

The Bylaw/Policy Review Committee meets as required each year, subject to the terms of its mandate.

ARTICLE 4 Roles and Responsibilities

4.1 The Board

The primary role of the Board is to establish the general orientations, the objectives, the strategic plans, the policies and the global strategies of the institution.

In accordance with the Act, the Board, by resolution:

- establishes an Academic Senate and determines its composition;
- after consultation with Academic Senate with regard to matters within its jurisdiction:
 - approves the hiring and mandate renewal of the Director General and the Academic Dean;
 - adopts the academic calendar;
 - ensures the implementation of the programs for which authorization has been received from the Minister;
 - adopts the conditions of admission for students;
 - adopts an institutional policy on the evaluation of learning achievement and procedures for certification of studies;

Heritage College Bylaw #1 concerning the General Administration of the College

- adopts an institutional policy on the evaluation of programs of studies; and
- adopts a long-term Strategic Plan for the College;
- elects or, whenever required to do so, appoints the Chair and Vice-chair of the Board, the members of the Executive Committee, the administrative representatives on the Academic Senate, and members of its standing committees;
- adopts the budget forecasts (operational and capital);
- adopts bylaws governing student-related fees charged by the College;
- approves the financial statements and the annual report of the College;
- authorizes all loans and issuances of bonds;
- appoints the external auditor for each fiscal year;
- approves the list of persons to whom the Minister will be asked to award a diploma of college studies; and
- awards the attestation of college studies to students who have completed successfully the requirements of their respective programs.

Moreover and specifically, but not restricted thereto, the Board, by resolution:

- designates the financial institution with which the College will deal;
- establishes all committees which are deemed necessary; and
- identifies the persons who can make commitments on behalf of the College.

4.2 Executive Committee

In its primary role of ensuring the ordinary administration of the College, the Executive Committee:

- carries out the general or specific mandates received from the Board;

- approves a proposed agenda for meetings of the Board, submitted by the Director General;
- follows up on building or major renovation projects and makes decisions to ensure that such projects are carried through;
- oversees the development, implementation, revision and annual evaluation of the College Strategic Plan and reports twice a year to the Board in this regard;
- adopts the annual administrative work plan of the College, submitted by the Director General; and
- exercises the powers described in paragraph d) of article 6 of the Act with respect to long-term financing.

4.3 Board Chair

The Board Chair:

- a) chairs all meetings of the Board;
- b) exercises all other duties or powers delegated by the Act and the Regulations, by College bylaw or policy, or by resolution of the Board;
- c) chairs the committees for the selection, annual evaluation and mandate renewal of the position of Director General; and
- d) sits on the selection committee for the position of Academic Dean.

4.4 Board Vice-Chair

The Board Vice-chair:

- a) exercises the duties and powers of the Board Chair in the latter's absence or inability to act; and
- b) exercises all other duties or powers delegated by College bylaw or policy or by resolution of the Board.

4.5 Director General

The Director General:

Heritage College Bylaw #1 concerning the General Administration of the College

- a) is the chief executive officer of the College;
- b) assumes, as a whole, the duties and responsibilities related to the planning, organization, management, coordination, budget planning and control and representation required for the functioning and the development of the College;
- c) is responsible for the efficient administration and development of the College;
- d) prepares, on behalf of the Executive Committee and the Board of Governors, resolutions or bylaws intended to establish or modify the rules of management of the current administration, the objectives, the policies, the general orientations, the strategic plans and the global strategies of the College;
- e) sees that decisions of the Board and of the Executive Committee are carried out;
- f) is *ex officio* Chair of the Executive Committee, the Bylaw/Policy Review Committee, and of the committees for the selection and mandate renewal of the position of Academic Dean;
- g) or a delegate, is authorized to respond, on behalf of the College, to any writ of execution, subpoena, judgement or order, and is authorized to sign affidavits required for legal proceedings; and
- h) assumes all other duties and responsibilities assigned by College bylaw or policy or by resolution of the Board.

4.6 Academic Dean

Under the authority of the Director General, the Academic Dean:

- a) is responsible for the management (planning, organization, direction, control and evaluation) of all academic programs and departments and for the academic matters of the College;

- b) is responsible for ensuring the quality of education in the College;
- c) exercises the duties and powers of the Director General in the event that the latter is absent or unable to act;
- d) is *ex officio* chair of the Academic Senate; and
- e) assumes all other duties and responsibilities assigned by College bylaw or policy or by resolution of the Board.

4.7 Secretary to the Board

The Director General assumes the responsibilities of the Secretary to the Board. The Director General may appoint a delegate to assume this role. The delegate attends all Board and Executive Committee meetings.

ARTICLE 5 Revision

This bylaw will be reviewed and, if necessary, revised at least every five (5) years, or when deemed necessary by Ministry requirements or by the Board.

Heritage College Bylaw #1 concerning the General Administration of the College

GLOSSARY

- the Act:** the *General and Vocational Colleges Act, Revised Statutes of Quebec, C-29*, and its amendments.
- the Board:** the Board of Governors of Heritage College.
- the College:** Collège Heritage, Heritage College.
- Fiscal year:** the period starting on July 1 of one calendar year and ending on June 30 of the subsequent calendar year.
- Governors:** members of the Board, either appointed by the Minister or the Board, or elected/appointed by their peers in accordance with the stipulations of the Act.
- the Minister:** the Minister responsible for the application of the Act.
- the Ministry:** the Ministry responsible for the application of the Act.
- the Regulations:** *College Education Regulations, General and Vocational Colleges Act, R.S.Q., C-29, S. 18, C-25, S. 11* and its amendments.
- Student:** any person registered in an academic program at the College.
- the Secretary:** Secretary to the Board.

Heritage College Bylaw #1 concerning the General Administration of the College

Related Documents

This document is to be used in conjunction with:

- *The General and Vocational Colleges Act, Revised Statutes of Quebec Chapter C-29 and its amendments.*³
- *The College Education Regulations, General and Vocational Colleges Act, R.S.Q., C-29, S. 18, and its amendments.*⁴
- *Heritage College Bylaw #4 concerning Academic Senate.*⁵
- *Heritage College Policy #4 concerning the Appointment, Evaluation and Renewal of the Mandates of the Director General and Academic Dean.*⁶



³ Copies of this document are available from the Director General's office and from the Secretary to the Board.

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.